

**West Vancouver DPAC General Meeting**  
**Wednesday, April 5, 2023**  
**Chair's Notes**

Tech - Jatinder

Secretary – Anya

Schools in attendance: Caulfeild, Sentinel, Eagle harbour, Gleneagles, Westcot, Hollyburn, Irwin Park, Cederdale, West Bay, Rockridge

**Welcome & call to order**

**DPAC Business**

**Adoption of the Agenda and Minutes** - *Maria*

**Adoption of Agenda**

Motion to approve the meeting agenda.

First: Tonia

Second: Shivan

So moved.

**Adoption of Minutes**

Motion to approve the February 2023 meeting minutes.

First: Kelly

Second: Marisa

So moved.

**Chair's Report** – *Tanja*

**April DPAC Chair's notes**

**Blanket Exercise**

Last night the first of three blanket exercises took place at Rock Ridge. Thank you to RR PAC for hosting. And a big thank you to Maria for coordinating the RSVP's. There is still space on the April 5 and 12 dates.

**Hayley Watson "open Parachute" Parent Ed event.**

Buy your tickets and help spread the word about the event on your social media to your PACs. We have posters available if you know of great location to hang it.

**Parent Ed Planning Session**

May 24<sup>th</sup> from 1-2:30 at the ILC second Parent Ed planning session. Opportunity to discuss what parent Ed you want for next year and coordinating speakers.

More info to come

**Website updates**

All Pac Chairs should have received an email link with information on setting up 2 factor authentication for the school website. As per the chart you can see less

than half the schools have done so. Please set this up as soon as you can so new PAC execs can access the website in September. Hoping to set up a zoom session to do live website updates for any PACs that need help. A reminder to all PAC's that they should be updating the parent portion of the website at a minimum with the PAC meeting agenda and minutes and current bylaws. This is a requirement in all PAC bylaws.

PAC Exec account (ie. <a href="mailto:gepac@wvschools.ca">gepac@wvschools.ca</a> )	Website account ( <a href="mailto:PACWEBGE@wvschools.ca">PACWEBGE@wvschools.ca</a> )
DPAC	DPAC
Chartwell	
Rockridge	Rockridge
Eagle Harbour	
Pauline Johnson	Pauline Johnson
Irwin Park	
Caulfield	Caulfield
	West Bay
	Gleneagles

Potential evening Zoom session with IT department to get a tutorial and ask questions. It does not have to be chairs who update websites and handle communication.

## DPAC Tip of the month

### Budget Planning

- Review the previous year's expenses and income to get an idea of what you will spend or make in the coming year. If you are doing the same thing, you can conservatively budget for the same income and slightly more expenses because of inflation. If you are doing things differently, adjust the expenses and income accordingly. What can you cut? Should you add another fundraiser?
- Cover a full fiscal year as defined by your PAC bylaws.
- Present the budget to the PAC for approval once your PAC Executive has reviewed it. It should be presented line item by line item with time allowed for discussion and amendments of each section. Check your bylaws for how much notice you must give between presenting and voting on your budget.
- Most bylaws require a quorum to be present for a vote to take place on the budget; a budget is generally passed by a majority vote. Check your Bylaws.

- A budget can be amended after it has been approved it. Generally, it can be amended by a vote at any regular meeting or at a special meeting called for that purpose. Check your bylaws to learn the procedures for amending your budget.
- No money may be spent on future expenses until the new budget has been approved
- The PAC's budget is not the school's budget. Work together with school admin/principal to make sure you are supporting the schools needs. Any activities, whether they make money or spend money, should be in keeping with your PAC's goals.

[Treasurer's Report](#) – Nessa van Bergen

**West Vancouver District Parent Advisory Council  
Treasurer's Report**

As at and for the period ended March 31, 2023

BUDGET vs. ACTUAL	2022-2023	March Actual	2022-2023	+/-
	Approved Budget		Year-to-Date Actual	
<b>Income</b>				
Gaming Grant	2,500.00	-	2,500.00	0.00
Parent Education	2,000.00	-	-	-2,000.00
Interest	5.00	3.89	16.95	11.95
<b>Total income</b>	<b>4,505.00</b>	<b>3.89</b>	<b>2,516.95</b>	<b>-1,988.05</b>
<b>Expenses</b>				
Parent Education	4,000.00	-	-	-4,000.00
Discretionary Fund	500.00	-	-	-500.00
Luncheon and meeting costs	3,000.00	-	1,468.21	-1,531.79
BCCPAC Conference	450.00	-	-	-450.00
Gifts and appreciation	300.00	-	-	-300.00
BCCPAC membership	150.00	-	150.00	0.00
Stationary and admin costs	350.00	-	-	-350.00
<b>Total expenses</b>	<b>8,750.00</b>	<b>-</b>	<b>1,618.21</b>	<b>-7,131.79</b>
<b>Net income/(loss) for the period</b>	<b>-4,245.00</b>		<b>898.74</b>	

