



**Qualicum School District 69  
District Parent Advisory Council  
MINUTES - General Meeting**

**Date:** Wednesday, November 14, 2023 (*Every month on the 3rd Wednesday*)  
**Time:** 6:30PM  
**Location/Zoom:** <https://us02web.zoom.us/j/86524034006?pwd=bn9sdnlmSXc1bHJsYjBweVA3UGtPQT09>  
Meeting ID: 865 2403 4006 Passcode: 365257

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**Meeting Purpose:**

- Engage, empower and support parents/guardians for the success of all learners
- Support, encourage and improve the quality of education and well being of students by being a district voice
- Build relationships, share knowledge and create community
- Public meeting for all parents/guardians with student(s) in SD69

**Attendees/Invitees:**

- **SD69 DPAC Executive Team**
- **SD69 School PAC Executives/Representatives:**
  - CEAP** - Collaborative Educational Alternative
  - AES** - Arrowview Elementary School
  - EOES** - Ecole Oceanside Elementary School
  - FBS** - False Bay Elementary School
  - QBES** - Qualicum Beach Elementary School
  - BSS** - Ecole Ballenas Secondary School
  - PASS**
  - BES** - Bowser Elementary School
  - EES** - Errington Elementary School
  - NBES** - Nanoose Bay Elementary School
  - SES** - Springwood Elementary School
  - KSS** - Kwalikum Secondary School
- **SD69 DPAC Committee Members** (formed by DPAC President)
- **SD69 Representatives: School Year 2023/24**
  - Superintendent of Schools: **Peter Jory**
  - Associate Superintendent of Schools: **Gillian Wilson**
  - Director of Instruction: **Rudy Terpstra**
  - Trustee(s): **Julie Austin, Eve Flynn, Carol Kellogg, Barry Kurland, R. Elaine Young**
  - MATA President: **Matt Woods**
  - CUPE Local 3570 President: **Sherrie Brown**
  - SD69 Parents/Guardians
  - Guests as requested & required (at the discretion of DPAC President)

**2023/2024 DPAC Executive Team:**

<b>Karri Kitazaki:</b>	President	<b>Amanda Hastings:</b>	Director
<b>Jessica Threlfall:</b>	Vice President	<b>Michael Kilburn:</b>	Director
<b>Brenda Fischer:</b>	Treasurer	<b>Andrea Button:</b>	Director
<b>Angel Delange:</b>	Secretary		
<i>Angel Delange:</i>	<i>Past President</i>		
<i>N/A 2023/24:</i>	<i>Director - FAC/French Advisory Council *EOES &amp; BSS have FAC Reps</i>		
<i>TBD 2023/24:</i>	<i>District Associate to BCCPAC * to be reviewed 2023/24</i>		

## AGENDA

**Attendees:** Karri Kitisaki, Jessica Threlfall, Brenda Fischer, Angel Delange, Andrea Button, Peter Jory, Kat Plummel, Ashley Cota, Eve Flynn, Jason Howe, Heather Blackwell, Michael/BSS, Felicia from SES, Jenessa Detton, Matt Woods, Brianne Gordon, Sherrie Brown, J's Phone, Jacquie Harkema

**Regrets:** Rudy Terpstra and Gillian Wilson

1. **Call to Order:** **6:31PM**

2. **Welcome / Traditional Territories Acknowledgment:**

*We would like to acknowledge that Qualicum School District exists within the territories of the Coast Salish People and within the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations.*

3. **Introductions & Quorum Declaration:** *Quorum: 3 voting members*

4. **Approval of Agenda:** **Angel**

5. **Approval of Previous Minutes:** **Jessica**

6. **SD69 Updates:** *Report, update, questions*

a. Superintendent/Associate Superintendent of Schools - **Peter Jory**

-Great start up continues, although increased over expectation illness has been noted, gov't data shows we are still holding steady and not as high as pandemic illnesses.

-Staff absenteeism is within its normal range.

-Loving to see how things are returning to pre-covid, was able to pop in to see BSS hosting the girls junior volleyball tournament.

