



DPAC

District Parent Advisory Council
School District 46 - Sunshine Coast

November 2023 DPAC Minutes

Date: November 23, 2023 | Time: 7pm

Location: (In person and via zoom at School Board Office)

7:00 PM Greetings, Introductions + Land Acknowledgement

Meeting was taken place in unceded traditional land and sea of Squamish Nation and Sechelt Nation.

In Attendance: Scott Davis (Chair), Matt Carpenter (Vice Chair/ RCCE), Tracey McClelland (Treasurer / MPE), Miyuki Shinkai (Secretary & BCCPAC Rep/ ESS), Jana Curl (Director at Large/DBE), Tamara Hedden (CGE), Simon Croack (CGE),

Karla Shields (LES), Debbie Martens (MPE & PHS), Aywen Debett (KES), Emily Doyle (GES), Jennifer Roberts (Assistant Superintendent), Kirsten Deasey (District Principal of Learning, Innovation, and Childcare), Johan Stroman (Food in School Coordinator), Andrea Bothma (Pilot Food Program Chef)

Regrets: Clayton Klein (HMBE), Stacia Leech (Trustee Rep), Kate Kerr (Superintendent), Liz Hills (CSS/WSE), Sandy Buck (Spider).

7:05 PM Approvals:

- September 28, 2023 Meeting minutes available on (SD46 website)
Moved by Miyuki, Seconded by Matt. All in favour. m/s/c
- October 26, 2023 Agenda Approval – under New Business, DPAC communication was added. Moved by Tracey, Seconded by Karla. All in favour. m/s/c

7:10-7:30 PM Guest Speaker- Connecting on School Food Programs presented by Kirsten Deasey (District Learning, Innovation and Childcare) & Johan Stroman (Food in School Coordinator) – Power Point Presentation attached.

- Sechelt Central Kitchen Pilot has just started – cooking is done at the Sunshine Building, food is delivered to KES, DBE, Sechelt Alt School

- Next Steps – DATA Collection and Communication with stakeholders such as Admin & Teachers, CUPE & Support Staff, Community Schools, PACs, Families, and Students.

- Growing Connections – Community Networks including PACs, School Gardens, and School Activities / Learning / Potlucks

- Changing and Adapting – Aiming for Stable, Flexible, and Scalable Food

Systems.

- Kirsten confirmed that all school site received Food in School Funding from the district. PAC should check with your principal about the food budget for 2023/2024 school year in order to have a collaborative plan.

For more information: kdeasey@sd46.bc.ca , johan@heartwoodsolutions.ca

7:30 PM DPAC will host a SD46 Area 1 Trustee Candidates Forum – Miyuki Shinkai

December 4, 2023 Monday at 7-8pm via zoom. Everyone welcome to zoom in. Two candidates running for by-election are Tracey McClelland and Jay O'Keefe. For more information: <https://sd46.bc.ca/2023-school-trustee-by-election/>



Strategic Planning Update – Miyuki Shinkai

Board Visioning was updated in a Special Board meeting on Nov 20th and DPAC Executive had a consultation with Superintendent Kerr on Nov 21st.

Vision - A thriving and inclusive community of lifelong learners.

Mission – Cultivating each learner’s academic, physical, social, and emotional growth and inspiring joy in learning and fostering their sense of personal and cultural dignity and purpose for their lifelong journey.

Values – Learning, Belonging, Integrity, Equity.

* Reflection in the First Peoples Principles of Learning was empathized.

Stage 2 – Upcoming Opportunities to share parent/caregiver’s voice.

Kate, Jennifer, and Christa will be attending each school in the new year to provide an opportunity for parents and staffs to participate in an in-person opportunity to provide input into stage 2 of the strategic plan (the education/ action plan) – January 8 – 19, 2024. TBA

Writing Team – The district will be forming a writing team to take in all the input shared, current research and data to create the education plan. 3-5 parents needed to participate who represent different areas of the coast and have children with different ages. It is a commitment of 4 full days – Feb 20/ March 12 /

April 11/ April 18. If you or your PAC members are interested in, please email to submit their name to Scott.

7:45PM BCCPAC SUMMIT 2023 Report – Matt Carpenter

Key presenters were:

- Melanie Stewart - Associate Deputy Minister of Education and Child Care.
- Accessible BC Act
- Circles and Triangles: Understanding Reconciliation in Education
- Denise Augustine - Superintendent of Indigenous Education (Secondee) and Brad Baker.