**Bank reconciliations at March 31, 2023**

**Cash - General Account**

**Balance per Bank Statement at  
March 24, 2023:** \$6,325.65  
Outstanding Deposits (+):

Outstanding cheques(-):

**Cash available for use:** \$6,325.65

**Online Balance at Mar. 31, 2023:** \$6,325.65

**Cash - Gaming Account**

**Balance per Bank Stmt at  
April 3, 2023** \$2,412.44  
Outstanding Deposits (+):

Outstanding cheques(-):  
Brad Baker - honorarium 900.00  
Stephanie Maki - honorarium 900.00

**Cash available for use:** \$612.44

**Online Balance at Mar. 31, 2023:** \$2,412.44

- Safety for Traffic across the North Shore: Police presence at Gleneagles and volunteers in vests helping kids cross the street
- Other schools are welcome to request safety for traffic. It only takes 45 mins in the morning

#### Finance and Facilities - Kelly Richter

- Facilities grant will be updated
- Led testing for pipes, all schools are within acceptable limits,
- Waste removal contract – garbage not being picked up on time, new contractor selected same as at NVDSB.

#### Human Resources – Anya Yashkina

- TELUS Health Review - The School District decided last June 2022 to switch their Employee Family Assistance Program (EFAP). The switch has resulted in positive outcomes, including higher rates of usage and greater overall satisfaction among employees, according to usage reports and feedback. As a result, the School District has decided to extend their agreement with TELUS Health for another year, covering the 2023-2024 school year.
- Recruitment Updates - the district has a series of recruitment events upcoming including a Annual Resume and Cover Letter and Annual Mixer events for our new practicum students. WVS is partnering with Immigrant Employment Council of BC and participating in the MentorConnect Program, which is geared to newcomers to Canada within the last five years with established professionals for occupation-specific coaching.
- Health and Welfare Benefit Changes - West Vancouver Schools has made a positive change addressing the demands for mental health supports to WVMEA employees by increasing the annual allotment for psychological services/support from \$850 to \$1,500 under the Extended Health Benefits plan. Employees can now also use the funds for Clinical Counsellors in addition to Psychologists.
- Worksafe Visits - Asbestos - During the previous committee meeting, it was discussed how Worksafe BC had informed all public-school districts about their intention to conduct an asbestos awareness and prevention program in schools. On March 28<sup>th</sup>, a WorkSafeBC Officer held a meeting with the Human Resources Department, the Director of Facilities, and the Principal of Westcot Elementary, which led to an order for some minor modifications to the asbestos management plan.
- Accessibility Committee - The purpose of the *Accessible BC Act* is to reduce barriers and promote accessibility. The school district is required to create an Accessibility Committee who will provide advice to the organization on their accessibility plan on how to remove and prevent barriers. The plan must be publicly available and be reviewed every three years. A feedback mechanism must also be created that allows those in or interacting with the organization to provide feedback on barriers and the accessibility plan. Barriers may be systemic, sensory, technological, physical, etc. The initial plan must be completed and posted by September 1, 2023.

**Introductions to Nicole and Chris** – *Tanja*

Ask for questions to be held until both Nicole and Chris Kennedy have spoken.

**Board of Education Trustee’s Report - Vice Chair Nicole Brown**

- BC School Trustees Association
  - o AGM at the end of the year, hoping Carolyn Broady will get re-elected.
  - o Working on Motions for the Ministry of Education and Child to implement changes in 35 areas, such as
    - Addressing teacher shortages,
    - Substance abuse education
- District strategic plan re-evaluation, listen to parents, district leadership
- Budgeting, hoping to bring to approval at May meeting
- Mayor made a commitment to get the Place of Sports funded, there is hope that this project will break the ground this year.

**Superintendent’s Report – Chris Kennedy**

- Summer Learning
  - o Best enrolment so far - 600 students registered in the first 2 hours
- Parent Ed planning session in May involving parents and admins, hoping to coordinate Parent Ed for next year
- Student enrolment – good, maybe up a couple of divisions
- Staff going to China to recruit international students
- Family Affordability fund is being used, should be available next year as well. Unused funds will roll over to next year.
- Food accessibility funding will be available next year, need to figure out how to organize it.

**Q & A**

- Affordability and Food Accessibility funds should be customized to schools and districts.

**Upcoming Events-** *Maria*

Events are all listed on the DPAC webpage which is updated regularly

<b>Blanket Exercise with family of schools</b>	April 5, & 12
<b>Open Parachute with Dr. Hayley Watson</b>	April 24 @ Kay Meek
<b>General Meeting on Student reporting</b>	May 3

**Guest Speaker Human Rights in Iran** – *Tanja*

Nikta Ardakani and Dani Renouf

**Guest Speaker – Digital Citizenship**

Deputy Superintendent Sean Nosek & District Innovation Teacher Cari Wilson

**Adjourn meeting**