-November is "conference season" for senior staff and many have attended or will be attending a variety of conferences to support our school community.

-Next week the BCSTA is in Vancouver and Dr. Jory and a few board members will be attending.

-Equity scan being done to support Indigenous learners, and how we can connect with First People's learning.

-December 1/2023 Ministry driven ProD will help support the above connection.

-Logo / Rebranding is still rolling out, nice to see the white fleet having the logos updated.

-The SD Strategic Planning brochures have been printed and are available in hard copy at the SD office, or from any of our school sites. This is a five year plan and 2023/2024 is the first year of it. Many stakeholders were invited to participate in a multi day sessions to review our learning supports and to create our five year learning plan.

-Internal review of learning supports will be happening shortly. Staff will be asked to complete a survey and then the SD will look at the data to redirect our energy and resources according to the need.

-EES Principal has been moved to District Learning, Paisley Hendricks to KSS, Jen Nichols to EOES, and Jane Reynolds will be joining our SD from Nanaimo/Ladysmith district.

-We like to have a series of possibilities in place to have options available so we are not always reacting to vacancies. We also speak with our administrators and check in to see what their plans are, and we normally like to give admin' 4-7 years at a school b/c we believe that's the "sweet spot" for positive change and action.

-There will be a principal pool being conducted next year, and will likely look at internal staffing and see what staff we have that may be interested in moving into a VP/P position.

b. Director of Instruction **Rudy Terpstra sent his regrets, and supplied Peter Jory with an update for us.**

-Attended a conference on AI and both the positive and negative impacts this can have on learning.

-The Ministry of Education and Child Care has increased opportunities in childcare programs where students in upper grades can take classes to support graduating but will also transfer over to first year credits. Details are still coming.

-District FSA's are now complete for grades 4 and 7.

-Our district will use that info to support future learning and help us plan pro-d days to support our staff and of course our students.

-The Ministry looks at the FSA data, but our district looks at it from the district level and then we look at the data school site specific so we can see where supports for numeracy and literacy are needed.

-Parenting conferences should be complete by now.

-Learning Updates should be coming home to all parents/caregivers no later than December 18th, 2023

c. Trustee **Eve Flynn**

-Strategic planning brochures are in stock

-Encourages parents, caregivers, staff to attend the Committee of the Whole meetings (COW) for Finance/Operations, Education and Policy. Anyone is welcome to ask questions, just use the hand raise button. Lots of information is presented at these meetings. You can also use the comment feature and type out your question.

-COW/Ed updates will include community, literacy, numeracy, updates on parent conference, young minds - UBC - Youth Development and social media.

-Budget planning begins again soon.

-Draw our attention to the COW/Policy meeting on Monday and specifically Policy 100 "Sustainability" and Bylaw 5 on Parent and student appeals. There is a process so parents and kids can be heard, and hopefully feel heard. The board must review the entire Policy book in each term of office. Most changes go through two readings at a COW meeting before they are presented at a board meeting and changed.

-Next "Coffee with Trustees" is scheduled for December 6th at 2:45pm at SES

d. MATA **Matt Woods**

-Teachers always want to be at their best and it requires them to be well. Covid has shown us that we cannot work if we are not well. The numbers of staff illnesses reflect this new climate, this post covid climate because there is an expectation that you do not come into work if you are ill.

-Most parents are likely unaware of movement at the school levels. Teachers are professionals and although changing staff during school is a disruption and adds

some tension, our SD has done their best.

-Strategic plan was attended by many SD staff and set a good direction, a well organized plan, and the feedback about the brochures has been positive.

-The Strategic plan is a five year plan and this is the first year of it, and looking forward to working with the SD to bring this plan to fruition.

-Coffee chats with Trustees are a great opportunity to meet our Trustees.

e. CUPE **Sherri Brown**

-Apologized for her absence at the last two DPAC meetings.

-Extended her gratitude to all PACS, the level of dedication to our kids, and recognized the hours our volunteers give to provide the best opportunities for our kids.

-Recently attended a National Convention in Quebec and covid caused mental health challenges were noticed and discussed. Their goal for 2024 is to help make connections and spread kindness wherever we can.

