

**West Vancouver District Parent Advisory Committee  
General Meeting – Inglewood Learning Centre  
Wednesday, October 4<sup>th</sup>, 2017**

**School Attendance:**

All West Vancouver parents and guardians are invited to General DPAC meetings. Please try to send at least one representative to meetings.

Representatives present from the following schools:

Rockridge	Hollyburn	Ridgeview
Sentinel	Cypress Park	WVSS
Pauline Johnson	West Bay	Bowen Island
Westcot	Caulfeild	Gleneagles
Chartwell	Irwin Park	Cedardale

**Welcome, Introductions and Call to Order:** 9:19am

**Adoption of Agenda:** Tanya Mah & Lesley Miller

**Adoption of Minutes:** Approved

**President’s Report – Danielle Katerberg**

- Thank you to trustees, and district staff for joining us this morning for our meet and greet; Thank you to Kim Campbell for arranging refreshments.
- Thank you to Carolyn Broady for hosting a lovely welcoming luncheon. We are very fortunate in West Vancouver to have a partnership with the Board of Education and with District staff
- Thank you to Abbie Milavsky for all her support as she moves into the role of past chair.
- If you are interested or have any questions about serving on the DPAC executive, please be in touch.
- Treasurer’s Meeting coming up Tuesday, October 24th from 5:30-7:00PM at the School Board office. It is important for each school’s chair and treasurer to attend. Please be sure to send at least one person from your school. Topics discussed will include: School Cash Online, Gaming Grants, Trust Funds, Best Practices
- Web training (date TBA) Please be sure to send someone from your PAC who is responsible for maintaining the school’s Parent Page on the website.
- Sarah Ward parent education: A great opportunity for parents on October 19th to learn about Executive Function. I have heard great things about the professional development that teachers had with Sarah Ward last week.
- Reminder that DPAC meets on the first Wednesday of each month; please mark your calendars

**Upcoming Events:**

Treasurer’s Meeting – October 24th

Web Training – November TBA

Sarah Ward Parent Education – October 19<sup>th</sup>

Chartwell babysitting course – October 20<sup>th</sup>  
Next DPAC meeting will be on November 1st.

### **Treasurer's Report – Nina Cheema**

- General Chequing: No deposits or expenses. Current balance \$16,694.26
- Gaming Account: No deposits or expenses. Current balance \$110.86
  
- Reminder to schools to submit Gaming Grant application if you have not done so. Deadline was June 30<sup>th</sup>, but Ministry staff is helpful if you have not submitted yet.

### **Committee Reports**

#### **Finance and Facilities – Danielle Katerberg**

Finance and Facilities met on September 12, 2017

- Main message coming out of the Provincial Budget Update is that they are rolling the same budget forward.
- Increased funding reflects increased enrolment
- Facilities Crew were very busy over the summer with projects including: New projectors, refinishing or replacement of gym floors, portables at Chartwell, Gleneagles, Rockridge, and West Bay.
- Classrooms were also renovated at 9 different schools
- Projects are still in progress at Sentinel, where the installation of the Sprung Structure and replacement of the retaining wall have been delayed due to the discovery of oil tanks during excavation
- At the next meeting there will be a slideshow with more details on all the projects that have taken place across the district.

#### **School Traffic Safety Advisory Committee – Deanna McDonald**

- Walk and Wheel Week is this week: Oct 2-6
- New process for Vertical Deflection application (speed bumps)
- Contact Deanna if your traffic and safety committee and principal have any concerns

#### **Human Resources – Andy Franks**

- Enrollment – no official numbers, but unofficially an increase of about 100 students, still working on numbers, there will be an announcement at the October School Board meeting
- Class size reminders –
  - Kindergarten – 20 student cap
  - Grades 1-3 – 22 students max
  - Grades 4-12 – 30 students max
- Currently, 7 classes are not compliant at French immersion schools, this will regularize over the next 2 years
- Non enrolling teachers – School district is legally compliant
- Expansions occurred district wide – there were 40 resignations vs 192 positions posted this year, still working on filling some positions
- Hired about 50 new teachers
- District lost about 30% of TOC, are actively recruiting new teachers
- Work Health and Safety – AEDs were serviced this year and returned
- All schools have emergency plans in place.

