



# DPAC

District Parent Advisory Council  
School District 46 - Sunshine Coast

## October 2025 DPAC Minutes

Date: October 23, 2025 | Time: 7 pm

Location: (In person and via Microsoft Teams at CSS Library)

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

The meeting took place in unceded traditional land and sea of the Squamish Nation and Sechelt Nation.

**In Attendance:** Tamara Hedden (Vice-Chair), Scott Davis (Past-Chair), Miyuki Shinkai (Secretary & BCCPAC Rep/ ESS), Derika Naidu (CGE), Ayren Debrett (KES), Christina Man (CGE/ESS), Melissa Lenox (GES), Sharon Mackenzie (CUPE 801), Statia Leach (Trustee Rep), Jennifer Roberts (Assistant Superintendent) – 5 DPAC/PAC members in-person and 2 DPAC/PAC members online.

**Regrets:** Marissa Fisher (CGE).

**Absent:** Rep (WSE), Rep (Spider), Rep (DBE), Rep (PHSS), Rep (MPES), Rep (HMBE), Karla Shields (LES), Jana Curl (Director at Large/ CSS),

### 7:05 PM Approvals:

- May 22, 2025, Meeting minutes available on the SD46 website. Moved by Miyuki, Seconded by Scott. All in favour. m/s/c
- September 25, 2025, Agenda Approval Moved by Tamara, Seconded by Derika. m/s/c

### 7:05 -7:30 PM Regular Reports:

#### · Vice Chair report: VC Tamara Hedden,

-Ray Clayton, November's guest speaker from the Inclusion Support Services, about student engagement, attendance, and how families can support. Nic Weswick, SD46 Secretary-Treasurer, will present a budget consultation at the January meeting.

-Importance of DPAC and its information to be shared by the chair attending PAC meetings in the upcoming months.

-The survey result on meeting locations was 50/50. The locations will remain alternate as scheduled, and Sechelt Early Years Learning Centre will be a new addition for 2025/2026. DPAC weighs accessibility in an in-person meeting, while considering affordable technology purchases such as the Owel to enhance a sound system. The board will research. Please email [sd46dpac@gmail.com](mailto:sd46dpac@gmail.com) if you have any suggestions.

#### · Treasurer Report:

The 2024/2025 Financial Report was submitted to the Gaming Branch by the end of September. SD46 DPAC applied for the 2025/2026 Gaming Grant after the deadline.

#### **Income Statement October 24, 2024 – October 23, 2025**

Operating Chequing Account Balance as of October 23, 2025, \$205.20

Gaming Grant Account Balance as of October 23, 2025, \$692.96.

Moved by Miyuki, seconded by Scott. m/s/c.

• **Trustees Report: Trustee Vice Chair Stacia Leech**

<https://sway.cloud.microsoft/pTBORVjgAVFiTHXV?ref=email>

New Trustee's Newsletter available online:

<https://sway.cloud.microsoft/N4j7bGrh5k4kyvpB?ref=Link>

Feedback on new format – one more click to open the document, availability of text to speak?

Questions and discussions: Enrollments -40 not settled yet, GES overflow expansion was proposed in June and applied to the ministry.

-Disposition of the property – not voted on in the board meeting, yet.

-DPAC and PAC chairs are invited to the Event at the Blue Ocean on November 20<sup>th</sup>, 5-7:30 pm. Annual SD46 Board and DPAC/PAC Forum- In collaboration with your local Board of Education and facilitated by Caroline Picard, we will dive deeper into how to run a meeting and build engagement through a compassionate systems lens, including how to work collaboratively with your Board of Education.

-Next month's Trustee report will cover the topic of the Feeding Future program, after the federal government's approval. ESS PAC inquired with the board about school allocation last month.

• **Superintendent Report: Assistant Superintendent Jennifer Roberts (LINK:**

<https://sway.cloud.microsoft/pgtVFMCOHlzFcaXG?ref=Link> )

-Honorary graduation ceremony for Survivors of the Sechelt, St. Augustine's Residential School and Day Scholars on Sept 17. National Day for Truth and Reconciliation to honour survivors of residential schools.

-Questions and discussions: AI guidelines for students and teachers – this topic could be the DPAC agenda in the future. The student's voice is important. Frameworks, posters go out to all schools. AI notetakers implemented in the GES PAC meeting.

-BC Foundry app available, until the facility is up and running in Sechelt, virtual sessions are available. Good bridge to all services and parents' options. Supporting parents, no referral needed to access. DPAC could invite the Foundry to the future presentation. A reminder of the Foundry services could be sent out to the PACs.

**7:45 PM 2025/2026 DPAC Executive Election** - Nomination and Acclamation:

Chair – Tamara Hedden

VP – vacant – tabled

**Treasurer – vacant-** tabled

Secretary – Miyuki Shinkai

Director- at-Large – Jana Curll, Riss Fischer

Scott Davis (past president)

The election for the new DPAC board members was approved.

