

**West Vancouver DPAC General Meeting  
Virtual – Zoom Meeting  
Wednesday, October 7, 2020**

**School Attendance:**

All West Vancouver parents and guardians are invited to General DPAC meetings. Please try to ensure that at least one representative from your school attends these meetings.

Representatives present from the following schools:

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

Also present: Carolyn Broady - Chair, Board of Education; Chris Kennedy, Superintendent  
47 participants attended in total.  
Regrets: Eagle Harbour

**Welcome and Call to Order:** 9:15 am

**Adoption of Agenda:** Monica and Kyra

**Amendment/Approval of Minutes:** June minutes approved; Kyra and Sunny

We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. We respect and honour the Elders past, present and future as we bring this knowledge to the students of our community.

**Chair's Report: Kelly Richter**

Great to see most of the PAC Chairs & DPAC Reps at last week's welcome event. Despite not being able to gather together in person this year, it was an opportunity to introduce ourselves, meet the District Leadership Team and School Board Trustees.

DPAC Meetings generally take place the first Wednesday of each month and will be held virtually this year. A full list of meeting dates was sent out by email. We will circulate agendas and zoom links for each meeting the week prior by email.

Last year we closed each meeting with an open discussion over coffee and muffins, to share ideas and help one another with challenges common to PACs. This year we are going to try to replicate the open discussion virtually. We will adjourn the general meeting, and then open up an informal discussion.

Slack - We use Slack as a tool to help with sharing of information and resources, plus quick blasts of information and updates. It is easy to use – and we encourage you to click on the link at the bottom of the DPAC newsletters to join the conversation. There are discussion channels open for fundraising, PAC Chairs, Treasurers, Hot Lunch, etc. so encourage your executive members to join as well.

School Board Trustee Liaison - Reminder to invite your School Board Trustee to one of your PAC meetings this year. The list of Trustee school assignments can be found on the WVS website: <https://westvancouver.schools.ca/about-wvs/committees>

Traffic & Safety – we are actively seeking a representative to fill this role. Commitment is 4 meetings annually plus attending DPAC meetings to report to our group. We are seeking a parent who can represent the interests of all of the

schools in the district, and has an interest in traffic issues and student safety. If you or a parent you know would like to learn more about this opportunity, please contact us at [dpac@wvschools.ca](mailto:dpac@wvschools.ca)

## **Upcoming Events**

### WVSD Board Meeting

October 20, 5:00 pm online

- Board meetings are a great way to hear directly what is going on in the district. For information and a link to the meeting, visit <https://westvancouver.schools.ca/about-wvs/meetings-minutes>

### Parent Education Event – Tech, COVID & Kids

October 21, 7:00 pm – Online

Registration Link: <https://www.eventbrite.ca/e/wvdpc-webinar-tech-covid-kids-reset-your-home-for-healthy-habits-tickets-121632390755>

### BC Provincial Election

October 24<sup>th</sup> – reminder to get out and vote!

### Treasurer's Meeting

October 26, 7:00 pm – Online

PAC Chairs and Treasurers are strongly encouraged to attend this event. Shayle Duffield, WVS Manager of Accounting 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 amongst the PACs. Please ensure that at least one representative from your school PAC attends.

**Zoom Link:** <https://us02web.zoom.us/j/89879235465?pwd=dS82Szd3ZSt0ZGFINTJXczZRC05LQT09>

### Web Training Workshop

November 3, 9:30 am – Online

Kyra surveyed PAC Chairs for interest/need and the majority of PACs indicated they were interested in training again this year. Details are being finalized but at this point the plan is to hold a training workshop with Sonya Adloff from WVS, followed by an open discussion on other technology being used for communication.

**Zoom Link:** <https://us02web.zoom.us/j/81833363049?pwd=d0Y3dTZoQjllRTFHdnJRa29rSVB2QT09>

## **Treasurer's Report – Kelly Kerklaan**

### **General Chequing Account**

Balance Forward- 1 July 2020 \$ 9,706.71

- Transfer of \$550 from gaming account (reimbursement from expenses during the year, to ensure gaming grant was utilized)
- Expenses of \$ 1850.00 (Deposit for Dr Shimi Kang & retirement gift)
- Current Balance as at September 30<sup>th</sup> (statement) \$ 8,406.71
- (Pending: Honorarium: \$250.00 not yet deposited by NV Schools for cancelled Blanket Ceremony scheduled for May 2020)

### **Gaming Account**

Balance Forward – 1 July 2020 \$724.83

- Deposits and Interest of \$ 0.44
- Expenses of \$ 700.00 (BCCPAC Fees and transfer to current account)
- Current Balance as at September 30<sup>th</sup> (statement) \$194.43
- (Pending: uncleared cheques \$169.16)

## Committee Reports

### **Finance & Facilities – Kelly Richter**

Meeting held September 15<sup>th</sup>, minutes are posted on the WVS website.

