



# DPAC

District Parent Advisory Council  
School District 46 - Sunshine Coast

## September 2023 DPAC Minutes

Date: September 28, 2023 | Time: 7pm

Location: (In person and via zoom at Elphinstone Secondary Library)

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**7:00 PM** Greetings, Introductions + Land Acknowledgement

Recognizing National Day for Truth and Reconciliation week

**In Attendance:** Scott Davis (Chair), Tracey McClelland (Treasurer / MPE), Miyuki Shinkai (Secretary & BCCPAC Rep/ ESS), Emily Doyle (GES), Tamara Hedden (CGE), Simon Croack (CGE), Ayen (WSE), Jana Curll (DBE), Karla Shields (LES), Clayton Klein (HMBE), Sandy Buck (Spider), Raylene Sladey (MPE), Matt Carpenter (RCCE), Amanda Amaral (Trustee Chair), Kate Kerr (Superintendent), Johan Stroman (Guest).

**Regrets:** Ewa Kusmierek (VP/KES), Cherie Stone (PHSS), Liz Hills (CSS/WSE),

**7:05 PM** Approvals:

- April 27, 2023 Meeting minutes available on (SD46 website)  
Moved by Tracey, Seconded by Emily. All in favour. m/s/c
- May 25, 2023 Agenda Approval – addition: BCCPAC Leadership Summit  
Moved by Miyuki, Seconded by Simon. All in favour. m/s/c

**7:05-7:15PM** Guest Speaker- Johan Stroman 'GoActive Travel Oct 16 - 27

- Benefit of Active School Travel and reasons behind

<https://sd46.bc.ca/families-and-students/active-travel/>

- Road Safety Blitz, Bike Rack, Walking School PAC Info session, Drive to 5

- Johan invited PACs to donate fund \$50 -\$150 towards GoActive Travel Weeks' campaign. The fund will be used to purchase prizes for active traveller winners at each school site.

- For more info related to the District wide GoActive Travel campaign

Contact to Johan at [johan@heartwoodsolutions.ca](mailto:johan@heartwoodsolutions.ca) 604.989.3079

**7:15- 8:00PM** DPAC - Opportunity to Share

- ESS: Learning First - new Elphinstone device policy / waiting for Family Support funding

- MPE: Enrollment is up a lot / Free Hot Lunch once a week with community support / Halloween Fundraiser Night planning

- Spider: two days a week @ RCCE and Camp Byng / interested in starting their own PAC (Miyuki is sending info to Sandy) / 60 plus students enrollment

- CGE: Enrollment went up / Concerns on last minutes student's registration / Parents and students had challenges on classroom settlement and split classes / Energetic PAC / New Bike Rack / Request for subsidized Hot lunch numbers are up
- GES: Still meeting via zoom / considering in-person meeting and hybrid options
- RCCE: Not enough space for classes / Parents and students frustration around slow class composition process / Parking lot safety and limited space issues
- LES: Waiting for ministry funding to be disbursed to plan for new Food Program 2023/2024 / Primary Nature Program started / Split classes, students anxiety
- HMB: Waiting for After School Program to be reopen / Request on Emergency Preparedness, particularly access to water / unhappy about current Playground, inquiring about how to request the Playground upgrade and collaboration with the district. Searching an info about Playground grant application (Tracey from MPE will share with Clayton)

\*New DPAC Reps asked many questions related to facilities and operation tonight. Your concerns are valuable to the district. Please email your PAC questions to the SD46 anytime to receive follow-ups. It is important to write your PAC request and questions in writing to engage in consultation process.  
[questions@sd46.bc.ca](mailto:questions@sd46.bc.ca)

- Online workshop for parents and caregivers – Raising kids in a Digital World Wednesday, October 18<sup>th</sup>, 6:30- 8:30pm. Registration: [sfrench@sccss.ca](mailto:sfrench@sccss.ca) or call 604.865.1108 for more information.

**Sunshine Coast Community Services**  
Caring since 1974

Family Resource Programs &  
Child Care Resource & Referral

## Raising Kids in a DIGITAL WORLD

JOIN US FOR THIS LIVELY ONLINE PRESENTATION & DISCUSSION

**WEDNESDAY, OCTOBER 18**  
**6:30 PM - 8:30 PM**

This workshop is suitable for parents, caregivers & child care providers.

The digital world is here to stay, significantly impacting our society and children. Raising kids in this evolving landscape requires understanding the consequences, managing technology's influence, and ensuring healthy development.