Moved by Miyuki, seconded by Derika. m/s/c

**\*\*\*DPAC really needs a treasurer position to be filled. If anybody is interested, contact the board about a volunteer job description.**

**8:00 PM Committee reports:**

• **Healthy Schools**– No report. Representative from DPAC, Jessica Wollen, forwarded a copy of the minutes from October 7, 2025. (attached)

• **Family Engagement by Miyuki Shinkai**

-Low-rate Counsellor's information forwarded by Matty Devenish (attached)

- BCCPAC membership is due now, and the Online Summit is on November 15<sup>th</sup>, 9 am

– 4 pm. <https://bccpac.bc.ca/index.php/events/summit>

-Communicate with every PAC about the November 20th Forum. 2 delegates per PAC and the DPAC board are invited to attend. Register online. (event poster attached)

• **Active School Travel by Miyuki Shinkai / Tamara Hedden**

-ICBC Blitz Day – WSE, LES PAC KES District of Sechelt Danger zones identified, positive conversation and conversations leading to the students' safety. Fall is tough to get AT info out, and spring is better engagement.

-Johan contacted with individual PAC about their campaign prize orders.

• **School Board's Education, Operations, Committee of the whole - 4th Tuesdays.**

Typically, there are three separate committee meetings from 9:30 am to 3:30 pm at the SBO, each lasting an hour and a half. If you can attend one of these meetings, please contact Miyuki or Tamara for more information.

**PAC Sharing:**

GES PAC Winter Market Fundraiser - November 15, 2025, 10-2 pm @ GES (poster attached)

ESS PAC - Ripped Open Studio and Auto Club presentation at the October PAC meeting. Next month, a presentation by the UN Club and Drama Program, followed by parents' orientation about ESS Protocol on Cellphone use, Vaping, and AI. Grad Haunted House fundraiser on Oct 25<sup>th</sup>. 1-5 pm

CGE PAC – Halloween Dance and prizes next week

KES PAC – Dance at the end of November, Popcorn and costume on Halloween Day

**8:23 PM** Meeting to Adjourn

**Next meeting:** November 27th, 2025, 7pm | Board Office & Microsoft Teams

SD46 + DPAC/PAC Forum on November 20<sup>th</sup> 5pm @ Blue Ocean Golf Course in Sechelt (poster below)



# SD46SC + D(PACs) Event

## Effective Meetings, Collaborative Work, & Compassionate Systems Leadership



**20th November, 2025**  
**5:00 pm – 7:30 pm**

### You are invited!

All Sunshine Coast School District PAC Chairs, Vice-Chairs (or two designates), DPAC Executives, Principals and Trustees are invited to join this connecting event.

### RSVP NOW!

Registration Deadline is November 12, 9 am

### About the Event

**Where?** Blue Ocean Golf Course,  
6177 Ripple Way, Sechelt, V7Z 0R2

**What?** In collaboration with your local Board of Education and facilitated by Caroline Picard, we will dive deeper into how to run a meeting and build engagement through a compassionate systems lens, including how to work collaboratively with your Board of Education.

**Details:** A dinner buffet will be served.

RSVP 



<https://forms.office.com/r/aEkw7qm7j1>

Questions? Contact [communications@sd46.bc.ca](mailto:communications@sd46.bc.ca) or 604-886-4489



## SD46 DPAC Vice-Chair and Treasurer's duties

### **B. VICE-CHAIR**

1. Shall assume the Chair's responsibilities in his/her absence.
2. Shall assist the Chair in the performance of his/her duties.
3. Shall be one of the financial signing officers.
4. Shall accept extra duties as required.
5. Shall submit an annual report upon request.

### **C. SECRETARY**

1. Shall keep accurate and official minutes of the DPAC.
2. Shall distribute minutes to DPAC members within 14 days after the last meeting.
3. Shall keep an accurate copy of the Constitution and Bylaws and, if and when any changes are made, they shall be done so in red and the amended copy shall be dated and initialed.
4. Shall make available on request, to any member of the DPAC, a copy of the Constitution and Bylaws.
5. Shall keep an up-to-date record of the PAC representatives.
6. Shall be responsible for maintaining files.
7. Shall conduct all correspondence for the DPAC upon request.
8. Shall cooperate with the Chair in providing information to the local news media.

### **D. TREASURER**

1. Shall maintain an accurate record of all expenditures of the DPAC.
2. Shall receive all funds for the DPAC.
3. Shall disburse funds authorized by the Executive and members.
4. Shall give a report of all receipts and expenditures at all General Meetings.
5. Shall be one of the financial signing officers.
6. Shall deposit all funds collected on behalf of the DPAC in an account at a recognized financial institution approved by the Executive.
7. Shall have the books ready for inspection/audit annually.
8. Shall submit an annual financial statement at the Annual General Meeting of the DPAC.
9. Shall ensure that another financial signing officer has access to the books in the event of his/her absence.

### **E. DISTRICT ASSOCIATE TO BCCPAC**

1. Shall act as a liaison between the DPAC and BCCPAC.
2. Shall ensure that BCCPAC information is received by member PACs.
3. Shall help identify district parents for BCCPAC committees.
4. Shall process BCCPAC forms and applications.
5. Shall assist PACs in responding to BCCPAC Annual General Meeting resolutions.