

West Vancouver DPAC General Meeting Minutes Hybird Meeting

Wednesday, November 2, 2022

Schools Present:

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

- DPAC Exec – Maria, Nessa Van Bergen, Nikta, Kelly, Tanja, Jatinder, Tonia, Ling, Marisa, Danielle
- WVS – Chris Kennedy & Carolyn Broady

Welcome & call to order

Congratulation to new School Board Trustees

Adoption of Agenda

Motion to approve the meeting agenda.

First: Marisa Yang

Second: Tonia Liao

So moved.

Adoption of Minutes

Motion to approve the October 2022 meeting minutes.

First: Marisa Yang

Second: Nikta Razavi

So moved.

Chair's Report

DPAC EXECUTIVE

We are still looking for a Secretary to join the DPAC Executive. Please email dpac@wvschools.ca if interested.

Parent ED

We are currently putting a working group together that would include West Vancouver district staff, DPAC and PAC's to look at creating a coordinated approach and sharing resources when it comes to planning parent ed across the district. Please email DPAC if you are interested in joining.

First meeting will be November 23, at 1pm at the ILC.

WHATsAPP

After some feedback from various PAC's we decided to switch our communication from Slack to WHATsAPP. Make sure to join each channel so you can follow specific topics.

Treasurer's and Communication Meeting

Lots of great information was shared by Shayle and Tricia. All handouts and presentation slides have been posted on the DPAC website under resources.

DPAC Top Tip of the Month - Review your school website

New monthly meeting feature "the DPAC tip" of the month.

- PAC's are encouraged to follow best practices and that includes keeping your parent community informed.
- This month's tip is to review your school website
- Under the parent section look for
 - o Current PAC Exec list
 - o Agendas and minutes of past meetings and a list of upcoming meeting dates
 - o Look for you Constitution and Bylaws

If you discover you're missing information reach out and we'll point you in the right direction.

Treasurer's Report

West Vancouver District Parent Advisory Council

Treasurer's Report

As at and for the period ended October 31st, 2022

BUDGET vs. ACTUAL	2022-2023		2022-2023	
	Approved Budget	October 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	0.27	0.41	-4.59
Total income	4,505.00	0.27	2,500.41	-2,004.59
Expenses				
Parent Education	4,000.00	-	-	-4,000.00
Discretionary Fund	500.00	-	-	-500.00
Luncheon and meeting costs	3,000.00	-	-	-3,000.00
BCCPAC Conference	450.00	-	-	-450.00
Gifts and appreciation	300.00	-	-	-300.00
BCCPAC membership	150.00	150.00	150.00	0.00
Stationary and admin costs	350.00	-	-	-350.00
Total expenses	8,750.00	150.00	150.00	-8,600.00
Net income/(loss) for the period	-4,245.00		2,350.41	

Bank reconciliations at November 01, 2022

Cash - General Account

Balance per Bank Statement at October 25, 2022: \$7,793.86

Outstanding Deposits (+):

Outstanding cheques(-):

Cash available for use: \$7,793.86

Online Balance at Nov. 01, 2022: \$7,793.86

Cash - Gaming Account

Balance per Bank Stmt at Oct. 3, 2022 \$2,545.63

Outstanding Deposits (+):
Interest **0.27**

Outstanding cheques(-): **0.00**
Chq#206 - BCCPAC Fees **-150.00**

Cash available for use: \$2,395.90

Online Balance at Nov. 01, 2022: \$2,545.90

Summary of the PAC Treasurer's 101 Meeting:

