



West Vancouver DPAC General Meeting Minutes Wednesday October 1, 2025

Welcome & call to order 9:15 am

Introductions:

- Bowen Island
- Chartwell
- Cypress Park
- Eagle Harbour
- Pauline Johnson
- Hollyburn
- Irwin Park
- Rockridge
- Sentinel
- West Bay
- Westcot
- WVSS
- Anyone on DPAC Exec not introduced with the schools

DPAC Business – 9:20 am

Adoption of Agenda

Amy Ng from Wes Van high

Adoption of Minutes

Rachell from Rockridge

Chair's Report

The Chair welcomed everyone to the first DPAC general meeting of the year and thanked Trustee Nicole Brown for hosting the welcome luncheon.

DPAC Meetings:

- Held the first Wednesday of each month at the ILC.
- Agendas sent a week in advance; minutes posted online and emailed.
- Coffee meet-and-greet before each meeting (8:45–9:15 a.m.).
- Each meeting will include two presentations (district and PAC focus).

PAC Engagement:

- Focus on strengthening connections between PACs and sharing resources.
- DPAC website "Resources" section includes lists of parent speakers and hot lunch vendors; new vendor updates shared on WhatsApp.

Communication Channels:

- WhatsApp and Email remain main tools for sharing updates and resources.
- All PAC members and execs are encouraged to join the WhatsApp channels (chairs, hot lunch, fundraising, etc.).
- Meeting materials sent directly to chairs and DPAC reps.

Websites & Bylaws:

- PACs should update school website information through administrative staff.

- Form working group for PAC's that didn't update their bylaws in the spring

BCCPAC Update:

- WV DPAC renewed membership but continues to evaluate its benefits.
- PACs are encouraged to decide individually whether membership fees are worthwhile.

Upcoming Events

- **Oct 8:** DPAC Training Session (budgeting, fundraising, hot lunch best practices).
- **Oct 20:** Parent Education talk by **Dr. Alison Lawlor** (parenting skills).
- **Dec 3:** Post-secondary Parent Night at Kay Meek
- **Jan 28:** **Sarah Ward** workshop on executive function skills (paid event).

Treasurer's Report -

chair Introduce Rejane Almeida as a treasurer.

Reporting period: June to September. Please reach out for report

Committee Reports 9:30 am

School Traffic Advisory – Lirica Hawkins (Marisa Presented)

- ☐ Discussion on **e-scooter regulations** (age limit 16+).
- \$300 Mini-Grant available for school traffic safety events (walk/bike to school).
- <https://westvancouver.ca/services/transportation/commuting-school/school-travel-mini-grant>
- Updated school traffic brochures distributed.

Finance & Facilities – Marisa Yang

F&F meeting was held on September 9th, presenters were Julia Letterman, Secretary Treasurer

2026/27 Five-Year Capital Plan – Minor Projects

- Major capital projects (e.g., Sentinel Secondary replacement) are unlikely to receive funding.
- Minor projects are more feasible and essential for maintaining aging school buildings.
- Economic challenges are expected to reduce available funding, leading to slower project completion.
- **School Enhancement Program (SEP):**
 - *West Bay Elementary* – Building envelope upgrade (phased, ~\$1M per phase).
 - *PJ Elementary* – HVAC and boiler replacement combined for efficiency.
 - *Westcot* – Phased heat ventilation upgrade (56-year-old system).
- *Chartwell* – HVAC upgrade (57-year-old system).
- Carbon Neutral Capital Program (CNCP): Boiler replacements at PJ, Rockridge, Cedardale (heat pumps too costly).
- Playground Equipment Program (PE): PJ and West Bay.
- Total projects requested: **\$600K**, expected funding: **\$200K**.
- Funding cuts anticipated; appreciation expressed for the finance team's efforts.

Statutory Right of Ways (SROWs)

- Two SROs require Board approval:
 - BC Hydro – related to construction of the Early Childhood Education Centre.
 - New fire hydrant at WVSS South Campus.

2024–25 Financial Statements Overview

- Provided an operational explanation of the 45-page report.

Capital Statements:

- Deferred capital increased by **\$22.8M** (funds from MECC, District of West Van, Childcare Spaces fund).

Special Purpose Funds:

- Targeted Ministry and federal funds (e.g., classroom enhancement, student support, French, professional learning).
- District aims to spend most funds directly in classrooms.