Online Zoom presentation by Deborah MacNamara, PhD

Deborah is a dynamic teacher and experienced counsellor who makes developmental science come to life in the everyday context of home and classroom. She also provides counselling services to parents and professionals to make sense of learning, behavioural, and developmental issues in kids – from babies to teens.

**ccrr**  
Child Care Resource & Referral

Registration required.  
Email [sfrench@sccss.ca](mailto:sfrench@sccss.ca) or call 604-865-1108 for more information.

**Sunshine Coast Community Services**  
Caring since 1974

## 8:00 PM Regular Reports:

### □ Chair report: Scott Davis (Chair's Report attached)

Scott Davis - sdavisarch@gmail.com

Since my last report, my chair duties were primarily, communicating with new DPAC reps and speakers for our meetings, receiving email, newsletters and correspondence.

1) Through PAC reports tonight, the chair acknowledged parents' and students' anxiety and frustration rose during the new class configuration process and back to school month. The chair would like to explore some resources to help reducing parents' stressful experience for next year. Please reach out to Scott, if you have any ideas about workshops and speakers.

2) Received an email about "No Space for Hate in Our Schools" from Vancouver DPAC. SOGI inclusive education and support 2SLGBTQIA+

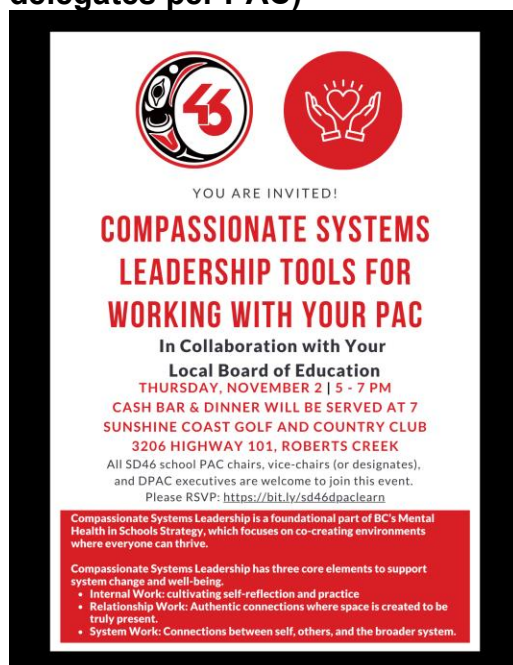
[www.vancouverdpac.org](http://www.vancouverdpac.org)

3) New Strategic Plan Consultation - DPAC Executive was invited to the first consultation meeting on September 18.

### 4) PAC and DPAC Representatives | Professional Development Evening | Compassionate Systems Leadership with Caroline Picard and Working with your local Board of Education.

**Content & Date:** Caroline Picard to hold a district professional development session for PAC and DPAC Representatives on Compassionate Systems Leadership on Thursday, November 2<sup>nd</sup> from 5 – 7:30 pm. The trustees will also attend and present on 'Working with your local Board of Education'.

\*Invitation to this event will be sent to PAC Chair and DPAC Rep (2 delegates per PAC)



5) Notice of Election – DPAC Executive Election is going to be held at the October DPAC meeting.

Standing Executive Members are:

Chair – Scott

VP – Ewa stepping down / Matt is interested in

Treasurer – Tracey

Secretary – Miyuki

Director at large – Jana (yet to be confirmed)

\*If you are interested in running for the position, please email to Scott / Miyuki.

□ **BCCPAC 2023 Leadership Summit in Richmond on Nov 17 &18, 2023 info – Miyuki Shinkai**

There is no cost to attend the event, but registration is required. Two DPAC Executive members per district are eligible to attend the summit. Presentations will include speakers from the Ministry of Education and Child Care. Sessions will provide new and updated info for delegates to share with PACs - Networking opportunities.

- Miyuki registered 2 delegation seats and reserved 2 hotel rooms for SD46 DPAC to seize the opportunity. After October Executive Election, delegate's names would be confirmed. (Registration Deadline is October 26)

□ **Treasurer report by Tracey McClelland**

SD46 DPAC – Treasurer's Report September 28, 2023

**Gaming Account – Balance remaining to spend from Gaming \$418.99**

**Operating Account – Balance \$296.09**

Notes:

- For all transition night expenses paid by Gaming, we require receipts for purchases to be submitted.

- Gaming Cheques #154, 155,157, 158, 163 all voided due to gaming grant restrictions.