Minutes: <https://westvancouver.schools.ca/about-wvs/finance-facilities-committee-meetings-minutes>

Director of Facilities explained the changes to protocols implemented to provide a safe school environment for students and staff as directed by the Provincial Health Authority, Work Safe BC and the CDC. Some key points:

- Custodial staff will pay additional attention to high touch surfaces. Five casual custodians were hired; now all custodians work at a single site or a maximum of two sites.
- All custodians were trained or refreshed on new disinfecting procedures.
- All ventilation systems were refreshed, to follow ASHRAE guidelines. District wide, all HVAC units have been reprogrammed to maximize fresh air and are set at 100% fresh air intake. Hours of programming have been changed, so that a “flush” is now completed two hours before school starts and one hour after school ends. Custodians are also opening windows in the morning to increase fresh air in the buildings.
- All HVAC filters were changed over the summer. Plan is also to upgrade from MERV 7 to MERV 13 filters will be used starting in December when they arrive, and these filters will require quarterly replacement.

### **Funding for COVID Support**

- \$500,000 provincial and \$2.4 million federal funding specifically to be used for costs associated with COVID protocols such as costs for additional teachers and staff to assist with remote learning such as the Temporary Transition Program, health and safety training for custodians, hand hygiene, ventilation such as the aforementioned MERV 13 filters which will cost \$50,000 annually, PPE and cleaning products and equipment and higher utility costs that will result from building filtration systems being set to 100% for maximum filtration.

### **Review of operating fund revenue and expenses.**

- The District had an overall reserve balance on June 30, 2020 of \$4.4 million. The preliminary 2020/21 budget required \$2.9 million to balance this year, which is projected to leave \$1.5 million available for future years.

### **Human Resources – Monica Scoles**

#### Summer Learning

- Summer Learning was huge success with a high turnout of 1100 kids enrolled
- Given the pandemic and remote learning and login credentials, registration was limited to West Vancouver families only for the first time
- Elementary registration was down by 180 kids, but secondary enrolment was higher than previous years
- Overall a successful program

#### Preliminary Enrollment 2019-2020

Preliminary count for schools in our district is 6826 (unofficial enrolment),

- Numbers are down from 6939 previously recorded a week ago
- Form 1701 has been submitted based on 6826 for funding purposes but we are trying to have a second count approved for purpose of funding. Second count is in Feb however does not drive funding. Historically, funding is always based on the first count however in reality that is not an accurate count for our schools given the numerous changes throughout the year.
- If our numbers go up we lose out on funding for those new students that come in after the official count is submitted
- We have added 3 divisions to our elementary schools – 1 has been added at PJ to make 4 late French immersion divisions, additional divisions were added at Gleneagles and Caulfeild
- Although 3 of our elementary schools have seen an added Division due to increased numbers, overall we are down in the district in total enrolment from last year which is mainly due to the loss of our international student enrolment

#### Recruitment

- There has been a level of uncertainty & flux
- 90 Teacher Postings and 82 Support Staff postings
- Most have been filled
- Some are a result of movement from one school to another within the district
- There has been an increase in number of applicants in admin roles

- Custodial positions have been difficult to fill given that this type of position is being sought out as a result of the pandemic. All custodial positions in the district are filled however there are no casual staff to call upon for custodial positions should we need to cover due to absence

#### Letter from the Board re: non-market housing

- Rental project on Gordon Ave has been approved by the Board
- This will provide more access and affordable living in West Van, so we can attract more staff to our District
- More information to follow as it is made available

#### Health & Safety

- Our restart plan has been submitted to the Ministry
- There is an in depth look at COVID and how we are handling this at the schools as we are required to have an in-depth plan
- This has been reviewed by VCH
- Our Safety plan continues to evolve as we make changes to provide a safe environment
- The plan is posted on our website and will be updated as necessary
- During the first 2 days of the school start we went through the plan with our employees with a full site walk through
- Each site can add an appendix to amend based on the actual school and how it would work best at their particular site to accommodate differences
- Then during the first 2 days with students, each school ran through all safety protocols with kids to ensure they understood what is expected
- There are ongoing health & safety meetings throughout the year to ensure changes are made when required and we are up to date with proper procedures at all schools
- Thousands of masks were purchased and made available to all students and staff at the beginning of the year in all schools
- We have increased our custodial time to ensure proper protocols are followed and cleaning and sanitation is robust
- We monitor cleaning supplies closely to ensure we do not run out
- There are 8 meetings per year to review protocols and ensure all is working properly and proper protocols are being followed

