

**West Vancouver DPAC General Meeting
Wednesday, May 3, 2023
Meeting Minutes**

Tech - Jatinder

Secretary – Tonia

Schools in attendance: Caulfeild, Sentinel, WVSC, Gleneagles, Eagle Harbour, Ridgeview, West Bay, Irvin Park, Hollyburn, Cedardale, Rockridge

Welcome & call to order – *Tanja Imhoff*

Adoption of the Agenda and Minutes – *Tanja Imhoff*

Adoption of Agenda

Motion to approve the May meeting agenda.

First: Anya

Second: Kelly

So moved.

Adoption of Minutes

Motion to approve the April 2023 meeting minutes.

First: Maria

Second: Andrea

So moved.

Chair's Report – *Tanja*

Hayley Watson Parent Ed event

It was a big success with 360 attendees. Lots of positive feedback. Fantastic presentation. The slides are on the DPAC website.

Parent Ed Planning Session

May 24th from 1-2:30 at the ILC. Opportunity to discuss what parent Ed you want for next year and coordinating speakers. More info to come.

Website updates

REMINDER to set up 2 factor authentication to access the parent portion of the school website. 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. IT is available for technical support after this meeting.

Gaming Grant

Application for PAC's to apply is now open until June 30th. Spend gaming grants in September before expiration. It can be used for parent Ed.

Bike to school Week

Traffic and Safety would like to remind everyone to encourage their schools to sign up for Bike to School Week - May 29 to June 2, 2023.

Opening Nominations for 2023/24 DPAC Executive

Nominations for next year's DPAC Executive are now open; the election will take place at our AGM June 7th. Kelly Kerklaan has volunteered to be our elections officer this year (thank you Kelly)! If you are interested in joining the DPAC team, please email Kelly to self-nominate at kkerklaan@hotmail.com. Our bylaws state that nominations close 10 days in advance of the AGM, so all nominations need to be received by May 28. Please be sure to contact Kelly by that date!

Just a reminder that all positions are for one year, and therefore all roles are "open" for re-election. We are actively looking for a Secretary and hoping someone

Please reach out to us or any of our executive to speak about this further. We are happy to chat.

AGM & Luncheon

The final meeting of the year will be followed by a celebratory luncheon to celebrate the end of the school year and the incoming executive team. Be sure to mark your calendars for June 7th. PAC Chairs and DPAC reps will be invited.

Treasurer's Report – *Nessa van Bergen*

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

As at and for the period ended April 30, 2023

BUDGET vs. ACTUAL	2022-2023		2022-2023	
	Approved Budget	April Actual	Year-to-Date Actual	+/-
Income				
Gaming Grant	2,500.00	-	2,500.00	0.00
Parent Education	2,000.00	-	-	-2,000.00
Interest	5.00	4.71	21.66	16.66
Total income	4,505.00	4.71	2,521.66	-1,983.34
Expenses				
Parent Education	4,000.00	1,800.00	1,800.00	-2,200.00
Discretionary Fund	500.00	-	-	-500.00
Luncheon and meeting costs	3,000.00	52.50	1,520.71	-1,479.29
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
Total expenses	8,750.00	1,852.50	3,470.71	-5,279.29
Net income/(loss) for the period		-4,245.00	-949.05	

Bank reconciliations at April 30, 2023

Cash - General Account		Cash - Gaming Account	
Balance per Bank Statement at April 25, 2023:	\$6,325.65	Balance per Bank Stmt at April 3, 2023	\$2,412.44
Outstanding Deposits (+):		Outstanding Deposits (+):	
		Interest	4.71
Outstanding cheques(-):		Outstanding cheques(-):	
Gemini Foods	-52.50	Brad Baker - honorarium	-900.00
		Stephanie Maki - honorarium	-900.00
Cash available for use:	\$6,273.15	Cash available for use:	\$617.15
Online Balance at April 30, 2023:	\$6,325.65	Online Balance at April 30, 2023:	\$617.15
		Gaming Grant funds expiring Sept. 28, 2023:	\$550.00

DPAC Balance Sheet - As of 2023-04-30
(in Canadian Dollars) (Cash Basis)

Account	2023-04-30 Balance
ASSETS	
Cash and Bank Accounts	
Gaming Account	617.15
Operating Account	6,273.15
TOTAL Cash and Bank Accounts	6,890.30
TOTAL ASSETS	6,890.30
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	6,890.30
TOTAL LIABILITIES & EQUITY	6,890.30