- Gaming Grant for fall 2023 was applied for May 25, waiting for notification.

**\* Spedning Motion – Miyuki moved that SD46 DPAC pays BCCPAC**

**Memebership fee \$150 for 2023/2024 year from Gaming Account.**

**Seconded by Clayton. All in favour. Motion carried. M/S/C**

- Travey moved to adapt Treasurer's Treport. Seconded by Emily. All in favour. M/S/C

## SD46 DPAC - Treasurer's Report September 28, 2023

### Gaming Account

Opening Balance	November 1, 2022	\$3,287.39
Gaming Grant received (September)		
Expenses Paid		
#153 Neilsen Mahoney Coaching (Screen Health)		\$ 367.50
#159 BCCPAC conference fees (reimburse to Tracey)		\$ 324.00
#156 Klara Cramer KES Food Safe		\$ 104.95
#160 Miyuki Shinkai - accomdation for conference to gaming Maximum		\$ 176.00
#161 Miyuki Shinkai - Parenting teen workbooks		\$ 487.20
#162 Shirley French - Parenting Teen Workshop Series		\$ 800.00
#164 Grade 7 Transition Parent night (ESS)		\$ 200.00
Bank fees for cheques Cashed (7 x 1.25)		\$ 8.75
Total Expenses Paid		\$2,468.40
Reconciled balance as of Sep 27, 2023		\$ 818.99
Committed Funds approved at previous Meetings (1)		
Grade 7 transition Parent Night (CSS) (1)		\$ 200.00
Grade 7 transition Parent Night (PHESS)(1)		\$ 100.00
Grade 7 transition Parent Night (SCAS) (1)		\$ 100.00
Balance remaning to spend from Gaming Sept 27, 2023		\$ 418.99

### Requests to Discuss

BCCPAC Membership Fees \$150 Due - Passed

### Operating Account

Opening Balance	\$ 360.82
BCCPAC Travel Funding (Summit)	\$ 180.98
BCCPAC Travel Funding (AGM)	\$ 121.89
Sale of Parenting Teen book	\$ 65.00
<b>Total Deposits</b>	<b>\$ 367.87</b>
Expenses Paid	
Bank Fees	\$ 27.50
Scott Davis #152 (BCCPAC Travel)	\$ 88.75
Miyuki Shinkai #153 (BCCPAC Travel)	\$ 92.23
Miyuki Shinkai #154 (BCCPAC AGM accomodation balance)	\$ 45.43
Miyuki Shinkai #155 (BCCPAC AGM ferry fare)	\$ 12.00
Ewa Kusmierek #156 (flowers to HBES PAC)	\$ 44.80
Kundi James #157 BCCPAC travel funding	\$ 121.89
Total Expenses Paid	\$ 432.60
Reconciled Balance Operating Sep 27, 2023	\$ 296.09

### NOTES

(1) For all transition night expenses paid by Gaming, we require receipts for purchases to be submitted

Gaming Cheques #154, 155, 157, 158, 163 all voided due to gaming grant restrictions.

Gaming Grant for fall 2023 was applied for May 25, waiting for notificiation

Continuing note to May/June 2024 - pre approve 2024/2025 membership for BCCPAC and pay in summer 2024

## 8:20 PM Board reports

### ☐ Trustee report: Presented by Amanda Amaral (Board Report attached)

- Financial Report adapted
- New Student Trustee- Cael Read
- Trustee Haines resigned. By-Election is planned this fall.
- Met with MOTI about Gibsons Way intersection
- Advocating Free Transit for students for next year
- Parent- Board new communication procedure for 2023/2024 – received a letter of request from DPAC. Confirming that the trustee rep will continue to attend every DPAC meeting. Standardized Trustee's report will be distributed to all PACs. Trustee liaison attending in PAC meeting will be less frequent, based on specific items and request by PAC. Do not hesitate to forward your questions and comments to trustees via email. The new communication procedure will be evaluated in several months time and revisit. Feedback survey will be composed with collaboration of DPAC and conducted by end of 2023/2024 school year.