#### Wellness

- Flu Shots in the district for staff is scheduled for November 10<sup>th</sup> (8-4 pm)
- Appointments are required and social distancing required
- This is more complicated this year as there are more rules to follow due to COVID-19
- Appropriate protocol will be put in place
- Appointments will be staggered at ILC – email of information will be sent with full details

#### Professional Development

- Next Pro D Day is October 23<sup>rd</sup>
- This year will involve a series of team meetings and online training
- More information to come out once available

#### **Enhance West Van– Kyra Williams Smiljanic**

- Virtual Event: “Accessibility for all - building a world for everyone” held October 6 was a success with 250 participants.

#### **Parent Education – Kelly Richter**

DPAC is hosting a free online event for West Vancouver Schools families: Tech, COVID & Kids with Dr. Shimi Kang, M.D.

October 21, 7:00 pm

**Registration Link:** <https://www.eventbrite.ca/e/wvdpac-webinar-tech-covid-kids-reset-your-home-for-healthy-habits-tickets-121632390755>

To date we have had over 200 people register for this event. Thank you to helping get the word out to parents in our community. Posters are being sent out as well through school eBulletins.

### **DPAC Zoom License - Danielle Katerberg**

BCCPAC has secured a zoom license for each DPAC to be used amongst the district PACs. Since we will be sharing this account, we are asking each PAC to assign one person to be their zoom rep. This is the person who will liaise with Danielle to schedule their meetings.

- To date we have 5 PACs using the account, and 2 PACs have responded to let us know that they will not need to use the shared account as they already have their own.
- If your PAC has not yet replied, please let Danielle know if your PAC would like to make use of the shared account and provide the name and email address for your rep. Your Zoom rep will be given the information needed to access the account.
- Please also let Danielle know if your PAC will NOT need the shared account as this helps us with understanding the demand for scheduling.

You can email Danielle at [dpac45zoom@gmail.com](mailto:dpac45zoom@gmail.com)

### **Board of Trustees Report – Carolyn Broady**

- As has been seen in the media this past week everything is about COVID and schools.
- **The School District is limited to what they are able to share – there are many restraints around privacy. Vancouver Coastal Health (VCH) and the Provincial Health Officer (PHO) are the leads in all health related communication.**
- Continually working to enhance our safety protocols
- Our board has been advocating to VCH and PHO for
  - Shortened turnaround time for testing
  - Greater coordination between PHO and health authorities to ensure consistency in information being shared by health authorities
  - Talking to every level of government about various issues regarding COVID
  - BCSTA meeting next week – discussion about consistent communications
- We acknowledge the fears and concerns of parents and are working to resolve these issues
- Our schools are as safe as they can be
- Great to see children back at school. It is important for our children's mental health and the importance of kids being in school has been recognized worldwide
- Additional adult supervision has been added to recess times to monitor social distancing
- We are supporting students who miss school due to illness; additional EAs have been hired to support vulnerable students
- Laptops have been made available at schools for use by students who do not have access to one
- Worked with BC Ferries and school bus operators to alleviate parent concerns over travel to/from school
- WVS has enhanced custodial time; as we already employed daytime custodians in our schools we were well prepared
- The district is working together to find solutions and we thank parents for their support and we acknowledge the effort being put in

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

Not able to take the lead in communications right now, which has been challenging, as all COVID related communications are directed by VCH.

### **Enrollment**

- There has been steady enrollment for 2020/21 year and WVS has just under 7000 students enrolled
- International enrollment is down about 40% at about 300 students due to COVID, and this dramatically affects the budget. However we are viewed internationally as a safe place to be with COVID
- With the relaxation of the international travel, enrollment for 2021/22 is expected to be better.
  - Challenge is still with home stay and with COVID protocols as there are further limitation as to who can host a student.