7. **Reports:** *Report, update, discuss, recommendations, questions*

a. President/Vice President: (**Karri/Jessica**)

i. THANKS for the Parent Information Session

-We heard from Gillian Wilson, and she has thanked DPAC and PACs for supporting and getting the word out about the Parent Info night held in October. Thanked the parents/guardians/caregivers for attending the meeting, and thanked DPAC for bringing it to their attention that parents were interested in having another presentation put on.

ii. THANKS for coffee with DPAC

b. Treasurer Update: (**Brenda**)

i. Nov 14th DPAC Account Summary (Statements have not been received in the mail yet)

**General:** \$25,750.09 - Please note that \$9,500 of this is from grants that we secured for the accessible bike we are purchasing, plus an additional \$300-400 profit from our one swag fundraiser that we held specifically for this event.

**Gaming:** \$2,537.34 - this includes \$2,500 from the BC Gaming Grant that we received in mid/late October 2023.



**TD Canada Trust  
Business Portfolio**

Prepared for:  
SCHOOL DISTRICT 69 DISTRICT PARENT  
100 EAST JENSEN AVE  
PARKSVILLE, BC, CAN  
V9P 2G5

Prepared by:

EasyLine: 1-866-222-3456  
EasyWeb: www.tdcanadatrust.com

As at: November 14, 2023

TD Assets		
Account(s)	Balance	Description
COMMUNITY PLAN - 679-861	\$25,750.09	
COMMUNITY PLAN - 679-888	\$2,537.34	
Total TD Assets: CDN	\$28,287.43	
<b>Total Assets: CDN</b>	<b>\$28,287.43</b>	
<b>Total Liabilities: CDN</b>	<b>\$0.00</b>	
<b>Consolidated Balance: CDN</b>	<b>\$28,287.43</b>	
<b>Consolidated Balance: USD</b>	<b>\$0.00</b>	
<b>Consolidated Balance*</b>	<b>\$28,287.43</b>	

TD Bank balances reflect the funds available for immediate withdrawal. It includes pending debit card transactions, as well as any deposited funds that have been made available. It does not include checks that you have written that have not cleared. To determine the availability of funds you have deposited, please refer to your account documentation.

The Consolidated Balance value is a combination of both the CDN and USD products on your Portfolio. \* The Consolidated Balance value assumes USD \$1 = CDN \$1.

This report has been prepared using TD Bank Financial Group information, as well as information that you have provided to us. While every reasonable effort has been made to ensure the accuracy and completeness of the other financial institution information, we cannot guarantee it. The information contained herein is for illustration purposes only. Any legal or tax issues should be confirmed by your own legal or tax advisers.

c. Committees: Ad-hoc (specific task/objective, dissolved after completion)

i. Accessible Bikes - (**Jessica**)

-The Accessible bike we were originally going to purchase has increased in price from approximately \$18K to \$22K

-We are hopeful that we can purchase a fully refurbished bike from a QWES - Qualicum Wellness society at far less than this price. We are waiting to hear back from them.

d. Committees: Standing (specific task/objective, ongoing & continued existence)

i. FAC - French Advisory Committee: Next Meeting: Nov 27 (**Angel**)

-Nothing to report at this time as the first FAC meeting of this school year is scheduled for November 27th.

ii. School PAC Updates/Roundtable: (*Highlights Presented by School PAC Rep*)

1. CEAP - Collaborative Educational Alternative **No Regrets Given**

2. PASS **N/A**
3. AES - Arrowview Elementary School **No Regrets Given**
4. BES - Bowser Elementary School **No Regrets Given**
5. EOES - Ecole Oceanside Elementary School / **Ashley Cota**

-Recently sent a Food Security google form to families at EOES to help us determine if we have more need in our school than initially believed.

-Holiday Store is happening in early December.

-Holiday Cards (thanks to a Save On donation from last year) and Purdys fundraisers are happening now.

-We have The White Hatter presenting at our school this Friday for grades 4-7.

