

**West Vancouver DPAC General Meeting  
Virtual – Zoom Meeting  
Wednesday, October 6, 2021**

**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:

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

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

Regrets: NA

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

**Adoption of Agenda: Monica and Anya**

**Adoption of Minutes: June 2021 minutes approved; Jenny and Nessa**

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 so many of you in person at last week's welcome luncheon in the school board parking lot; thank you to Tricia Buckley, Amanda Barr and the school district for organizing / hosting.
- DPAC Executive appreciates the work of the PACs involved in consultation with your school community around Covid-19 health & safety measures. We felt it was important to inform ourselves on the opinions of parents within the district before communicating any concerns to the Ministry of Education, Ministry of Health, etc. which is the process outlined in the WVD PAC Bylaws and follows best practices. We will consider motions to this effect later in the meeting.
- BCCPAC – DPAC Session with MoE/PHO: yesterday, DPAC Chairs had the opportunity to participate in a Q&A session with Minister of Education Jennifer

Whiteside and Deputy Provincial Health Officer Dr. Reka Gustafson. The meeting will be recorded and will be shared to PAC Chairs/DPAC Reps when available.

- DPAC General Meetings take place the first Wednesday of each month and will be held virtually for at least this term. Agendas and Zoom links will be circulated the week before by email. Last year we closed each meeting with an open discussion to allow PACs to share ideas and brainstorm challenges – and we will continue with this tradition starting with the November meeting.
- DPAC uses Slack as a tool to help with sharing of information and resources, plus quick blasts of information and updates, which is especially handy when our emails glitch as they have done in the past week. We encourage all of you to click on the Slack link located at the bottom of the DPAC newsletter to join in our conversation. There are discussion channels open for Chairs, fundraising, school traffic & safety, hot lunch etc. Our Slack channel is open to all PAC members so encourage your exec team to join as well.
- Reminder to PACs to invite your School Board Trustee to one of your meetings this year. The list of Trustee school assignments can be found here: <https://westvancouver.schools.ca/about-wvs/committees>

### **Upcoming Events**

#### **PAC Treasurer's Meeting**

October 19, 7:00 pm

#### **WVS Board Meeting**

October 19, 5:00 pm – request link from Amanda Barr

#### **DPAC November General Meeting**

November 3, 9:15 am – Guest Speaker Chief Constable John Lo, WV Police Department

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

#### **General Chequing Account**

Balance Forward- 1 July 2021 \$7,885.20

- Current Balance as at September 30th (statement) \$7,885.20

#### **Gaming Account**

Balance Forward – 1 July 2021 \$47.38

- Deposits and Interest of \$ 0.03
- Expenses of \$ 150.00 (BCCPAC Membership Fees)
- Current Balance as at September 30th (statement) \$47.38
- Gaming grant is expected to come around mid-end of October

### **Committee Reports 9:30 am**

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

- Finance & Facilities met on September 14th; Secretary Treasurer Julie Leiterman summarized the financial results in the capital, special purpose and operative funds for the year ended June 30, 2021, noting the effects of Covid-19 on the results.
- The operating fund had a structural surplus of \$1.27 million for the year, which brought the Operating Reserves balance to \$5.706 million; she noted that it will be recommended to internally restrict a portion of the reserve to cover the anticipated

deficit in the coming school year's budget, as well as the ongoing IT infrastructure upgrade taking place within the school district. This will leave unrestricted reserves of \$2.2 million for future years, which meets accounting best practices and Ministry of Education's recommendation to carry a contingency of 3% of total operating expenses.

Minutes: <https://westvancouver.schools.ca/wp-content/uploads/2021/09/FFM2021-0914R.pdf>

### **School Traffic Advisory – Renee Bouchier**

- Proper course of action for any school experiencing traffic/safety issues is to reach out to the school Principal and/or Renee Bouchier (renee.bouchier@gmail.com)

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

Preliminary Enrolment 2021-22: enrollment report submitted to the Ministry on Sept 30th for approval and numbers will be announced once approved. Current unofficial numbers are stable.

#### Recruitment

- There have been 103 support staff and 68 teacher postings for 2021/22 school year
- There are approx. 20 new teachers and 40 new support staff employees in our District.
- District applied to the Office of BC Human Rights Commissioner for a special program which has been approved. This provides the District the ability to give preference to the hiring of persons of self-identified indigenous ancestry for two specific positions – Indigenous Success Teacher and Indigenous Youth Worker. Approval is granted for a 5-year period
- Online interviews, recruiting fairs and new hire orientations were successful and will continue to be virtual, allowing the district to reach a broader group of Teachers Teaching on Call (TTOCs), casual Education Assistants, Teacher Assistants, etc.