Operating Revenues:

- Actual revenues **\$600K above budget**, mainly from higher enrolment (domestic and international).
- Revenue sources: 86% MECC, 10% international, 3% academies/choice programs, <1% rentals and interest.
- Academies and programs operate on a break-even basis.

Operating Expenses:

- 88% salaries/benefits, 12% services/supplies.
- Salaries up **\$4M** (3% wage increase, more ELL students, higher TTOC costs).
- Benefits up to **25.76%** of salaries (~\$80K over budget).
- Services/supplies up **\$900K** (cybersecurity, software, tech costs); \$200K under budget overall.
- One-time by-election cost: **\$38K**.
- District spending on supplies remains flat over five years.
- Overall, **\$1.2M improvement** due to higher revenue and lower costs, leading to healthy reserves.

Audit – Tonia Laio

meeting was held on September 5th

- The meeting reviewed the **annual audited financial statements**, with materials (KPMG presentation, financial discussion, and audited report) shared afterward.
- There are **two audit meetings per year**, one in **May** (preparation) and one in **September** (review and completion).

Key Points from the Annual Financial Report:

- The district serves **~7,400 students** across **3 primary, 11 elementary, 4 secondary schools**, plus **Home Learners and International Education programs**, employing about **1,000 staff**.
- **Total revenue (2024/25)**: \$106.7 million (up from \$102.4M in 2023/24), with **\$87.1 million** from the Ministry of Education and Child Care.
- **Operating surplus**: \$1,104,187, with **\$568,312** added to reserves, bringing **total accumulated reserves to \$4,284,366**.
- **Expenses breakdown**: 88% salaries and benefits, 12% services and supplies.

- **Infrastructure:** Many capital assets are aging, posing ongoing maintenance challenges under current funding levels.

Human Resources Emma He

No meeting held yet.

Enhance West Van- Diane Shoar

Meeting was held on September 11th

- **Movement Therapy Program:** Runs September–June, offering one-on-one, personalized support for students with special needs. Activities include gymnastics, Zumba, swimming, skating, and general fitness. Funded by Enhance West Van in partnership with the West Vancouver School District.
- **Youth in Crisis Program:** Supports at-risk youth through outreach workers at the Youth Centre. Focuses on peer connections, referrals to police, housing assistance, and flexible support for vulnerable youth.
- **Pumpkin Fest:** Scheduled Sunday, October 5, 10:00 AM–2:00 PM at the West Vancouver Community Centre. Enhanced security measures include \$5,000 in barricades for parking and safety.
- **Forums:**
 - Wildfire Forum (April) had 120 attendees.
 - Next forum: November 4, 6:00 PM, Community Centre Music Hall.
 - Topic: *Navigating the Health Care System*, with panelists including an independent health navigator, Dr. Brian Day (orthopedic surgeon), Dr. Bonnie Henry (public health), and a Vancouver Coastal Health representative.

Introductions to Chair Nicole Brown and Superintendent Chris Kennedy

Board of Education Trustee's Report – Nicole Brown

- Explained trustees' role in governance and oversight.
- Mentioned ongoing **labor negotiations** between BCPSEA and BCTF; no cause for concern yet.
- Shared update on **Pauline Johnson Early Learning Centre** construction, on time (from January will be start) and high quality.

Superintendent's Report – Chris Kennedy

- Enrollment as of Sept 30: ~7,300 students (down ~150 from last year).
- Kindergarten numbers are low (335 students), mirroring regional trends.
- High school enrollment stable; lower elementary enrollment observed.
- Explained catchment, district, and cross-boundary enrollment rules.

General Meeting Adjourns at 10:20

Note: Meeting continued after a break

Presentation 1: Discussion with Trevor Kolkea Rockridge Principal and Robin Evans ,PJ Principal

Chris Kennedy moderated the discussion,

- Key point for a Successful PAC is **Strong Chair–Principal Relationship**
- Early-year meetings to align priorities, events, and goals.

- Elementary principals may meet more frequently; secondary meetings often monthly but maintain face-to-face contact for critical topics.
- Pre-PAC meetings with principal help prepare agendas and urgent items.
- Maintain regular communication via email and monthly meetings.
- Executive meetings are PAC-run; principal collaboration informs decisions.
- Recommended tools:
- E-bulletins for district-wide updates.
- WhatsApp groups for class/grade-level communication.
- Instagram to engage the broader school community.
- Create a content calendar aligned with the school year.
- Communications should support school priorities (e.g., literacy, fundraising).