- Strategic Plan Survey is now online. Please take a time to participate in. Throughout the fall, the board will be reaching out to you at four different times for your help in developing the:
  1. board visioning
  2. aspirational student learning goal
  3. evidence to inform progress; and,
  4. action plan

**Your Voice!** The initial consultation phase is underway, and we invite you to contribute your perspective to the Board's Visioning through an [ONLINE SURVEY](https://yourvoice.sd46.bc.ca) accessible at <https://yourvoice.sd46.bc.ca> or paper-based survey available from your school office. **The survey is open until October 15th.**

- Parents are invited to attend the Board of Education meetings; **Next public board meeting: October 11<sup>th</sup>, 2023 7pm.** <https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>

The meeting is live streamed to YouTube [https://youtu.be/Ei\\_Uf\\_Z6M5g](https://youtu.be/Ei_Uf_Z6M5g).

□ **Superintendent Report: Presented by Kate Kerr (received as written)**

## 1. Circle of Care: Students

- a. **2023-24 Student Trustee:** We are thrilled to welcome Cael Read to the Board of Education as the student trustee for the 2023-24 school year. Cael is the 11<sup>th</sup> student trustee in the district's history and is a member of the District Student Leadership Team. Cael attends Elphinstone Secondary in his grade 12 year. **(1a)**
- b. **September Start-Up:** Students and staff were welcomed back with great joy!! This fall, schools and PACs have organized inclusive gatherings aimed at nurturing a feeling of inclusion and building connections within the school community. **(1b)**
- c. **Child Care Update:** SD46 is now operating more 'Seamless Day' and 'Just B4' preschool child care spaces than any other district in the province. **(1b)**
- d. **StrongStart, SPARK! and Child Development Classes kick off again this fall!** We are looking forward to connecting with families in our community through these core programs. **(1b)**
- e. **Community Connections:** During the first few weeks of September, 10 community organizations visited Chatelech and Elphinstone Secondary Schools! Each day during lunch, they had different groups in the foyers at CSS (Sept. 11-15) and ESS (Sept. 18-22) to connect with students and raise awareness about services, supports, and activities for youth. The two schools hosted representatives from the following participating organizations: Foundry, shíshálh Nation, Sunshine Coast Community Services, Child and Youth Mental Health, the Recreation Centres, SOGI, and from Vancouver Coastal

Health: Mental Health and Substance Use, Public Health (Youth Clinics), Nutrition, and Tobacco Reduction. We were excited about starting off the year celebrating our supportive community, and raising levels of awareness for our youth. **(1f)**

- f. **SD46 Adds Climate Action Kits to STEM Resources:** This spring SD46 intermediate educators in partnership with our neighbouring school districts had the opportunity to participate in a workshop that integrated STEM technology and climate change action projects. This new program challenges students to design an automatic bee counter, hydroponic system, and tree seeder using sensors, motors, and basic microbit coding skills. Each project aligns with the United Nations Sustainable Development Goals. Following the teacher training, our own Careers Coordinator, Cathy Gordon, was able to arrange the donation of nine additional kits – which means we now have a complete class set available for loan from our district ADST resources. **(1i)**
- g. **The Pro Cook Train in Trades class** is up and running at Elphinstone Secondary School. Chef Ken Hookham from Vancouver Community College is leading the way for our level one course, and we are lucky to have the talented chef Krissy Seymour from Cougar Cafe for course support. **(1I)**
- h. Last year BC, expanded **early childhood educational dual credit courses for high school students**. There has been an increasing need for early childhood educators, so this is a welcomed initiative and opportunity for our students. This year we have two students enrolled in the dual credit program and getting a head start on their post-secondary studies. **(1I)**
- i. **A full circle success story from SD46 work experience student to teacher!** A previous work experience student was inspired by their school placement, which led to her educational journey. Lauryn is now starting her first year at Madeira Park Elementary School teaching grade three. **(1I)**

## 2. Circle of Care: Staff

- a. **Human Resources Updates:** Some of the work that is being done to help support staff for this upcoming school year includes (2a):
  - HR Review and creation of Director of Human Resources position.
  - Human Resources reviewing and realigning roles and responsibilities within the Department
  - Continuation and expansion of District TTOC positions from 2 to 4 positions.
  - Staff housing and child care spaces continue to be a challenge for recruitment.
  - Increased support to the site-based wellness committees and LifeWorks, one of our main healthcare partners.
  - Exploration of options to alleviate fail-to-fills.
  - With the resumption of internal postings in late August, we are now in the midst of filling vacancies that resulted from staff departures over the summer and adjustments related to any changes in enrolment.
- b. **Ensouling our Schools Year Three:** As we journey forward together into year three of 'Ensouling our Schools', we are pleased to be adding new members to

the Working Group and continuing this transformative and meaningful work with all staff, students, families and our community. **(2a-e)**