## **Board of Education Report – Sheelah Donahue**

- Fall Budget Announcement (K-12 starts on p. 22)
  - Not much truly new funding but some uncertainty has been removed, several buckets of money have been poured into a new bucket called priority measures funding
  - The budget also restores free adult basic ed and ELL, something that BCSTA has been vocal about for a number of years
- On March 3<sup>rd</sup>, 2017 a memorandum of agreement was signed between BC Public School Employers' Association (BCPSEA), the MOE, and the BCTF around the education fund and impact of the court case which, among other things, says the 2013-19 Education Fund provisions will remain in place this year but commencing in the 2017-18 school year, school staffing will be subject to the terms of the agreement and will comply with the restored collective agreement provisions
- BCSTA Metro Meeting, Sept 21<sup>st</sup>
  - BCSTA branches meet monthly, we are part of the Metro Branch
  - West Vancouver is fortunate to have Carolyn Broady, our board chair, on the provincial executive committee - Carolyn is a strong voice at the provincial table
  - Advocacy is also an important part of BCSTA work; BCSTA has expanded this to include federal politicians to get the message across that federal programs have a big impact on school districts but that these costs are largely unfunded by federal money
  - Those interested our advocacy work and strategic plan are invited to visit the BCSTA website
- West Vancouver Police Board Liaison Meeting, Sept 19<sup>th</sup>
  - We are pleased with levels of service and we have a good relationship with WVPD and the police board. Like us, the police and police board work with Coastal Health and community partners.
  - Some items of interest:
    - Outreach programs in schools and back to school traffic initiatives continue to be successful
    - Cannabis has been flagged as the emerging issue impacting youth; experience in Colorado and other early adopter areas has shown that we can expect an increase in healthcare costs due to respiratory disease, an increase in motor vehicle accidents and fatalities, and research around brain development continues to indicate that use among youth is risky
    - Many North Shore youth wouldn't dream of smoking cigarettes but don't connect those health concerns to cannabis use
- Trustees meet periodically with MLAs, and other levels of government as a group, this year we meet with MLAs on November 14<sup>th</sup> to advocate for issues that we would like brought forward to government through those channels. Staff are also in continuous contact with the MOE and advocacy is conducted by those means as well. Carolyn, our board chair, and various politicians and chairs also meet one on one throughout the year, this includes our MP, and Bowen and Lions Bay stakeholders
- Over the summer, trustee work included:
  - WVCF Conversation on Housing
  - CSBA Congress
  - STASC which is a joint committee with reps from DWV, ICBC, WVPD, Speed Watch and various other groups involved with traffic management and mitigation
- Please try to invite your designated trustee to a PAC meeting at least once a year
  - **Carolyn Broady**: Bowen Island Community School, Chartwell Elementary, Ecole Pauline Johnson, Rockridge Secondary

- **Dave Stevenson:** Ecole Cedardale, Irwin Park Elementary, Rockridge Secondary, Ecole Sentinel Secondary
- **Sheelah Donahue:** Caulfeild (iDEC) Elementary, Eagle Harbour Montessori, Hollyburn Elementary, Ecole Sentinel Secondary
- **Pieter Dorsman:** Cypress Park Primary, Ridgeview Elementary, West Bay Elementary, West Vancouver Secondary
- **Nicole Brown:** Gleneagles Ch'axáy Elementary, Lions Bay Community School, Westcot Elementary, West Vancouver Secondary

### **Superintendent's Report – Chris Kennedy**

#### **Enrollment**

- Up by about 100 students, it is a mix of both elementary and high school,
- Total enrollment is approximately 7350 students, of which 80 are aboriginal students
- Increasingly, more aboriginal students are self – declaring
- ELL numbers will be about same as last year, 1100 students
- International student numbers are down