### **Temporary Transition Program**

- Late August the Ministry put in place the option for families that wanted to transition into the school year. WVS program is very similar to that of other districts, our program is for K-9.
- Currently have 390 elementary students in TTP and 50 high school students, which represents 6% of our school district population
- TTP is separate from homeschooling – we have 10 students this year, up slightly from 6 students registered last year
- 1<sup>st</sup> TTP re-entry dates are the end of November for elementary students and end of the 1<sup>st</sup> quarter for high school students
- 2<sup>nd</sup> TTP re-entry dates are at the end of the calendar year for elementary and the end of the 2<sup>nd</sup> quarter for high school students
- Main differences between WVS districts to other school's districts are
  - Students keep their spot in their class for re-entry
  - There is no reorganising of classes when re-entry takes place
  - There are separate teachers for the TTP

### Health Protocols

- **WVS will only send out letters once VCH has instructed so, as VCH is in the lead regarding COVID communications and protocols**
- **WVS cannot set any mandates and rules as this is governed by the province. For example, we cannot set a mandate to make masks mandatory**
- Privacy is crucial and will be respected by VCH. The school district & administrators are not advised on who tests positive – notification and contact tracing is handled by VCH according to rigid privacy rules
- WSV is advocating with the health authorities for:
  - Better parent information for discussion on symptoms at home
  - Requesting better and faster communication; notification process at Hollyburn Elementary yesterday was better – contact tracing and letter to parents initiated at the same time.
  - Feel that information to parents should be better and more clear
  - If kids are sick, please keep them at home. Parents are responsible for screening kids every day at home – please reinforce this within your school communities.
  - PACs – as school leaders, please reinforce social distancing and keeping sick kids at home

### Provincial and Federal Funding

- We have funding for additional staff as required. In response to concerns around high school students isolating at home a youth support worker has been hired to support these kids during their isolation period.
- More technology available; computers added for each school, where students can sign out for use if they don't have access to one
- Mid-day bus times added for Bowen Island high school students

### Hot Lunch

- There is a pilot project being tested at Pauline Johnson, Irwin Park, Hollyburn and Cedardale.
- Protocols are in place that meet and exceed Provincial regulations
- In the next 3 weeks we will meet with principals to review the process and then roll out to other schools towards end of November
  - Processes include having limited vendors, prepacked and sorted lunches, delivery to outside of the school, parent volunteers adhering strictly to the health and safety protocols, wearing masks when delivering to the classroom etc.
- Hoping to open high school food service in 2<sup>nd</sup> quarter
- Recognition that food programs are part of the “fun” element in schools, desire to keep as much fun as possible

## Questions and Answers for Chris & Carolyn:

1. Parents are concerned that kids will be missing a lot more school this year whether due to stricter screening of cold symptoms or due to COVID related concerns. Is it possible for kids who stay home to have more access to teachers/online teaching? Perhaps they could be added to the TTP program for short periods?
  - a. Basically, if children are sick, they should stay home. If there are any concerns where work is not forthcoming, parents should also contact their school administrator
  - b. TTP is only available for students already enrolled in the TTP program
2. Chris - for high school students, missing school is even more detrimental because of the new intense quarterly system. Are there additional supports for these kids when missing school? The whole year is learned in less than 10 weeks
  - a. Again – yes there is additional support and updating of google classroom. There is also the Tuesday and Thursday blocks where students can virtually meet teachers and book out time for same. This is a provincial challenge and you should reach out to your school counselor, teachers and school administrator if this is not working.
3. Chris: can you update us on why some high school students are getting full time in-class learning and some are hybrid?
  - a. Comes down to cohorts – Grade 8 & 9 students are all through in-person classes. This is because the cohorts are at a maximum of 60 students. There are very few elective choices and it is easier to stay in groups.
  - b. Grades 10-12, as there are more choices and electives, the hybrid systems is being used as maintaining the cohort numbers is more challenging.
4. Carolyn: are we able to send questions/concerns to you to be addressed in your meetings?
  - a. Yes, but ask that communications be streamlined through PACs
5. Chris: question on the difference between “self isolate” and “self monitor”
  - a. Determined by VCH; if a student is a direct contact vs. a contact of a direct contact – for example the difference between a primary and secondary contact.

