

**West Vancouver DPAC General Meeting
Inglewood Learning Centre
Wednesday, October 2, 2019**

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:

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

Regrets:

Absent: Cypress Park, Eagle Harbour

Welcome and Call to Order: 9:19am

Adoption of Agenda: Lisa and Kyra

Amendment/Approval of Minutes: Bernadette and Monica. June minutes approved.

President's Report – Kelly Richter

- Welcome to our first general meeting of the 2018- 2019 School Year. It is nice to see many new faces joining us this year. Thank you to District Staff and Trustees for joining us this morning for coffee. Introductions.
- Recognition of Margot Pritchard, Manager of Accounting on her retirement at the end of October; thank you on behalf of the DPAC for all of the guidance and support she has provided to the PACs over the years. Presentation of gift and card from parents.

DPAC Meetings

- DPAC General Meetings generally take place the first Wednesday of each month, with the exception of a few months where the date is changed to accommodate school holidays. Our plan for this year is to continue with the format we were working with last year – closing each meeting with a coffee & muffin workshop discussion where you can network and share ideas on what is working and what challenges you are facing with your own PACs.
- After our PAC 101 presentation today, we look forward to starting with our more informal discussions.

Slack

- We have been using Slack as a tool to help us communicate and share ideas amongst ourselves. It is easy to access Slack – if you have not done so already, just click on the link at the bottom of each

DPAC eNewsletter and it will send me a request for you to join our group. There are specific channels for Treasurers, Hot Lunch, Chairs, Fundraising, Traffic & Safety – and it is a great and informal way to ask questions amongst our group.

- If you have any questions or would like some help accessing the app, please email dpac@wvschools.ca.

Free Range Kids

- As part of the Physical Literacy & Communities Project, which the WVSD is part of, there will be a parent community engagement forum titled “Creating a Free-Range Community for Children” on Tuesday October 22nd at 6:30 pm at Kay Meek. The event features a keynote presentation by Dr. Mariana Brussoni on the topic of “risky play” followed by a panel discussion. This is a free event – the event poster and details were distributed in last week’s DPAC eNews and we have a copy of the poster up here as well.

Upcoming Events

- **WVSD Board Meeting** - October 15, 7:00 pm in the WVSD Boardroom. Open for anyone to attend.
- **Treasurer’s Meeting** – Oct 22, 5:30 pm WVSD Boardroom
 - PAC Chairs and Treasurers are strongly encouraged to attend this event, where Margot Pritchard from the school district will cover topics such as:
 - School Cash Online
 - Fundraising
 - Accessing Funds held in Trust
 - Tax Rebates
 - Hot Lunch purchasing card
 - The presentation will be followed by an informal discussion. Please ensure that at least one representative from your school PAC attends.
- **Free Range Kids Presentation** – Tuesday October 22nd at Kay Meek Centre
- **Web Training Workshop** – Tuesday October 29th, 9:00 am in the ILC
 - Between 9:00 & 9:30 IT members will be on hand to help with login in and password resets. After 9:30 Sonya Adloff will go through the Website training and Wordpress manual overview. Attendees need to bring a device to the workshop.
 - Wordpress manuals were sent out in last week’s DPAC eNews, together with Sonya’s contact information for any schools who need their school website login information.
- **Next DPAC Meeting** – Wednesday, November 7th, 9:15am
- **Pumpkinfest** – this Sunday October 6

Treasurer’s Report – Christina Argyros

(2019-2020 Budget attached)

General Chequing Account

Balance Forward \$10,172.21

Gaming Account

Balance Forward \$815.50

Gaming grant of \$2,500 deposited.

Review of Approved Budget

Committee Reports

Finance & Facilities – Kelly Richter

- Meeting took place Sept 10
- Introduced the new Director of Facilities Florencio deDios.
- Review of projected revenue and expenses
- Standout news is that Unrestricted Reserves as of July 1, 2019 are \$1.969 million which is closer to the 3% recommended reserve amount.

School Traffic Advisory Round Table (START)– Abbie Milavsky

School Traffic Advisory Round Table's purpose is to improve pedestrian, cyclist and vehicular safety and movement around schools in West Vancouver.

- -reviews current standards, practices and infrastructure related to movement (pedestrian, cyclists, vehicles) around schools
- -develops recommendations in relation to education, infrastructure and enforcement
- -DPAC level – West Vancouver Schools Traffic Sharing Committee –feed concerns to DPAC rep, but any concerns, suggestions etc. must have been discussed with school administration.