Presentation 2: PAC 101- Your Guide to the Parent Advisory Council (PAC) – Tanja Imhof

PAC Roles & Committees

- Members-at-large have supportive roles
- Committees (LN, Grad, After School programs, Norouz) must have clear goals, timelines, budgets, and provide updates at each PAC meeting
- Fundraising revenue held in PAC accounts. Maintain documentation and transparency to build trust.

Running Effective Meetings

- Chair meets with Principal to align PAC goals and school priorities.
- Principal may attend executive meetings as a guest; PAC runs its own meetings.
- Clear agendas and distributed minutes are key.
- Use simple Robert's Rules of Order; motions, discussions, and votes documented.
- Encourage parent participation; consider virtual attendance, childcare, and refreshments.

Fundraising & Financial Management

- Focus on fewer, high-impact initiatives to avoid volunteer fatigue.
- Promote events using multiple communication channels.
- Recognize both financial and non-financial contributions.
- Micro-volunteering and mentorship for continuity.
- Recruit at playgrounds, pick-ups, and school events.

Community Building & Inclusion

- PAC organizes events to strengthen community and belonging.
- Support teachers and staff wellbeing (e.g., small appreciation gestures).
- Include diverse cultural voices; adjust communication methods accordingly.

Q&A:

Q: How to select guest speakers?

A: Coordinate with Principal; check DPAC resources for district-wide lists.



Q: Are there guidelines for after-school program vendors?

A: Yes, new vendors must be vetted; insurance and district forms required. Principal provides guidance.

Q: How to encourage volunteer participation?

A: Shift mindset to micro-volunteering, tailor tasks to skills, make it social and inclusive, recognize contributions.

Q: How to handle extra funds raised by committees?

A: Funds held in PAC accounts; may only be redirected with PAC approval if event no longer occurs.

CASH FLOW REPORT
DPAC SD45 - West Vancouver District Parent Advisory Council
Month: July / August / September 2025
(in Canadian Dollars)

	Date	Description	Operating Account	Gaming Grant Ac.	Total Both Accounts
Balance at start	01-Jul-25		1,334.56	3,060.03	4,394.59
Cash Inflows (Income)					
	02-Jul-25	Deposit interest		4.40	
	01-Aug-25	Deposit interest		4.55	
	02-Sep-25	Deposit interest		4.56	
Total Inflows (Income)			0.00	13.51	13.51
Cash Outflows (Expenses)					
	11-Sep-25	Gemini foods - Invoices 04/06/2025 and 07/05/2025	183.76		
	15-Sep-25	Gemini foods - Invoices 06/11/2024 and 27/09/2024	223.13		
Total Outflows (Expenses)			406.89	0.00	406.89
Balance at end	30-Sep-25		927.67	3,073.54	4,001.21

Notes:

- The old Gemini invoices were paid on September by Nessa via bank transfer.
- Nessa informed that we have \$3,073 expiring from Gaming Grant Account on 02-Oct-2025.

Pending Incomes and Expenses				
	Date	Description	Operating Account	Gaming Grant Ac. Total Both Accounts
Cash Inflows (Income)				
	Oct	Gaming Grant		2,500.00
Total Inflows (Income)			0.00	2,500.00
Cash Outflows (Expenses)				
	28-May-25	Cheque 278 - Bylaws meeting - Snacks - To Tanja	23.46	
	30-Sep-25	Cheque 219 - BCCPAC - Membership Registration		200.00
	30-Sep-25	Cheque 220 - Parent Info Evenings - To SD45		2,873.00
Total Outflows (Expenses)			23.46	3,073.00
				3,096.46

BUDGET
DPAC SD45 - West Vancouver District Parent Advisory Council
Revenues and Expenses for 2025-07-01 to 2025-09-30

	2025-2026 Budget	2025-2026 Year-to-Date Actual
Income		
Gaming Grant	2,500.00	
Interest	70.00	13.51
Parent Education	3,000.00	
Total Income	5,570.00	13.51
Expenses		
Admin. & General Expenses	350.00	
Bank & Services Fee	7.50	
BCCPAC Conference	0.00	
BCCPAC Membership	200.00	
Discretionary Fund	200.00	
Gifts and Appreciation	150.00	
Luncheon and meeting costs	2,500.00	406.89
Parent Education	2,150.00	
Total Expenses	5,557.50	406.89
Net income / (loss) for the period	12.50	(393.38)