## **Guest Speaker: Abbie Milavsky - PAC 101 in the Time of Covid**

### Parent Advisory Council

- PAC is the officially recognized collective voice of the parents/guardians of your school community.
  - Composed of, run and managed by parents/guardians of the school
  - Governed by the PAC's Constitution and By-Laws

### 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 parents/guardians as partners
  - PAC advises the school administration on any matter relating to public education and supports parents.
  - Advocacy not Activism

### PAC resources

- BC Confederation of Parent Advisory Councils (BCCPAC) [bccpac.bc.ca](http://bccpac.bc.ca)
  - *Visit BCCPAC – BC Confederation of Parent Advisory Councils website for useful information and resources. \*Note the PAC 101 Manual is very helpful ([bccpac.bc.ca](http://bccpac.bc.ca))*
  - Leadership manual
  - Budget template
  - Constitution and By-law samples
- DPAC
  - Years of experience at the PAC level – just ask!
  - SLACK – join now!

### PAC Meetings in Times of COVID

- DPAC Zoom Administrator/PAC Zoom Rep
  - License and schedule
- General points for PAC meetings:

- Stay on time
- Have standard agenda
- Invite your School Trustee and address what the interests and concerns are for your school as each is unique
- Invite you Principal to each of your meetings and ask him/her to do a regular update
- Plan your time appropriately
- Don't let single issue items hijack the agenda. Respectively "park" those items for further individual conversation
- PAC meetings are not the place for parents to raise issues specific to their child. (Parents should be directed to classroom teacher and then principal if no resolution)
- Ensure agenda provides opportunity for other items, questions and concerns
- Honour your speakers by watching the room and see if parents or waning and wanting to move on. (Not as easy to manage on Zoom –monitor how many people leave the meeting etc.)
- if a topic is of particular interest with lots of questions, generate a speakers list so everyone is has a chance to ask their question and the meeting stays orderly.
- Send out the agenda one week in advance to all parents or on school bulletin
- PAC is a partnership with school administration. Always work with the principal and confirm best means for communication with the parent community (may be through class parents, e-bulletins, principal etc.)
- Communication: keep website up to date, twitter, Facebook.
- Have speakers that will encourage parents to come to PAC meetings – find out what is of most interest or topical at your school. Get ideas (or share your ideas) with other PACs. Conduct PAC business in first 30 minutes of meeting then present the speaker.
- Volunteers: The demographics at our schools are changing so we need to change the way we recruit and support our volunteers. Ensure that if there are class parents they are utilized for recruiting volunteers and communication (if that is appropriate for your school). Ensure you are communicating with your Principal and you know from them what the communication guidelines are. Make sure you follow up with each and every person who has signed up as a volunteer.
- COVID will bring out people with different skills and interests – capture their interest and energy.
- Translation is often required – work with your Principal to arrange and to determine what languages translation is required for.
- Social media – be cautious
  - Use it for informing and educating – not ranting
  - Not everything is appropriate for social media
  - Be mindful that you are representing all parents in your school
  - If you wouldn't say it in a meeting – don't put it in an email or on social media
- Opportunity for more participation from parents/guardians (capturing larger audience)
  - Coffee, lunch, after work meetings
  - Record meetings
  - Requires new protocols and communication strategies – won't always get it right and that's ok!
  - Opportunity for new creative ideas

#### Foundations – what hasn't changed

- Effective, purposeful and 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
- Know your school

#### What has changed

- More than ever, time for PACs to share what is and isn't working at their schools
  - Work together – you aren't in competition with each other
- Opportunities for far more parent participation – but make sure it is meaningful participation
  - Bring the community together in this time of uncertainty
  - Everyone has a skill that can be used
- Communicate with purpose and caution



- Too easy to misinterpret on-line communication

### Communication with Parents

- Consistent and Regular Communication
  - What works best for your school?
  - Coordinate with school administration
- Communication is a two-way street
  - Ask for feedback in a meaningful way
- Be wary of late-night emails and communication overload!

### 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

### Team building

- Find your leaders
- Support your team leaders to succeed
- Make volunteering easy
- Succession planning
- Build a strong supportive team – Exec, Principal, DPAC
- Celebrate your successes
- Applaud & recognize your team

### Fundraising

- Know what you are raising funds for and make sure goals are consistent with the goals of the administration
- Many new opportunities to raise funds:
  - Virtual bingo
  - Virtual trivia night
  - On-line auctions
  - Drive-in movie
- Traditional opportunities:
  - Hot lunch (potentially)
  - Cheque drive
  - Golf tournaments
  - Gaming Grants

### Make a Difference & Have Fun!

### **Q&A**

1. Adoption of budgets
2. Referral to bylaws and tabled for treasurer meetings
3. Fundraising ideas -
4. Payments mechanisms for PACS – also tabled for treasurers' meeting
5. How to start a new PAC – referred to abovementioned sites and avenues

### **Adjournment: 11:10 am**