1. Education and Encouragement:

- Back to school blitzes were successful (high profile on District of West Vancouver Website)
- Blitzes at high schools – with positive ticketing – well received
- Back to school at West Bay affected by the 5 Creeks Project Construction.
- West Vancouver Secondary first day was affected by installation of rapid flashers on first day of school. West Vancouver Engineering has been asked to avoid working in school zones on the busiest traffic days/times.
- Speed humps requested at West Vancouver Secondary – but Engineering would like to see how rapid flashers work first.
- All schools (except Wescot) now have school maps done that highlight parking, crosswalks etc. (These are not the larger neighborhood maps that have been worked on with HasteBC, just property maps).
 - 2019 School Travel Mini-Grant Pilot
 - Funded by Translink
 - \$300 per school
 - Administered through the Engineering Department
 - Encourage and help PACs implement school-based education or engagement programs that encourage safe and active routes to school.

2. Enforcement:

- WVPD has a schedule for traffic members around schools and that has been shared with schools. Administrators know when they will be around and how they will be present.
- Intent is that the police being there on a regular basis will enhance the sense of safety for students and parents.

- By-law enforcement is going through a lot of staff transition – 3 new officers and one vacancy still. School officers are being trained and school rotations are a part of that. They did not have much of a presence at schools in September because they were new.
- Principals can contact bylaws to schedule time for them to be at schools.

3. Engineering

- Rapid flashers installed at a number of sites. Not all are operational yet. (Mathers in front of WVSS, Marine in front of Cypress, Gleneagles).
- There is a request for speed humps at Jefferson and 22nd.

Human Resources – Monica Soles

Preliminary Enrolment 2019 – 2020 (Kim Martin)

- No final numbers yet – just preliminary
- Will have final numbers for next meeting
- Preliminary numbers show enrolment at 7400
- Of that the International Students account for 525 between Elementary and Secondary Schools
- Summer Enrolment – 200 registered while 160 withdrew
- Added Divisions at some schools to accommodate the increase:
 - 1 Grade 6 at PJ
 - 1 Kindergarten at Caulfield
 - 1 Primary Grade at Hollyburn
- 2 Schools with 2 large classes (30 kids) to accommodate increase in enrolment in catchment - with 2 regular Teachers so it's like having 15 students in a class per teacher. The room is large enough to handle 30 students. This is at Irwin Park and Wescott. So far this is working out well
- Academies are at 518 students enrolled with the highest enrolment in Robotics at 99; Baseball at 62; Soccer and Fencing at 43. Total number of Academies is 20
- Hollyburn and Caulfield have 2 available classrooms should numbers continue to grow
- Public enrollment final numbers will be disclosed in next meeting

Recruitment – (Stephanie Mascoe)

- Postings and Status Report:
 - Lots of opportunity in our District
 - Last October – 54 Support Staff and 160 Teaching positions
 - This October – 91 Support Staff and 172 Teaching positions – all of which have been filled
 - French, French Immersion and Woodworking are the most difficult to fill
- New Teachers and Support Staff
 - 50 new Teachers
 - 35 new Support Staff
 - New – Support with Mentorship Opportunities
- Exempt Employees
 - New Director of Facility has been hired
 - New Principal / VP – Ridgeview, Eagle Harbour, Hollyburn, Chartwell and Bowen Island
 - Manager of Accounting at the Board Office – Margot is leaving – narrowing candidates
 - Social Media & Communications Officer – looking at candidates

- Plan for the 2019/2020 School Year
 - Looking at Career Fairs – UBC, SFU and UVIC to find new recruits for all postings
 - Also looking at Fairs back east to find candidates for the French and French Immersion postings
 - There is also a focus on the EA Pool of potential candidates to hire from
 - EA Practicum is 2 months so a good opportunity to observe a potential new candidate
 - Looking at Virtual Career Fairs as it is more financially economical

Health & Safety / WorkSafe BC – (Samarra Bohonis)

- They are offering more training facilities to ensure proper guidelines are followed and staff are knowledgeable on proper practices
- Schools will be visited and training sessions offered
- Education to focus on Forms/ Processes and Safety Plan
- Goal is to improve responsiveness when an incident occurs
- A more proactive model is being followed
- First Aid is offered to employees

Wellness – (Samarra Bohonis)

- Flu Shots – Date is set for Oct 24 for staff

Professional Development – (Stephanie Mascoe)