#### Wellness / Health & Safety

- District transitioned from a COVID Safety Plan to a Communicable Disease Plan as part of BC's stage 3 Restart Plan.
- The First Joint Health & Safety Committee meeting was held in schools during the first week back to school. They were tasked with reviewing both the communicable disease plan and the Health & Safety checklist. The Health & Safety checklist was issued by the BCCDC.
- A flu clinic is confirmed for October 15th

#### Professional Development

- The district participated in a joint survey from the British Columbia Public School Employers' Association (BCPSEA) and the K-12 Presidents' Council and Support Staff Unions, to gain a better understanding of the training needs for support staff employees.
- West Vancouver has allocated a budget of \$41K to support creating a training plan to meet the needs and interests of the District and the employees.

#### Teacher Bargaining

- The Provincial parties (BCPSEA and BCTF) signed a letter of agreement creating a trial procedure for local teacher bargaining this round.
- Local bargaining can commence as early as November 1st and must conclude by March 4th, 2022.
- Seven local dates have been set within the time frame. This is similar to the amount of time last round of bargaining. November 4th, 2021 will be the first day of local bargaining.

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

- Continue to be cautious, has not been able to visit school sites yet with Covid yet hearing positive reports about kids back, return of school sports, arts, special programs.
- This year work will continue around equity, diversity & inclusion with Alden Habacon and Truth & Reconciliation; students today are learning about residential schools but many adults did not have that opportunity. Hope that work will continue for adults through DPAC parent education.
- Covid continues to be important, but also need to get back to focus on education, learning loss, mental health impacts on students and staff and related supports.
- Bargaining - will start in 2022, Carolyn will provide regular updates once underway
- Covid-19 pre-submitted questions:
  - Daytime custodians & extra cleaning - WVS in unique place as decision was made years ago to maintain daytime custodians (most other districts cut this); allowed for continued cleaning and there have not been any cutbacks to cleaning protocols in schools.
  - Fluid and moving quickly - yesterday PHO announced all public health employees need to be vaccinated by Nov. 22; questions arising on staff in schools. Process of creating guidelines is already underway for school boards provincially; more information expected next week. Trustees across the province have been asking for this since June; working hard on this already.
  - Visitors to schools - slow to open to visitors this year, many meetings still happening online. Seeking direction on how to manage visitors in schools in a balanced and fair way. Expect more information in the coming weeks.
  - Not back to normal yet (parent volunteers, assemblies, etc.) - continue to be cautious, asking for patience.
  - Clarification - social media posts appearing that have been erroneous and misleading including one suggesting WVS board were meeting to discuss not extending a mask mandate. In truth, the board was meeting to discuss a mandate and although the result cannot be shared, it is important to share the inaccurate reports. She expressed her appreciation for the hard work of the DPAC and PACs undertaking a thorough consultation process, which is better than the DPAC making a unilateral decision without consulting PAC leaders. Thank you for your dedication and for supporting families.

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

- Framework for Enhanced Student Learning - district focus on sense of belonging (mental health, connected), preparation for future (life after high school - citizenship, post-secondary transitions, work), numeracy (core skill)
- Equity, Diversity & Inclusivity - exciting work in this area with Alden Habacon, including the Opening Day presentation. Working with support staff in October, teaching staff in November, hope to have more related sessions with parents in the year ahead.

- Enrollment - 7183 students enrolled to date; increase from last year is driven by an increase in international students. Local enrollment is driven by students outside of West Vancouver. Slight decline in identified Special Education and ELL, examining to learn if this is a blip or a trend.
- Registration opens for Kindergarten and in-catchment students on October 15th; parent leaders asked to encourage people in your network to register and choose WVS.
- Covid-19 pre-submitted questions:
  - Ventilation - last fall MERV-13 filters installed in all schools with HVAC; these filters are replaced every 3-4 months. Areas without HVAC have HEPA filters installed.
  - Cleaning and daytime custodians - at every school, all day. Additional high school custodians added at the high school level last year have been maintained this year.
  - Mask Implementation - memo from last Friday follows the PHO K-3 mask guidance. Principals and teachers doing great work around this, recognize that parent opinion falls on both sides of this issue.
  - Swish & Gargle tests - WVS have these tests available at all of our schools. If a child becomes symptomatic at school, parents are offered a test at pick-up. Test can be done at home and dropped off at LifeLabs; help with easier access to testing.
  - Continuity of Learning - if a class or school is required to isolate, they will immediately move to Google Classroom / virtual environment. For individual students in elementary support given from teachers, in high school it is through youth workers.
  - Exposure notifications - only 1 notification in WVS this year; Chris speaks to VCH daily + meetings weekly. To ensure transparency, the district has decided that if a class has an exposure notice, WVS will share that information with the entire school population.
  - Visitors in schools - if you want to meet your child's teacher in person, this can be set-up. Direction in back-to-school plan (MoE) is to move slowly towards this; some spectators allowed at school games, etc. Outdoor activities are easier but as we move to colder weather this will continue to be reviewed.
  - Vaccine passports and schools - does not apply to K-12 at this point for visitors, volunteers, students, intramural events. Only issue might be environments requiring passports for kids 12 + (e.g. Science World) where students might be intermingling with the public - provincial direction is not to organize field trips at these venues.
    - PAC meetings, any K-12 event is not included in vaccine passport requirement. If unsure about a event being planned, check in with your school principal.