[https://bccpac.bc.ca/images/Summit/2023 Summit Guide.pdf](https://bccpac.bc.ca/images/Summit/2023_Summit_Guide.pdf)

<https://bccpac.bc.ca/index.php/events/dpac-summit>

Spring BCCPAC Conference & AGM is on May 3-5, 2024.

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 presenters for our meetings, receiving email, newsletters and six topics.

1) BCCPAC- DPAC Summit.

I attended the summit Friday and Saturday, Nov 17 / 18 along with Matt Carpenter. The summit was well attended by all school districts of the province. In our meeting tonight Matt will give a brief report of his impressions. The summit brochure will be posted on the DPAC website information.

2) Stephanie M. invited me to a Strategic Planning Meeting Nov 21.

DPAC board attended and in our meeting tonight Miyuki will give a report.

3) DPAC Funding Requests.

Miyuki will report on year end funding requests. Time is limited because we do not meet in December.

4) Compassionate Systems in Action – Parents + First week of school.

I've taken on a special task for this year to support parents during the first week of school. I contacted Kate and Miyuki asking to be in contact with Caroline about support systems that can be implemented in all SD46 schools. The goal is to engage parents, support them with information and tools to communicate with teachers, staff and their children. The goal is to have the best first week of school possible.

5) GPEB PAC Gaming Grant Self-Assessment.

Tracey sent me the completed forms and will report on it tonight.

☐ Treasurer report by Tracey McClelland

SD46 DPAC – Treasurer's Report November 22, 2023

Gaming Account – Balance remaining to spend from Gaming \$3,167.74

Operating Account – Balance \$291.09

SD46 DPAC - Treasurer's Report November 22, 2023			
Gaming Account			
Opening Balance	November 1, 2023	\$ 3,168.99	
Gaming Grant received In September			
Expenses Paid			
Bank Fees		\$ 1.25	
Total Expenses paid		\$ 1.25	
Reconciled balance as of Nov 24, 2022		\$ 3,167.74	
Committed Funds approved			
Balance remaning to spend from Gaming		\$ 3,167.74	
Funding Requests to discuss			
Parenting Course and books - North End of coast	\$ 800.00	Early Spring 2024	
Blanket Exercise in central location	\$ 100.00	Spring 2024	
Workshop - Helping Children to work through Big Feelings in a respectful way	\$ 350.00	Spring 2024	
BCCPAC AGM and conference	\$ 500.00	April/May 2024	
8 Foodsafe Certification (105) each - Historical	\$ 840.00	ongoing	*HMB, WSE, LES, PHSS, CSS and SCAS have all not used funding since 2020
Secondary School Transition - Historical	\$ 600.00	Late Spring 2024	
Compassionate Systems Learning - How to Start the School Year in a Good Way	\$ 500.00	Aug/Sept 2024	
Total Funding requests	\$ 3,690.00		

*Spending Motion – SD46 DPAC moved to adapt the DPAC board’s 2023-2024 funding allocation recommendation with the following six items in the total amount of \$3,090:

- 1) Parenting course 6 sessions – North End of coast with Facilitator Shirley Fell - \$800 – Spring 2024
- 2) TRC Blanket Exercise in Central Location - \$100 (Gifts to facilitators – Nancy and John Denhams) Early Spring, 2024
- 3) Parents Workshop – Helping Children to work through Big Feelings in a respectful way with Laura Barnes - \$350 for 1.1/2 hours workshop – Spring, 2024
- 4) BCCPAC AGM and Conference \$500 in May 3-5, 2024.
- 5) 8 Foodsafe Certifications \$105 each x 8 registrants - \$840 –reassess the gaging in mid term
- 6) Compassionate Systems Leadership Presentation for parents, ‘How to start the School Year in a Good Way’ - \$500 May/June, 2024

*Note: DPAC decided to omit to fund \$600 towards Secondary School Transition Night refreshment.

Moved by Miyuki, Seconded by Matt. The motion had highly engaged discussions and carried unanimously. m/s/c

8:30PM New Business –

- 1) DPAC is sending Letter of Inquiry to Trustee’s Remuneration Committee:

'SD46 DPAC respectfully requests that during upcoming Trustee Remuneration Committee meetings, and estimated full value of any proposed increase or decrease to trustee remuneration, including additional payroll burden, be included in research requests and presented with information for the committee to consider'

Moved by Tracey, Seconded by Matt. All in favour. m/s/c

* Matt will be attending in Remuneration Committee meeting as a DPAC Rep on December 7, at 2pm. Anyone who is interested in attending, please contact to Matt.

2) DPAC Communication with Trustees:

DPAC is sending a letter of request to Trustees regarding DPAC/PAC communications.