Traffic and Safety – Jatinder Sidhu

1. Bike to school week is May 29- Jun 2. Small grants are also available:
 - a. *High schools are encouraged to register through Go by Bike Week and track their trips using our online tracking tool instead of through Bike to School Week. To sign up, a member from the high school will act as your team leader, setting up the high school as a 'team' by registering the school at bikehub.ca/registration. After creating a team, your team leader is able to invite fellow students and teachers to join your team.*

High schools are eligible to win Go by Bike Week prizes by logging trips through our tracking tool. In addition a separate set of prizes are also awarded to top-performing high school students (e.g., most trips logged, most km logged, the top rider from new school).

The program for high schools (and everyone else) is called Go By Bike week:

<https://bikehub.ca/bike-events/go-by-bike-week>

- b. Elementary Schools can register here:
<https://bikehub.ca/bike-to-school/bike-to-school-week>
2. HUB cycling have some free programs which schools can apply for:
 - a) The Grade 4 & 5 program is called Learn2Ride
 - b) The Grade 6 & 7 program is called Ride the Road
 - c) More info here: <https://bikehub.ca/education/bike-to-school>

4. Update from Engineering on the school safety visits - they are implementing their "quick fix" list but the progress is slow because some of the requests require resources. They say their final report (with the bigger fixes) will go to West Van council in Summer 2023. I expect it probably will be pushed back to the Fall.

5. The West Van School Travel Minigrant application deadline is Friday May 26 2023
- the DPAC chairs will distribute the forms, grant for \$300 yearly available

Finance and Facilities - Kelly Richter

- Meeting held on April 11, 2023

5 Year Capital Plan

- Two projects awarded funding from the 223/24 Capital Plan:
 - Chartwell - boiler replacement
 - WVSS - renew three electrical transformers at the south campus

Annual Facilities Grant

- 2023/24 - Provincial funding increase of 27.4% announced in response to inflation, which represents an increase of \$302,711 for WVS. Total Grant for our district: \$1,407,000. Strong slate of work planned for the summer maintenance program, includes 20% contingency.

Ministry announced an ongoing special purpose fund: Feeding Futures Fund / Supporting Food Fund

- To be utilized specifically for students facing food security challenges. Initially can be allocated for acquiring capital equipment required to implement food programs, expenditures to be for food only after the first year. \$772,000 for our district

2023/24 Preliminary Operating Grant Funding

- Overview of estimated revenue for next school year, based on enrolment estimates provided by the school district; projected enrolment 7022 local / 375 international students
- Preliminary budget will be presented to the Board for adoption in June

Board of Education Trustee's Report - Chair Carolyn Broady

The new board has recently completed the strategic planning for the next four years. The three pillars, namely, educational excellence, visionary leadership, and successful transitions, will be further strengthened.

The budget is tight. We are the lowest funding district in BC, and our budget relied on international students a lot before which is not sustainable. The school district finance department is carefully working on the funding allocation with lots of restrictions. The budget will be presented to the board in June.

BCSTA AGM was held on April 27 – 30. Carolyn was re-elected as the association's president. She will use this role to increase the level of influence on BC education.

West Vancouver school board submitted a motion to the Ministry of Education and Child Care regarding funding support for technology. Since technology is an essential budget item needed to maintain the learning environment of our schools, constant investment is needed on IT equipment and services. The motion requests adding technology to the capital plan allowable expenditures.

Superintendent's Report – *Chris Kennedy*

Reported on projected numbers across schools. Planning stages of the food program issued by the government that will start next year. Budget was mentioned, though will not affect student programming at this point. Summer learning almost full. The school district doesn't run summer programs because it is not easy to compete with those commercial companies and make money. Running summer programs can result in losses. Besides, 3-week summer learning also takes lot of effort and schools need maintenance during the summer.

Upcoming Events - *Maria*

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

AGM and luncheon on June 7 Parent Ed Collab on May 24 at ILC 1-2:30
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New Reporting Order

Presented by Director of Instructor Ian Kennedy.

PAC Handbook Sharing

Presented by Eagle Harbour PAC Chair Andrea. Slideshow has been added to our resources.

Open Discussion

2 factor authentication support for the schools have not finished setting up.

Adjourn meeting