- c. **Literacy and Numeracy Professional Development:** We aim to be a vibrant professional culture focused on improving literacy and numeracy results, data and joy! Through a structure of district committees and school teams, we are offering professional development series this year including **(2b)**:
  - Literacy Lunch & Learns
  - Matt Glover in-person!
  - As well as a new staff literacy and numeracy resource website.
- d. **Ed Leadership Team Summer Session:** This yearly occasion united the district's leadership to outline the province's direction and our district's focus for the upcoming school year, and seamlessly integrated this knowledge into their respective schools and teams. We were also honored to have Caroline Picard continue her valuable contributions in Compassionate Systems Leadership at the event. **(2a, 2b, 2d)**
- e. **School Operations Workshop:** In late August, the Educational Leadership Team, School Board Office staff, admin assistants, and clerical staff gathered once again at Chatelech Secondary for the annual School Operations Workshop. This event marked the start of the new school year with an opportunity to reconnect, offering valuable training in communications, updates from the ministry and district, and equipping attendees with the most current information and tools to enhance their support for our learning community. **(2a, 2b, 2d)**
- f. **SPACES In-Service:** Over 70 educators from across the district attended our summer Spaces in-service. The session provided an introduction to Spaces, a focus on Core Competencies, and a look at some exciting new features. This year, district will be using a number of strategies to ensure we are aligned with the new reporting policy. All schools will have 'Communicating Student Learning ('CSL') Teacher Leaders, who will be able to answer questions and provide support to teachers in their schools. New Core Competency posters for primary, intermediate, and secondary have been created in consultation with teachers and will be delivered to all classroom teachers this month, along with Core Competency magnets. The new CSL staff website will provide easy access to all of the current resources that were designed to support teachers in navigating the new Reporting Policy. All educational staff will spend the day together on the September 25th Professional Development Day in order to collaborate and deepen our learning about reporting and assessment. **(2b, 2d)**
- g. **Accessibility Committee Update:** In accordance with the Accessible BC Regulation, SD46 has established a District Accessibility Committee. This committee is actively developing an accessibility plan and a feedback tool to gather input on accessibility issues. We have already distributed a survey to our community through our community engagement platform to identify specific barriers faced by individuals with disabilities in SD46, as well as to highlight the district's successful accessibility features. Our next steps involve a comprehensive review of the survey results during the October Committee Meeting, followed by the continued refinement of SD46's accessibility plan. **(2c)**
- h. **Strategic Planning Process Launch!** This school year we will be connecting with our learning community and partners in the development of the Board of Education's new strategic plan. We are excited to embark on this journey to



develop a strategic plan that focusses on student learning and embraces stewardship for the future of all students.

### 3. Circle of Care: Community

- a. **Truth and Reconciliation Week:** Reconciliation starts with education. Teachers have been encouraged to register their class for a 5-day series of National Centre for Truth and Reconciliation programming for Truth and Reconciliation Week – September 25 – 29. **(3c)**
- b. **The Maintenance and Facilities Department** has dedicated their entire summer to improving facilities, undertaking various projects, and ensuring that our schools and departments start with welcoming, pristine, secure, and well-organized spaces! **(3e)**

\* For October DPAC meeting, the district principal will be presenting the new reporting and assessment implementation.

#### 8:45 PM Committee reports:

**Healthy Schools– No report.**

**Family Engagement by Miyuki Shinkai**

Family Engagement Committee was dismantled in May.

**Active School Travel by Miyuki Shinkai**

- GoActive infor was covered by Johan.

- Info about After School Active Play Program- The piloting program is available to our district sponsored by BC Alliance for Healthy Living Society. If your PAC is interested in, please contact Miyuki for more info.

**Education, Operations, Committee of the whole - 4th Tues of month**

Typically from 10am – 3:30pm at the SBO for 3 separate committee meetings for an hour and half each. If you can make one of three meetings, please contact to Miyuki / Scott to receive more information.

- Tracey was able to attend the Operations Committee meeting on September 26, 10am -Noon. She highly recommends more parents to take part in. The meeting environment is welcoming and agenda covers many important topics to parents group as a stakeholder.

9:01 PM Meeting to Adjourn

**Next meeting:** October 26, 2023 7pm | Chatelech Secondary Library & Zoom

DPAC Chair Report Sept 28, 2023 Scott Davis - sdavisarch@gmail.com

Welcome back from summer vacation to the new school term. Since my last report, my chair duties were primarily, communicating with presenters for our meetings, receiving email, newsletters and six topics.