Moved by Tracey, Seconded by Karla. The motion to adapt the draft letter was amended by Miyuki, Seconded by Matt.

Action: Tracey and Scott will be editing a copy of draft letter and sharing with DPAC members via email to receive approvals. All in favour. m/s/c

8:58 PM Board reports

Superintendent Report was emailed. Jennifer Roberts, Assistant Superintendent added the following item:

- Ministry of Education and Child Care's survey in regards to school age children has come out in Nov 22. More information will be shared shortly.

DPAC SCHOOL DISTRICT 46 – SUNSHINE COAST

SUPERINTENDENT'S REPORT

Submitted by Superintendent Kate Kerr
November 23, 2023

1. Circle of Care: Students

- A. Terry Fox Runs:** Schools in the district had Terry Fox Runs in the last few weeks. The way our students, staff, and families joined in shows just how much our learning community cares. A big thank you to everyone who ran, helped out, and kept Terry's spirit of hope and determination going!
(1b, 1g)
- B. PreVenture:** Throughout October, 17 elementary and secondary school counselors have successfully completed the PreVenture facilitator training program!

PreVenture is an evidence-based prevention program designed to delay substance use and promote mental health among young people between the ages of 12 and 18 years old.

The program uses brief, personality-targeted interventions to equip youth with self-efficacy and cognitive-behavioral skills to face numerous developmental challenges such as academic stress, peer pressure, interpersonal conflict, and identity development. As a strengths-based, skill-building program, youth learn adaptive coping-skills, how to set long-term goals, and ultimately, channel their personality traits to achieve those goals.

Pender Harbour Secondary, West Sechelt Elementary, Kinnikinnick Elementary, Roberts Creek Elementary, and Gibsons Elementary schools, have committed to pilot the program this year.

Students in grade 7 and 8 will voluntarily participate in two-90-minute workshops facilitated by trained school counselors throughout the school year. **(1f)**

- C. SD46 Fall Go Active Travel Weeks:** During the SD46 Fall Go Active Travel Weeks and the GoByBikeWeeks from October 16th to November 1st, which was extended because of rainy weather, our learning community got to school by biking, walking, and rolling. This time was also a chance to celebrate new bike racks at our schools, making more room for bikes and electric bikes. Additionally, we teamed up with ICBC and local agencies for Road Safety Blitzes at elementary schools in Halfmoon Bay, Gibsons, Langdale, Cedar Grove, and Roberts Creek. **(1g)**
- D. Annual Sugar Bowl for Grade 7's:** For more than 25 years, SD46 has invited all 7th graders to Ted Dixon Park the day after Halloween for the "Sugar Bowl". It's a day for playing soccer and munching on leftover candy, and students always look forward to it. This year's event was fantastic! "Sugar Bowl" helpers from Pender Harbour Elementary/Secondary Kaden, Kalen, Mason, Julien, and Keanu did a great job as referees and Lauryn took care of the concession. The district is really thankful to these students and the Elementary Sports Committee, notably retired teacher Jim Gray, for helping make this event a big hit. **(1g)**
- E. Careers:**
 - This month nine teachers were given supplies for circuit cards (light

up cards) and they will join a ZOOM meeting to learn how to use the resources and gain an entry level understanding of an Electricians job.

- There is a record number of students in Work Experience 12A in the medical field. There are nine students working with activity coordinators in the Senior Care Residencies. The students are seeing that they need volunteer experience in the medical field to apply to nursing and or other medical areas for post-secondary training. The connection with Sechelt Hospital Auxiliary has been very valuable in finding the placements for the students. FYI the hospital auxiliary hands out two - \$2000 bursaries to graduating students of their choice that have completed 50 hours of volunteering. This is also a nice incentive to students.
- Nov. 21 and Nov. 22 the BC Ferries Recruiting team will come to the coast for the first time to speak to the Grade 10/11/12 students at Pender Harbour School, Grade 10's at Chatelech Secondary and students that come because they are interested at Elphinstone Secondary. (1I)

F. Fire Safety Week: Fire Safety Week saw local Fire Departments engaging with elementary schools to promote fire safety awareness. At Chatelech Secondary and Pender Harbour Secondary, the focus shifted to educational discussions about the various career and volunteer opportunities within the realms of structure and wildfire firefighting. (1I)

2. Circle of Care: Staff

- A. HR Update - Recruitment and Retention:** The Human Resources Department is in the process of completing a hiring blitz to fill positions and add to the lists of casual staff. During the past couple of months, the following staff have been hired, or the hiring process is in progress:
- 11 TTOC's (4 retirees and 7 teachers who are new to the district);
 - 9 Education Assistants On-Call; and
 - 4 to 6 Clerical On-Call.