- Looking at Mentorship programs for new staff or newly hired to our District so that the integration process is more efficient
- Wellness Focus for Support Staff –WVMEA Professional Development Day offering
 - First Aid Certification
 - Computer Training
 - POPARD and other enhanced EA Learning

The Community Engagement & Outreach Committee – Kyra Smiljanic

- Being rebranded as **Enhance West Van**.
- It's all about Community Enhancement.
- “Engaging with our community to identify needs and opportunities, we create welcoming and inclusive ways for people to participate and come together. Going above and beyond what is already here, we provide enhanced programs and services that help to make our community stronger and more connected. Together we’re making your Community Centre even better.”
- Their board operates in the “middle” between WV District and the Community Centres; the new brand and statement is a joint operating agreement with the district and governing the community center, aquatic center, and ice arena.
- Part of their mandate is fundraising for programs and equipment not covered by the WVD’s operating budget. The Community Engagement & Outreach Committee’s focus (this year / term) is on inclusion – new Canadians, non-English speaking community members. This committee wishes to collaborate with & find ways to reach out to the schools’ parent community: to get their message out, share questions and solutions, and also understand what needs can be met better through the community.

Board of Trustees Report – Carolyn Broady

- Nice to see everyone at luncheon, it is a nice way to start the school year. Please invite your school's board liaison to your events, they are happy to come to PAC meetings, other events, not just the "big" ones.
- Carolyn and Alex Campbell (Director of Instruction) will try to meet all PAC chairs at least once (all 17 schools).
- Strategic plan is finalized and in print.
- Federal election coming up. Request to parents to please ask questions about Vaping, ask about each party's platforms. Trying to raise profile and make this an issue in the coming election, due to the high concerns regarding vaping and youth.
- All candidates meeting yesterday was student led.
- Teacher bargaining ongoing. Mediator in place, stepping away so will write report and next steps for next month.

Superintendent's Report – Chris Kennedy

Overview

- 10th year as superintendent, 13th year in the district
- Work with trustees, with governance side, and advocacy work (MLAs, housing and traffic, BC ferries), work with systems with principals, teachers, and parents
- Enrollment up 60 students vs last year at this time
- Enrollment registration begins on October 15th
- Cultureofyes.ca blog
- Spend time with PAC/Principal relationship and new Principals.
- Physical Literacy – will be running 3-4 events over the year. Had speakers on Opening Day.
- Robotics is continuing to be a growth area. 3rd space added to WVSS. There is a certain amount of coding and robotics now in all schools.
- Environment and sustainability. Students have requested electric car chargers installed in schools. Supporting students in their interests regarding outdoor learning spaces, climate change strike.

News Items:

- Grade 12 English Exam marks. Going forward literacy and numeracy assessments. Mark discrepancies regarding provincial exams. Corrected within 3 days. If it was wrong the first time, how do we know it is right the second time. Rereads given to some exams. At time was extremely stressful.
- Social Media incident. Threat posted on social media. Within 10 minutes, both principal and police were informed by students. Closing/opening school threat assessment made by Superintendent in conjunction with Police. Critical incident team put in place. Even though what police said, rumors still spiraled. Later that day, social media spread – what was real, what was "fake news", how to break through the noise?
 - Questions and discussion regarding how quickly news gets out, the misinformation, and where to get proper information.

- **Social media.** – may be a topic of Trustee/Admin/DPAC/PAC Liaison meeting in January or parent education. DPAC considering best way to move forward on this topic and still gathering information. Tabled for Roundtable discussion at end of meeting.

Presentation – Traffic and Safety Initiatives Update - Emilie Willobee and Kulvir Mann

(Mini grant info and application, Calendar attached)

- Joint committee of Municipality engineering, School District staff, trustees, DPAC, ICBC, policy, bylaws. Meet regularly and collaboratively since 2004 regarding challenges with schools.
- 3 main components:
 - Engineering,
 - Enforcement,
 - Encouragement and education
- District of WV has funding for piloting a mini grant for schools, will end at the end of 2019. Grant application posted on website under “Resources”.
- Calendar of ideas of things that schools can do to encourage safe behaviour in schools and tweaks to reduce peak congestion. Calendar to be posted on website under “Resources”
- Encourage kids to be more active, have consistent messaging, use walk to school maps, crossing guards, alternate parking (farther away). Kulvir will come to your school and help as much as she can, have kids involved regarding input and district involved to implement best recommendations

PAC 101 – Brigitta Shore

(PowerPoint presentation attached)