#### **Staffing**

- New teachers – about 50
- About 20-25 additional staff added, ie, increase in base staff that district had last year (due to wording)
- Non-enrolling staff are included in above number of 50 staff
- As seen in the School District housing and transportation report – teacher movement due to a shift back to their home district
- Majority of our new teachers are North Shore residents, or shifted from independent schools
- All teaching positions have been filled, will still see minor movement due to 1000 positions available provincially, so some of our teachers may still leave our district

#### **Track Project**

- Federal and Provincial governments will be seeing infrastructure funding partnership, so we are trying to get allocated some of that
- Still looking at partnership with Kay Meek, schools, or a large donor

#### **Student Learning Grant**

- This one-time fund (~\$350k) is to be spent on classroom resources that enhance and assist in the implementation of the new curriculum, with a focus on resources that might previously been funded by parents. Ex. short throw projectors, science and learning resources, cameras, physical literacy equipment. Check with your school what it has been spent on

#### **Executive Function**

- Sarah Ward – 7-9pm at the Kay Meek Studio on October 19th, \$10
- Will be giving a presentation on student strategies to get organized to get stuff done

#### **PowerPoint Presentation**

- Education Trends – Current and Future

#### **Roundtable - PAC 101**

- Introductions around the table

- DPAC is an umbrella organization to all the school PACs in the district; PACs work at school level, District PAC works at district level; BCCPAC (British Columbia Confederation of Parent Advisory Councils) works at Provincial level.
- Slack – Discussion messaging app being used: [WVDPAC.slack.com](http://WVDPAC.slack.com); a sign up sheet was distributed for those interested in helping set up our workspace. This will be a tool for PACs to share information and resources.

### **How to run an effective meeting – Abbie Milavsky**

- BC Confederation of Parent Advisory Councils (BCCPAC) has a wealth of information on PACs, including a leadership manual and a treasurer’s powerpoint presentation. Please go to [bccpac.bc.ca](http://bccpac.bc.ca) for further information
- Pay \$75 BCCPAC membership to be invited/included in conferences and summits
- General Points for PAC Meetings:
  - Make meetings purposeful and effective
  - Stay on time
  - Have a standard, manageable and consistent agenda
  - Invite your School Trustee to a meeting
  - Address what the concerns and interests are for your school. Each school is unique
  - Invite your principal to each of your meetings and ask him/her to do a regular update
  - Plan your time appropriately
  - Don’t let single issues hijack the agenda. Respectfully “park” those items for further individual conversation or for further discussion at a future meeting
  - PAC meetings are not the place for parents to raise issues specific to their child. (Parents should be directed to the classroom teacher and then the principal).
  - Ensure the agenda presents opportunity for other items, questions and concerns.
  - Honour your speakers by watching the room to see if parents are waning and wanting to move on.
  - If a topic is of particular interest with a lot of questions, generate a speakers list so everyone has a chance to ask their question and the meeting stays orderly.
- Send out the agenda in advance to all parents through school e-bulletin and/or website
- PAC is a partnership with the school administration – always work with your principal and confirm best means of communication with the parent community (may be a variety of communication methods)
- Have speakers that will encourage parents to come to PAC meetings - find out what is of most interest and/or topical at your school. Get ideas and share ideas with other PACs
- Try and conduct PAC business in the first 30 minutes of meeting and then present speaker

### **Robert’s Rules of Order – Danielle Katerberg**

- Robert’s Rules of Order tips can be found online, example shared: Cheat Sheet at <http://forsmallnonprofits.com/2014/11/20/the-cheat-sheet-for-roberts-rules-of-order/>

### **Constitution and Bylaws – Brenda Radies and Lesley Miller**

- Is a living document, recommend a committee be struck to revise and update as needed, make sure your bylaws reflect your current practices
- Ministry of Education states that you should adapt your bylaws to your practices/needs
- Recommendations:
  - Ensure your voting process reflects actual practice
  - Make sure you have an “Out” clause, ie, date/time limit for announcement, but not getting information out doesn’t nullify the vote.

- Liability of Executives - make sure your PAC is indemnified, ie plan events with principal
- Executive duties stated clearly
- Include a review period for looking/amending bylaws

Suggestion that all school PACs meet every few years to review their bylaws for best practices

**Adjournment 11:19am.**