In addition, 3 Custodians On-Call have been hired by the Facilities Department, a long-vacant Systems Technologist position has just been filled as has an IST teacher position. The two remaining of the four District TTOC positions were also filled in late August/early September.

The impact of some of this hiring, including the impact of the increase from 2 to 4 District TTOC's is starting to be felt in the schools. For example, the number of teachers fail-to-fills has been greatly reduced from previous years. Unfortunately, we still are dealing with consistent shortages of Education Assistants. As a result, EA On-Call hiring remains a priority, but such hiring is limited by the qualified applicants available on the Coast, while other options to deal with this significant challenge are under discussion.

The Human Resources Department will continue to move forward with hiring initiatives, with a focus on EA On-Call and TTOC positions, given the impact these new hires have not only on students' education but on employee well-being (for both the absent employees and the other staff in the building). In addition to current postings for additional EA's On-Call and TTOC's, there are also postings currently out for ECE's On-Call and for a permanent Occupational Therapist position that continues to be a challenge to fill. **(2a)**

- B. New Staff Orientation:** We recently hosted a warm welcome evening at the Sunshine Coast Golf and Country Club for our colleagues who have joined SD46 since the previous October. It was a delightful occasion to mingle with fellow staff and gain insights into our district's workings. This gathering, a collaborative effort by SD46, the SCTA, and CUPE 801, presented a chance for new connections and collective learning. **(2a)**
- C. CUPE Professional Development Day:** On the 20th of October, our CUPE 801 team gathered at Chatelech Secondary for a meaningful day of self-reflection and learning as we continue our journey in actioning Truth and Reconciliation. Participating in the Blanket Exercise allowed us to enrich our knowledge of the land's history and the stories of the First Peoples. We're thankful for such chances to expand our understanding collectively. **(2b)**
- D. Lunch and Learn:** Lunch & Learn sessions for elementary teachers are underway! Primary teachers have just finished their first session in the series of four, focused on 'Shifting the Balance'. They are exploring 'balanced literacy' and the 'Science of Reading' to learn about six key shifts in literacy instruction. Teachers across the district were invited to attend a session with literacy expert, Matt Glover in October. The 'Lunch & Learn' series for Intermediate teachers will follow in early November with opportunities for teachers to explore the use of mentor texts to support student writers. **(2b)**

- E. Sunnyhill Mobility Clinic:** On October 18th and 19th, the Sunnyhill Positioning and Mobility team visited School District 46 to provide valuable support for students in need. This incredible team includes physiotherapists, occupational therapists, a seating technologist, and a rehabilitation equipment specialist, all working tirelessly to ensure that students have the best equipment and accommodations possible.

Over the two-day visit, the team assessed students and provided customized equipment such as special seating, wheelchairs, walkers, standing frames, car seats, strollers, and more. Additionally, they worked closely with the families, students, school staff professionals, and community professionals to plan the best solution for each individual student.

The work done by the Sunnyhill Positioning and Mobility team is essential for ensuring that all students have access to the support and accommodations they need in order to succeed. Their dedication and expertise make a real difference in the lives of those they serve. **(2c)**

3. Circle of Care: Community

- A. Communicating Student Learning Webinar and SPACES Information Sessions for Families:** For our parents and caregivers eager to stay informed on BC's recent shifts in student reporting and our adoption of the Spaces ePortfolio system, we've rolled out three online sessions this autumn. For those who couldn't join us, the recording for the Communicating Student Learning webinar and Spaces tutorial is up on the district's website. **(3a)**
- B. Compassionate Systems Leadership Tools for Working with your PAC in Collaboration with Your Local Board of Education:** On November 2nd, we had the pleasure of bringing together PAC and DPAC representatives with the Board of Education for a shared evening of insight, learning and connection at the Sunshine Coast Golf and Country Club. **(3c)**

□ Trustee report: (sent via email)

Submitted as written by Vice-Chair Stacia Leech
November 3, 2023

Board and PAC Executive Session

On Thursday November 2 at 5:00 p.m. Trustees, PAC and DPAC representatives gathered for a j_o_i_n_t_ _s_e_s_s_i_o_n_ _'C_o_m_p_a_s_s_i_o_n_a_t_e_ _S_y_s_t_e_m_s_

L_e_a_d_e_r_s_h_i_p_T_o_o_l_s_f_o_r_w_o_r_k_i_n_g_w_i_t_h_y_o_u_r_P_A_C_i_n_c_o_l_l_a_b_o_r_a_t_i_o_n with your local Board of Education'. Board Chair Amanda Amaral, presented information about the role and structure of the Board and described a process for PAC engagement with the Board that will be most effective. The second part of the session was focused on Compassionate Systems Leadership (CSL). Facilitator Caroline Picard led us through exercises that illustrated the benefits of using CSL tools for change. The three Core elements of Compassionate System Leadership are to support system change and well being - Internal work, Relationship Work and Systems Work. The CSL model is woven into our district in many ways and this winter and early spring all Sunshine Coast School District staff are invited to training sessions scheduled on Pro D days.