- Purpose of a PAC
 - To advocate for excellence in education, for the safety and well being of our students and the effective and meaningful involvement of the parents as partners.
- Foundations
- Working with the School
- Team Building
- Communications with Parents
- Fundraising – keep it simple!
- Make a Difference and Have Fun!
- Questions and Answers – informal session

Adjournment 11:15

West Vancouver District Parent Advisory Council
2019-2020 Proposed Budget

Income

Gaming Grant	\$	2,500.00
Parent Ed (2020)	\$	3,500.00
Total Income	\$	6,000.00

Expenses

Parent Education	\$	6,000.00
Welcome events, luncheons & Roundtables	\$	1,950.00
BCCPAC Membership / Conferences	\$	525.00
Discretionary Fund	\$	500.00

Total Expenses	\$	8,975.00
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2019 School Travel Mini-Grant *Pilot* funded by TransLink's TravelSmart program

School Mini-Grant Guidelines

The District of West Vancouver has received TransLink funding to pilot a school travel mini-grants program for West Vancouver schools. The mini-grant program pilot is being administered through West Vancouver's Engineering Department and is an initiative of the School Traffic Safety Advisory Committee (STSAC).

The purpose of the mini-grant program is to encourage and help school Parent Advisory Committees and other school parent volunteers to implement school-based education or engagement programs that encourage safe and active routes to school.

Schools can apply for a mini-grant of up to \$300 per school.

Eligible Programs for Elementary Schools

HASTE BC, the provincial leader in safe and active routes to school work, has developed a tool kit for elementary school PACs to help them navigate decisions about what type of program to start: <https://hastebc.org/toolkit/>

School mini-grant funding could be used to fund any of the 9 interventions listed on the HASTE BC toolkit:

- [Back to School Communication](#)
- [Drive to Five / Park and Walk Program](#)
- [Kindergarten Playdate](#)
- [Parent Advisory Council Presentation](#)
- [Regular Walk and Wheel to School Program](#)
- [School Site Walkabout](#)
- [School Travel Survey](#)
- [Student Art Project](#)
- [Walk and Wheel Event](#)

West Vancouver will also consider funding other initiatives that have been discussed previously with school representatives as part of STSAC meetings, such as:

- BCAA's Safety Patrol Program. More info bcaa.com/community/school-zone-safety
- School-based Student Drop-off Valet Program. E.g. kerngreen.org/drop-off-valet-service

Eligible Programs for Secondary Schools

Although the HASTe toolkit is primarily designed for an elementary school audience, a number of programs could easily be adapted for secondary schools.

Applicants from high schools are also invited to think outside-the-box to propose other ideas better suited for their audience. For example, a high school program could focus on encouraging transit use and leverage materials from West Vancouver's Teen Bus It campaign, which are posted online here: www.westvancouver.ca/bluebus

Who can apply:

- A school PAC representative or other parent volunteer with the support of the school principal.
- A school administrator or administrative staff on behalf of parent volunteers or PACs.

Applications are welcomed from all West Vancouver schools – public and private, primary and secondary. Please submit a maximum of one application per school.

School representatives are also welcomed to collaborate with other schools to initiate the same program at multiple schools. However, each school should submit separate application forms for their portion of expenses. Maximum funding available is \$300 per school.

Key Dates and Submission Deadlines

Early application is encouraged! Applications will be considered on a first-come, first-serve basis. Each application will be evaluated based on its own merits and not compared to other applications.

West Vancouver will continue to accept applications until November 1, 2019, or until resources are exhausted (whichever comes first).

Note that all mini-grant funded programs must take place in 2019, with a summary report provided by December 31, 2019.

Approved mini-grant funding will be distributed by cheque to the school.

2



Municipal Hall
main reception

750 17th Street West Vancouver V8V 3R6
t: 604-925-7000 e: info@westvancouver.ca

www.westvancouver.ca



**2019 School Travel Mini-Grant *Pilot*
funded by TransLink's TravelSmart program**

Mini-Grant Application Form

1. School name: _____
2. School contact name: _____
3. School contact email: _____
4. Telephone: _____

5. Has this initiative been reviewed by the school principal and received approval?

Yes

No

If no, please explain:

6. Name of event/initiative: _____

7. When will it begin? _____

8. When will it be over? _____

9. Describe this event/initiative:

10. How will this improve safe and active school travel at your school?

11. What are the total costs for this event/initiative? _____

12. How much funding are you applying for (max. \$300/school)? _____

13. How specifically will mini-grant funding be used to support your initiative?

14. How many parent and student volunteers will be involved and how are they helping?

15. Have you engaged other partners/helpers/supporters for this event/initiative and how are they helping?

16. How will you measure success of your event/initiative?

17. If funded, are you committed to providing a written summary describing the outcomes of your event/initiative by December 31, 2019?