1) BCCPAC dues are late. BCCPAC sent me a message asking for us to pay our dues. I will ask Tracey if we can pay ahead before summer so in the future we are not falling behind. They also asked us to forward our elected board. I replied that we hold elections in October.

2) Chair of DPAC Vancouver letters of support for 2SLGBTQ1A+. Our DPAC was asked to sign a letter of support. My understanding of our constitution is that only our PAC's can represent the parents. Our secretary will forward the request to our PAC's.

3) Stephanie M. sent messages about DPAC Executive Feedback. Early in September DPAC executive were asked to review the changes to the vision, mission and affirmation statements of the SD46 strategic planning initiative.

4) PAC and DPAC Professional Development Evening Nov 2, 2023. Caroline Picard to hold a district professional development session for PAC and DPAC Representatives on Compassionate Systems Leadership on Thursday, November 2nd from 5 – 7:30 pm. The trustees will also attend and present on 'Working with your local Board of Education'. DPAC and PAC executives are encouraged to attend the event for information, training, encouragement and support.

5) Emails for past and new DPAC representatives. I received emails from past and new reps. I will ask our secretary to update the email list before the next meeting.

District Parent Advisory Council and School Parent Advisory Councils  
Trustees Report – October 2023  
Submitted by Vice-Chair Stacia Leech  
October 4, 2023

## **Trustee and PAC's**

During the early part of 2023 the Board of Education considered exploring new and different ways to connect with parents outside of attending monthly PAC meetings. The hope is that we will be able to connect with a larger group of parents on a variety of issues.

Throughout the school year, monthly written reports will be sent to PAC Chairs for inclusion in the meeting agenda package or meeting minutes. A trustee representative will continue to regularly attend DPAC meetings. At any time during the school year, school PAC's can request a trustee representative attend their meeting to discuss issues specifically related to the work of the Board. At the end of the school year we will send a survey to PAC's to learn about how this year went and what will work going forward.

On Thursday November 2, 2023 at 5:00 p.m.

Trustees, PAC and DPAC representatives will gather for a joint session. Part of the session will include a meeting skills development workshop for PAC executives. Trustees will host a mini-workshop - Tools for working with your PAC in collaboration with our local Board of Education.

## **Strategic Plan**

SD46 Board is moving forward with the process of reviewing and updating our strategic plan for the next five years. Over the summer and in September initial engagement meetings were held with the Sunshine Coast Teachers Association and CUPE Local 801 executives, SD46 principals and vice-principals and the DPAC executive. The next stage in the development of the plan includes designing student learning goal(s), evidence to collect, an action plan with strategies, and a professional learning plan for staff.

You can view all the stages of the plan development and the new Vision and Mission by following the link to the September 11 Regular Board Meeting agenda (Page 95) [here](#).

The initial consultation phase is underway, you are invited to contribute your perspective through an online survey [here](#) or a paper-based survey available from your school office until October 15, 2023.

## **By-Election**

At the September 2023 Regular Board meeting the Board of Education received a letter of resignation from Trustee Samantha Haines. Trustee Haines has moved with her family to Nova Scotia for employment reasons. The By-election for TEA 1 (Trustee Electoral Area) Upper Sunshine Coast, will be scheduled by the Chief Election Officer according to the prescribed election process. Important dates will be announced on the SD46 website, social media and the local paper. Press release here: [Trustee By-Election Announcement September 26 Operations Committee \(page 2\)](#) detailing the by-election process: [Elections Process Overview](#)

### **Joint Letter of Support for SOGI**

This month the SCTA, CUPE Local 801, the Sunshine Coast Board of Education and the Superintendent signed a joint letter of support for SOGI. Read the letter here: [Joint Letter of Support for SOGI](#)

### **New Student Trustee**

The Board is excited to welcome our 11<sup>th</sup> Student Trustee, Cael Read, to the board table. Read the press release here: [Student Trustee 2023-2024](#)

### **Next Public Board Meeting**

Parents are invited to attend the Board of Education meetings. The next public Board Meeting will take place on **October 11, 2023 at 7:00 p.m.** Meetings are held in person at the School Board Office, 494 South Fletcher Road, Gibsons and live streamed to YouTube. Link to Board meeting schedule: [Board Meeting Schedule](#)  
Link to SD46 YouTube live stream: [SD46 YouTube Live Stream](#)