6. EES - Errington Elementary School **No Regrets Given**
7. FBS - False Bay Elementary School **No Regrets Given**
8. NBES - Nanoose Bay Elementary School **No Regrets Given**
9. QBES - Qualicum Beach Elementary School / **Jason Howard**

-November 24 is their Science Spectacular and parents and kids can attend.

-Brought a question from QBES: Does DPAC have a Facebook page? They used to so what has happened? Karri replied and explained that we have provided an update to all PACs advising that we would like to help direct all families/caregivers to source information from more direct sites. We want to encourage families/caregivers to go to the school and district websites and then their school sites if they have them. DPAC was having to visit the SD website and then up to 12 school sites for information just to share it on our page. We cannot guarantee that it's up to date or accurate.

-They do not seem to have a copy of their constitution so EOES will work with them to create a new one. EOES/Angel is going to be preparing a revised constitution for their school to vote on, and

will work with QBES to support them in creating their own.

-Brought a question from QBES: Does DPAC give funds to PACs? Karri replied: No we do not. We only receive \$2500 in gaming grant funds and our mandate is to support our parents/caregivers, where PAC gaming grants support the kids. DPAC typically does not fundraise, although the past 2 years we wrote grants and held one fundraiser to support the purchase of an accessible bike for the SD.

10. SES - Springwood Elementary School / **Jessica Threlfall**

-They did the Art Cards fundraiser again this year.

-Kids Craft Fair is coming up

-They are doing PAC Elves again, this is where they ask the office for information on kids/families that could use some holiday support. The office gives them info like grade, age, some additional information and then tags are put on the tree in the foyer. Anyone is welcome to pick a tag or two and then return an unwrapped gift that is suited for the person on the tag. They have never had any left over tags! Amazing!

-There is some interest in hosting a Food Safe course again.

11. BSS - Ecole Ballenas Secondary School / **Karri Kitazaki**

-Held their district juniors volleyball tournament, they thought PAC was going to need to step in to help support the event with volunteers but the parents and students took care of almost everything! It was great to see!

-They are pleased with their streamlined process to request PAC funds. This includes working closely with Administration and sending out a notice to all groups asking them to submit their request for funds in the beginning of the school year. Then those requests are vetted by the Principal and once she approves the remaining, they go to PAC for a discussion and vote.

-One of Karri's wishes is to have more hours in the day so she can



work on PAC/DPAC stuff! (That's dedication and we are so grateful! )

12. KSS - Kwalikum Secondary School / **Katt Plummel**

-The Healing Forest at KSS is in the works, a committed formal meeting is taking place with the Principal, maintenance, and Qualicum Elders to help make this project a success.

-KSS PAC has been hearing a lot of interest from parents on mental health. Parents are asking if the SD or DPAC can help arrange some kind of support group/information session as a way to support families through this past covid time.

8. **Unfinished Business:** *Items carried forward from last meeting*

a. School PAC Constitution Review: (**Angel** & Karri)

-Confirmed that DPAC does not have a copy of the QBES constitution in our files.

-Angel has offered to help Jason/QBES create a new working constitution and is going to be reviewing theirs at EOES and they can work together to prepare one that is suited to QBES needs.

b. DPAC Constitution Review (**Karri**)

-Even though our DPAC constitution was updated in the last 2-3 years, it is always a good idea to review them to ensure they are meeting the needs of the school community.

9. **New Business:** *Items requiring a discussion, recommendation, decision*

a. 2023/24 DPAC Elections - DPAC Director nomination received & acclaimed for Andrea Button. (**Karri**)

b. DPAC Learning Opportunity Inquiry November 2023 (**Angel**)

-Last year DPAC had a surplus of gaming funds that needed to be cleared by June 2023. In order to ensure we were bringing guest speakers and offering workshops of interest to our families, we sent out a google form and asked for parental/caregiver input. It was a huge success and helped guide us towards topics of interest. This year, we only have \$2,500 gaming funds to spend and we have decided to send out a fresh google form. Once again, DPAC is going to be asking our parents/caregivers for ideas of topics that are important to

them. DPAC will do their best to bring in engaging guest speakers or offer a workshop in areas of interest.

c. Cancel December's DPAC Meeting? **(Karri)**

-Karri asked if the membership in attendance at this meeting would like to keep our December DPAC meeting or if they would rather cancel it and meet again at our January 17th, 2024 planned meeting. The December meeting falls on the second to last day of school before the winter break and we wondered if our families would appreciate us canceling this meeting.