- Yes
- No

If no, please explain:

If we have any questions regarding this initiative, who should we contact?

Name: _____

Email: _____

Phone: _____

This person is a:

- School staff person
- Member of the school PAC
- Other volunteer with the school

Where to send completed form

- by email: ewillobee@westvancouver.ca
- by mail: West Vancouver Engineering Dept c/o Emily Willobee, 750 17th Street, West Vancouver, BC V7V3T3
- in person: drop off this form, clearly marked School Mini-Grants, to the third floor at the West Vancouver Municipal Hall, 750 17th Street, West Vancouver, BC V7V3T3

Personal information is collected pursuant to Section 26(c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the school travel mini-grant program. Questions may be directed to the Manager of Records and Privacy at [604-921-3497](tel:604-921-3497), 750 17th Street West Vancouver, BC V7V 3T3.

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Municipal Hall
main reception

750 17th Street West Vancouver
t: 604-925-7000 e: info@westvancouver.ca

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School-based School Traffic Safety Initiatives Draft Annual Events Calendar

Provided by Kulvir Mann, HASTeBC (April 2019)

"Freedom Friday" parties and Safety Blitzes take place year round at my school to celebrate, encourage and remind safety in school zones.

August

- Start to prepare students and travel routines for back to school.

September

- Back to school messaging done by School and PAC in last week of August
- Send reminders in school agendas and via email first week back If you can organize a back to school safety blitz that is good

October

- International Walk to School Week - encourage students to take part:
- Setup fun things in classrooms to do and make posters
- Organize a fun event at the school - keep reminding parents about safety in school zones
- Around Halloween - you can use that week for safety trick or treating in neighborhoods

November

- It gets darker - do awareness of safety when walking to and from school

December

- Organize a fun event at the school like walking with Santa to school keep reminding parents about safety in school zones

January

- Back to school messages via email first week back - friendly reminders
- If you can organize a back to school safety blitz or event at the school that is good

February

- Winter Walk Day - send out messaging to advertise beforehand and organize a fun event at the school encouraging walking to school for all the students - they can do posters in each classroom and post around the school

March

- Organize a fun event at the school - keep reminding parents about safety in school zones

April

- Back to school messages via email first week back - friendly reminders
- If you can organize a back to school safety blitz or event at the school that is good


May

- Bike to School Week - end of the month - register with HUB online - hand out prizes all week encourage walking and biking to school - organize someone to come in and do a biking class with the students

June

- Celebrate all the different activities and events all year it is usually nice weather so make posters to encourage walking and biking to school have a celebration on last week of school
- Consider including school travel information in next year's student agendas

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**West Vancouver
DPAC**


PAC 101

BY PAST PAC CHAIR, BRIGITTA SHORE

1

PURPOSE OF A PARENT ADVISORY COUNCIL

- To advocate for excellence in education, for the safety and well being of our students and the effective and meaningful involvement of the parents as partners.
- Where are you at & where are you going?




**West Vancouver
DPAC**

2

FOUNDATIONS

- Effective Inclusive PAC Meetings - Robert's Rules of Order
- Meaningful Current Bylaws - easy to understand so you can work within them
- Transparency & Accountability
- Balanced Budget
- Solid Communications
- Strong Team




**West Vancouver
DPAC**

3

WORKING WITH THE SCHOOL

- Build a solid relationship
- Alignment of parent & administration goals
- Clear budget to align with school goals
- Support school initiatives as best you can
- Ask for accountability
- Recognize your principal and teachers





**West Vancouver
DPAC**

4

TEAM BUILDING



- Find your leaders
- Support your team leaders to succeed
- Make volunteering easy – tons of online tools
- Streamline processes with online tools
- Succession planning
- Build a strong supportive team – Exec, Principol, DPAC
- Celebrate your successes
- Applaud & recognize your team



5

COMMUNICATIONS WITH PARENTS

- Continuity with key messages
 - Develop your PAC Voice & ID
- Continuity with dissemination
 - e-news, website, posters, classroom parents, PAC meetings
- Communication is a two way street
 - Ask for feedback in a meaningful way
- Be weary of late night emails!



6



FUNDRAISING

•Keep It Simple



7

MAKE A DIFFERENCE & HAVE FUN



8