### **Questions and Answers for Chris & Carolyn:**

- Exposure Notification, is it possible to add the updates school bulletins - Yes
- Easy access of parent to swish and gargle test, is it possible to add the updates to school bulletins - Yes and Chris will ask VCH for better information about this process to include in the information sent out.
- Parents are feeling detached about what's happening in school, is it possible to have an in-person meeting with the teachers later in the term/year - Answer - suggestion to set-up 1:1 with your teacher.

- More clarification requested on school staff vaccination situation - fortunately vaccine rates are generally high in Metro Vancouver however that is not the case everywhere in the province. Collective agreements are being reviewed, legal opinions sought and information expected to be shared with school boards (who are the employers of teachers and school staff) on how to proceed and what to be aware of. Boards asked to wait until more information is available next week. WVTA have indicated they are not concerned with this as a public health measure.
- Has there been any CO2 testing in the classroom to confirm the efficacy of the ventilation improvements and has there been any consideration to bring an aerosol engineer for classrooms that don't have enough windows - response: the school district is following Ministry recommendations regarding requirements in this area; this type of testing is not recommended by the Ministry.
- Do we have any planning in place that the filters are replaced on a regular basis -MERV 13 are replaced every 3-4 and district has ensured we have enough supplies for this schedule.
- If there is a COVID-19 case in the room will the filters be replaced - Answer: replacement of filters is not related to COVID-19 case.

### **Notice of Motion - WVD PAC Response to Covid-19 Concerns in our parent community**

- PAC consultation process was reviewed; noted that prior to the K-3 mask mandate announced by the PHO a significant number of parents expressed that they were against masking within this age group. Noted that the motion pertaining to masks was removed as the decision was made provincially.
- Process of moving motions clarified, discussion and voting restricted to two elected PAC executive members per school. To move a motion forward, we require a simple majority of 16 yay votes.
- Kelly Kerklaan proposed a motion limiting debate on motions to 2 minutes per person
  - Seconded by Monica Scoles. Results: 28 in favour, motion carried.
- Kelly Kerklaan moved that West Vancouver DPAC write a letter to the Minister of Education, Minister of Health and the Public Health Officer stating that parents in West Vancouver are in favour of enhanced contact tracing for Covid-19 exposures at schools, specifically to ensure that accurate and timely identification of potential close contacts within the school setting are identified, we ask that teachers and staff have increased involvement in contact tracing.
  - Seconded by Anya Yashkina. Results: 24 in favour, 3 against, motion carried.
- Kelly Kerklaan moved that West Vancouver DPAC include in the letter to the Minister of Education, Minister of Health and the Public Health Officer stating that parents in West Vancouver are in favour of prioritizing school exposure notifications, to ensure the potential of transmission in school settings is minimized, we ask that notifications for potential school exposures be prioritized, and be extended to include anyone who attends or works at the school with the Covid-19 positive individual. Details of the classes affected should be made available.
  - Seconded by Kyra Williams-Smiljanic. Results: 24 in favour, 1 against, motion carried.
- Amy Cyna moved that West Vancouver DPAC include in the letter to the Minister of Education, Minister of Health and the Public Health Officer that parents in West

Vancouver are in favour of barrier-free, timely and convenient access to rapid testing and PCR testing for both symptomatic and pre-symptomatic/asymptomatic students.

- Seconded by Nessa van Bergen. Results: 22 in favour, 1 against, motion carried.

No further motions proposed; the letter as agreed upon will be sent in the coming week and shared with all PACs.

## **Guest Speakers – Tanya Mah & Abbie Milavsky – PAC 101 10:30**

### **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 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)
  - 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**

- Though it feels like it – this won't last forever
- DPAC Zoom Administrator/PAC Zoom Rep
  - License and schedule
- Opportunity for more participation from parents/guardians (capturing larger audience)
  - Coffee, lunch, after work meetings
  - Record meetings
  - 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!

### **Using Social Media for Communication**

- 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

### **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**

- Remember we are all volunteers; this has been a far more difficult year and kudos for supporting your schools and communities

### **Q&A**

- Clarification - recording of PAC minutes and distributed/posted.
  - If planning to do so, you need to get permission at the start of recording by participants. DPAC records meetings solely for minute taking and the recordings are erased once the minutes are completed.
- What do other PACs do if having issues with PAC executive members do not attend meetings on a regular basis?
  - Some PACs have language in bylaws allowing for removal of executive members under certain circumstances.
- Question - how to find your school trustee - note that it is in the minutes (above) and was also added in the chat

- Can parents opt-in in the online forms allowing PACs to contact parents directly? This past week's consultation process was challenged due to the inability for PACs to reach out to parents directly. Challenging as all communications are currently done through the schools.
  - Chris Kennedy - this was discussed with DPAC; this is on the agenda for the Principal's meeting tomorrow and the rules and process are being reviewed. He will present at the November meeting, this is doable.
  - Role of class parents for communications was discussed

**Adjournment:** 11:28 am