- Updated Treasurer's Handbook has been issued and is available online on our Resources page, along with Shayle Duffield's presentation
- The BCCPAC – Financial Management in PACs and DPACs guidelines are available online on our Resources page.
- Many PACs do not have their Constitution & Bylaws readily available on their websites. Best practice is to have them posted on your site under the title: Governance.
- Many PACs are not following best practices of reporting for their financials. As per the BCCPAC guidelines:
 1. Reports should be in writing—verbal financial reports are not adequate—in a format that is easily read and understood. (An example of what needs to be included is in the appendices of the Leadership Manual)
 2. **The report becomes part of the minutes.** (At the very LEAST, this should include the bank balances and your YTD standings vs. your budget)
 3. Every member attending a meeting is entitled to a copy of the report. Copies should be available for parents unable to attend.
 4. The treasurer does not need to read the report if members have copies. It is enough to highlight significant items.
 5. All records should be brought to every meeting as members are entitled to question the report.
 6. **A separate financial report for a particular event may be appropriate.** For example, if sports day involves the purchase and sale of several items, a separate report showing all items should be prepared. The net results of this report will be reflected in the regular report.
 7. **An annual financial statement showing all revenue and expenditures for the year should be prepared after year-end and presented at the annual general meeting.** (This must be included in your official AGM minutes)
The council may decide to have the financial statements audited or reviewed.
 8. Revenue and expenditures from the BC Gaming Policy and Enforcement Branch are reported separately.
 9. Large expenditures, for example, computers or playground equipment, may take several years to prepare for. **Funds in trust for these purchases should be shown clearly on all reports.** Consult your school district about holding the funds in trust and reducing PST and GST liability.
- Generally Accepted Accounting Principals (GAAP):
 - To avoid confusion, all fundraising by parents, whether for PAC, school, or teacher-sponsored events, should be approved by the PAC, reflected in the PAC minutes, and deposited into the PAC bank account.
- Contingency Funds:
 - The BCCPAC recommends having the equivalent of 1 year's expenses in your contingency fund as a minimum. But remember funds are raised to be spent in the school, not sit in savings.

Committee Reports

Finance & Facilities – Kelly Richter

- WVPFS
- Tenders due mid-Oct; by early November total costs for the project will be better understood

- Anticipated completion for 23/24 school year if construction starts this winter
- Ventilation Updates**
- Some media attention regarding certificate for certain properties. Note that all WVS buildings have systems that meet code requirements
 - Taking additional steps – engineers reviewing all sites to ensure dampers are operating properly at all sites and monitoring
 - CO2 levels in rooms will vary as some schools have newer systems that monitor this already. WVS is looking at the ability to add sensors to all sites. Considering all options and costs and whether it is fundable through the Annual Facilities Grant or CNCP
 - Information will be shared out through the Facilities portion of the WVS website as these progress

Human Resources – Maria Bird

Growing our Own' HR Team

As a way to address recruitment challenges, the district is providing support to existing employees to build their skills in specific areas of need. Three Teacher Librarians were featured as part of a 'Growing our Own' Series. Sarah Conbere and Nicole Reid, Teacher Librarians at Rockridge and Cecil Gambin is the Teacher Librarian at Ecole Pauline Johnson. All three are teachers who have done additional coursework in the area of Teacher Librarianship and are now working in Teacher Librarian assignments in the district. All are working to create library spaces that are innovative, safe, welcoming and inclusive spaces for all students.

Staffing Update Stephanie Mascoe

A few key changes:

- Mary Parackal - appointed to District Vice Principal of Early Learning and Childcare
- Stina Morissette - appointed to Vice Principal at Westcot

Health and Safety Updates Samarra Bohonis

The District offered the annual flu clinic to all employees on October 13, 2022. It was well attended with just over 200 employees being vaccinated. The HR team has to plan to focus their training and prevention efforts for the remaining school year based on recent changes to WorkSafeBC legislation, as well as feedback from employees. Training initiatives will be in areas such as First Aid and Prevention of Slips, Trips and Falls.

EA and Teacher Protocol Agreement Stephanie Mascoe

The WVMEA, WVTA and the school district have a tripartite agreement that governs workplace interactions between employees in a classroom. This agreement is intended to serve as a guide to maintain healthy relationships between staff, for example an EA and a classroom teacher, and allows for there to be common understanding about each person's roles and responsibilities. The parties are currently working together to update the agreement.

Professional Learning and Connections WVMEA Laura Bagk

The Education Assistant Development and Engagement Committee met to discuss options for the upcoming November Professional Development Day and explore other social interactions to build community amongst our Education Assistants.