Strategic Plan

T_h_e_r_e_w_a_s_g_o_o_d_p_a_r_e_n_t_r_e_s_p_o_n_s_e_t_o_t_h_e_D_i_s_t_r_i_c_t_W_i_d_e_S_u_r_v_e_y_s_e_e_k_i_n_g_f_e_e_d_b_a_c_k_o_n_t_h_e_B_o_a_r_d's revised Vision, Mission and Values. The revised statements resonated with the majority of responses. We are now tweaking these statements based on the feedback received. Next steps for the Strategic Plan process are the Goals; in the next few months Trustees will be supporting that work in collaboration with staff, community, parents and partners.

Policy Review

An important part of Board work is the creation and review of SD46 policies. The Role of the Trustee, including a Code of Conduct, has been our focus at the last few Committee of the Whole meetings, the final version will be presented for approval at the November 8 Regular Board meeting. You can view the final version in the November 8 regular Board meeting agenda package on the SD46 website.

Child Care

SD46 Board of Education continues to advocate for sustainable funding to support infrastructure capacity required to coordinate Child Care initiatives in school districts. A motion coming to the board table in November proposes that the South Coast Branch of the BC School Trustee Association (BCSTA) present a motion at the BCSTA Annual General Meeting, to advocate on behalf of the 60 school districts, with the Ministry of Education and Childcare, for per pupil funding to support this work.

By-Election

Candidate nominations for the By-election in TEA 1 (Trustee Electoral Area) Upper Sunshine Coast, opened on October 24 and closed at 4:00 p.m. on Friday November 3. On Monday October 30, the Board hosted a candidate orientation session.

Declaration of Election by Voting or Declaration of Election by Acclamation will be called by the Chief Election Officer on Tuesday November 14 at 4:00 p.m. If an election by voting is called, general voting day will take place on Saturday December 9. Information regarding advance voting, mail in voting and polling station locations (Halfmoon Bay and Madeira Park) will be published on the school district website and in the local media.

Board Evaluation Process

A follow up session to our January 2023 working session is planned for early 2024. We will be reviewing the results and exploring options for moving forward in the evaluation process.

Electric Buses

Last June, SD46 submitted an application to the Ministry of Education and Child Care for funds to purchase two electric school buses. We are delighted to report that the funding has been approved. Planning is underway to install a charging station at our maintenance site. You can view the complete Minor Capital Submission Summary in the June 2023 Operations Meeting agenda package.

Next Public Board Meeting

Parents are invited to attend the Board of Education meetings. The next public Board Meeting will take place on **November 8, 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.

- [_L_i_n_k_ _t_o_ _B_o_a_r_d_ _m_e_e_t_i_n_g_ _s_c_h_e_d_u_l_e_:](#) _Schedule of Meetings
- [_L_i_n_k_ _t_o_ _S_D_4_6_ _Y_o_u_T_u_b_e_ _l_i_v_e_ _s_t_r_e_a_m_:](#) _SD46 YouTube Live Stream

Board Committee meetings are scheduled for **November 28, 2023** at the School Board Office.

8:50 PM Committee reports:

Healthy Schools– No report. DPAC is looking for a representative. If you are interested in, please contact to Miyuki and Ewa.

Family Engagement by Miyuki Shinkai

Planning to host Compassionate Systems Leadership training for parents up to 100. Collaborating with the district to hold the event in May/June.

Active School Travel by Miyuki Shinkai

SC TraC AGM at Roberts Creek Gumboot Café at 7pm. Speakers from Vision Zero Program, VCH. If you are interested in attending, please contact to Miyuki.

Education, Operations, Committee of the whole - 4th Tues of month – Next meeting is on November 28, 9-4pm.

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.

DPAC Executive 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.

Discussion topic for the next meeting:

Submitting Resolutions to BCCPAC AGM in May, 2024

9:00 PM Meeting to Adjourn

Next meeting: January 25, 2023 7pm | Chatelech Library & Zoom