-Everyone in attendance agreed to cancel our December 20th meeting so our next scheduled DPAC meeting will be held on January 17th, 2014 at 6:30pm via zoom.

10. **Open Discussion:** Questions, concerns or comments **NONE**

11. **Next Meeting:** December 20th, 2023 OR **January 17th, 2024 at 6:30 via Zoom**

12. **Motion to Adjourn:** **7:32pm**

**Report Reference:**



PARKSVILLE BC  
115 ALBERNI HIGHWAY  
PARKSVILLE, BC V9P 2G9

TD Canada Trust

Tel: 1-866-222-3456  
TTY: 1-800-361-1180

SCHOOL DISTRICT 69 DISTRICT PARENT  
ADVISORY COUNCIL  
DPAC-GENERAL  
BRENDA FISCHER  
135 MERIDIAN WAY  
PARKSVILLE BC V9P 1L3

Statement of Account		Account Type	Statement From - To																	
Branch No.	Account No.	BUSINESS CHEQUING ACCOUNT - CAD COMMUNITY PLAN	AUG 31/23 - SEP 29/23																	
0679	0679-861		Page 1 of 2																	
DESCRIPTION	CHEQUE/DEBIT	DEPOSIT/CREDIT	DATE	BALANCE																
BALANCE FORWARD			AUG31	25,974.09																
CHQ00009 451	224.00		SEP25	25,750.09																
MONTHLY PLAN FEE	1.95		SEP29																	
ACCT BAL REBATE		1.95	SEP29	25,750.09																
<table border="1"> <thead> <tr> <th colspan="2">1 CHQ ENCLOSED NEXT STATEMENT DATE IS OCT 31/23</th> <th>No.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>MONTHLY AVER. CR. BAL.</td> <td>\$25,929.29</td> <td>Credits 1</td> <td>1.95</td> </tr> <tr> <td>MONTHLY MIN. BAL.</td> <td>\$25,750.09</td> <td></td> <td></td> </tr> <tr> <td>DEP CONTENT- CASH 0</td> <td>ITEMS 0</td> <td>Debits 2</td> <td>225.95</td> </tr> </tbody> </table>					1 CHQ ENCLOSED NEXT STATEMENT DATE IS OCT 31/23		No.	Amount	MONTHLY AVER. CR. BAL.	\$25,929.29	Credits 1	1.95	MONTHLY MIN. BAL.	\$25,750.09			DEP CONTENT- CASH 0	ITEMS 0	Debits 2	225.95
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MONTHLY MIN. BAL.	\$25,750.09																			
DEP CONTENT- CASH 0	ITEMS 0	Debits 2	225.95																	

**Invoice** **zoom**  
Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

Invoice Date: Jul 30, 2023  
Payment Terms: Due Upon Receipt  
Due Date: Jul 30, 2023  
Account Number: [REDACTED]  
Currency: CAD  
Purchase Order Number: [REDACTED]  
Payment Method: Visa [REDACTED]  
Customer VAT/Tax Number: [REDACTED]  
Account Information: SD69 DPAC  
Zoom GST/HST Number: 786 568 113 RT 0001

Sold To Address: [REDACTED]  
karrkitazaki@gmail.com  
Bill To Address: [REDACTED]  
karrkitazaki@gmail.com

**Charge Details**

CHARGE DESCRIPTION	SUBSCRIPTION PERIOD	SUBTOTAL	TAXES, FEES & SURCHARGES	TOTAL
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: CAD200.00	Jul 30, 2023 - Jul 29, 2024	CAD200.00	CAD24.00	<b>CAD224.00</b>
Subtotal				CAD200.00
Total (Including Taxes, Fees & Surcharges)				<b>CAD224.00</b>
Invoice Balance				<b>CAD0.00</b>