Past and Upcoming Events HR Team

The HR team and the inclusive education department jointly planned a full day of sessions for the October 21st professional development day. The day included sessions on physical literacy, SafetyCare, managing difficult conversations and professional boundaries. The HR team will also be offering a session with the Canadian Mental Health Association on resiliency and self-care in mid-November.

Equity Diversity and Inclusion – Nikta Razavi

Had their first meeting recently and working with the Library to fill the leadership position Felicia Zhu used to have before being elected as Trustee. If anyone is interested please reach out to the DPAC.

Board of Education Trustee's Report – Carolyn Broady

New Board will be inaugurated November 15. School liaison ought to be invited to to a PAC meeting or event thereafter.

For the next few weeks the New Trustees will be undergoing orientation, by going to every facility in the school district. April will begin the strategic planning. Trustees will be looking to DPAC input for the strategic plan for the next 4 years. Deal with BCTF has been set.

Superintendent's Report – Chris Kennedy

Enrollment

- Begin advocating for next year's enrollment in public education within our communities
- Getting a spot earlier is better
- Out of district student registration will open soon
- Largest secondary school is West Van, largest elementary is PJ, followed by Wescot
- As for placement in secondary school, in catchment feeder school will have a spot. Hard to say if we are able to get into preferred school if out of catchment at this point because the demand can change

International Education

- International enrollment boosts the local economy in WV
- Numbers are lower than pre covid years due to world economics, post covid transition, and cannot get enough homestays
- Homestays are needed to drive the enrollment up

French Immersion Review

- In its final Stages
- Growing population of French Immersion demand

Parent Education Events

- There is keen interest in the principles in joining in on getting the ball rolling on sharing costs and increase community involvement

Affordability Fund

- Principles will reach out to school community regarding information of its delivery
- It will be for this year alone
- It is being used to provide inclusion and access for all students
- The funds can be used in lieu of raised funds for things like field trips, band, hot lunch support, etc.
- Ebulletins are going to go out to invite parents to reach out to the principles in order to identify parents in need, and in many cases teachers are often aware of who may be in need
- High school cases can be more tricky to identify, school fees are then identified and can be waved as it comes up
- Gaming funds have to be used for things outside of school day/curriculum; but can be used for extra curriculars

Upcoming Events

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

DPAC Social - Tonight at the Red Lion Pub at 7pm

DPAC General Meeting & Holiday Luncheon - Dec 7

Guest Speaker – Corrine Kinnon and Liz Hill - Mental Health Framework

Overview

District Principal of Inclusive Education, Corrine Kinnon and Director of Instruction, Liz Hill provided an overview on the West Vancouver Mental Health Framework. They reviewed the four guiding principles and provide information about how schools are supporting positive mental health through curriculum, training, celebrations and programs. Shawnah Staples, Grade 6/7 teacher at Gleneagles and one of her students also be joined the presentation to highlight their learning journey with the Open Parachute resource.

Sense of Belonging

- Goal in our Framework to ensure connected, safe, and welcomed; this connects to positive mental health
- When students feel connected to their schools they are impacted positively in their mental health

In schools

- Resources and tools, programs, events, and training for staff are used across the district

This Year

- Focus on collective responsibility and having resources readily available
- Appointing Mental Health Champions (1-2 per school) in addition to the school counsellors, in order to have more staff exposed to the resources
- Updating training within staff
- Continuing with community resource partnerships in the schools to allow for more conversation and make access easier across all our schools
- Hoping to host monthly parent info evenings
- Piloting Open Parachute in gr 4/5 at West Bay and Hollyburn

Open Parachute

- Available to gr 6-9 teachers across the district to support positive mental health and well being

- Involves all stakeholders in the community
- All parents in the district now have access and will be given the info out in the coming weeks from their schools

Parent Resources

- All parent have access to the resources which includes videos with valuable information and student experiences
- The also include reflections and tools throughout modules

Multi-Tiered Approach

- Foundational for all, targeted for some and intensive for few
- Highschool mental health opportunities will be addressed with Physical Health Curriculum (which may get infused), Careers Education, using X-block, however still in progress at the moment to support teachers to ensure it is used thoroughly.

Adjourn meeting