

Executive Committee

Sheri L: Chair **Brad G:** Vice-Chair **Heather A:** Secretary **Erin M:** Treasurer
Chris P: Member-at-Large. **Valerie N:** Member-at-Large

2021 February 16th at 6:30 PM General Meeting Agenda

1. Welcome/Call to Order: 6:35pm

a) **In Attendance:** 29 (for BCCPAC presentation) 27 (general meeting).

Including:

Dr. Sullivan – SD73 Superintendent

Rhonda K. – SD73

Cara M. – SD73

Darcy M. – KTTA



2. **Andrea Sinclair, President BCCPAC:**

Session Title:

Understanding Parent Stakeholders in Public Education

Session Description:

During this session Andrea will provide an overview of BCCPAC and its role at the provincial table and number of key things PACs should be aware of and practicing, such as: the importance of the PAC/DPAC and their role within the school and the district including advocacy; why an updated

What exactly is DPAC?

- DPAC stands for District Parent Advisory Council. We are the official parent voice for school District 73 (Kamloops/Thompson).
- Each PAC is encouraged to elect 2 DPAC reps to attend our monthly meetings.
- We elect an executive to conduct business between meetings, but our direction is determined by our members, just like at PACs.

What is the role of DPAC?

- Our mandate, according to the *School Act*, is to advise the Board of Education on any matter relating to education in the school district. We funnel parent input to decision-makers in our district.
- We facilitate communication — we send a lot of information out to the PACs on upcoming events and programs that might interest them.
- We provide training and education for parents, as well as opportunities for exchanging ideas. We host speakers as well as workshops and networking events.
- We function as a resource for individual parents and PACs as they do their work at the school level.



Constitution and Bylaws is critical; why communication and transparency are important and can be done easily; there's more to PACs than just fundraising; benefit of being involved at DPAC level, and a few general tips and tricks for ensuring your PAC is more knowledgeable

Bio Andrea Sinclair, President BCCPAC:

Andrea has been active in public education since before her twins were born in 2004; she is currently on the PAC Executive at her children's high school. She has broad experience serving in various roles, including Chair, on her elementary school PAC Executive. Andrea believes strongly that our children's success is rooted within their education; it's through working together and leveraging our collective strengths that together we can effect positive change. With over 20 years of business experience and over a decade in public education advocacy, Andrea's goal is to continue to ensure the parent perspective and voice is heard for the benefit of parents.

- School Act found at: www.bccpac.bc.ca – parent rights and responsibilities, students and school boards. *Section 8- PACs and DPACs.
- Stakeholders INCLUDE parents.
- connectivity between groups are starting to come together.
- BCCPAC very included in government, and with partners. No other group at the provincial table representing parents.
- **Goal** = Affect change (systemic change)- district, provincial, or both
- BCCPAC is: Invited to every meeting, asked to participate in every working group, and sought for input.
- BCCPAC Advocates for systemic change and help individual parents advocate for themselves.
- Representation:
 - This year more than any prior, has highlighted the need for advocacy for school-aged children (because of pandemic).
 - The parent/guardian/caregiver perspective has been key during the pandemic.
 - SOGI collaborative still meets, some other groups still meet, however some groups have had to take a back seat because of pandemic.

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- All documents and information posted on BCCPAC website: www.bccpac.bc.ca
- Membership fees help support this provincial advocacy and direct support to members. All members of DPACs, PACs, and BCCPAC unpaid volunteers (not where fees go).
- DPAC and PAC – The business of DPAC/PAC shall be unbiased in respect of race, colour, religion, politics.
- DPAC gives you the power to advise the board of education respecting any matter relating to education.
- Really important to have regular meetings with board, maintain relationship, advise.
- DPACs and PAC are NOT required to fundraise but most PACs choose (feel obligated) to do so.
- PACs School act- section 8 – official voice of parents in your community.
- Purposes of a PAC – along the same lines of DPAC but at community school level. Need to encourage parent involvement and promote it. Organize PAC activities. Assist parents in accessing the system (could mean connecting with DPAC).
- FACT: PACs and DPACs are NOT required to register as a non-profit or under the BC Societies Act. (BCCPAC is registered)
- Constitution & Bylaws – need to be developed and maintained. Copies should be available for all meetings.
- Purpose of Bylaws: operating rules, defining membership, executive, authority, a method to hold all accountable. Helps ensure you have the right people selected as an executing and are there for the appropriate reasons. Bylaws allow for tough conversations if necessary and support DPAC/PAC. Bylaws will state what your executive positions are and the terms and process for elections. If only one person is running, acclaim them. No need to vote. If more than 1, a vote should take place and be documented.
- Financial Accountability:
 - Why you are fundraising, how funds will be distributed.
 - Budget should be presented and approved at AGM
 - Ok to set a contingency fund for extreme circumstances.
- Robert's Rules of Order & Meetings
 - General guidelines of meetings
 - Meetings need to be focused, should have votes, and all voices should be heard.
- Meeting 'Guests'

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- PAC and DPAC meetings are for parents of children at the school and/or district
- School administrators and staff repress should be invited and welcomed to attend PAC meetings as regular invited guests (they cannot vote).
- Communication and Transparency – Parents need to hear important information; do not assume they do not want to hear. Lots of communication encourages parent engagement. Treasurer’s reports, blogs and websites, calendar of events.
- PACs and DPACs CAN ONLY communicate with parents once parents have provided their contact information or opted in to receive information.
- Resources: www.bccpac.bc.ca
- BCCPAC presentation link can be found here: <http://bit.ly/dpac73>

Q and A:

Q: please tell us a little bit more about what is upcoming for BCCPAC?

A: AGM is May 1st –Conference on May 28th/29th (separated this time because too long on zoom meeting. Feb 28th is deadline for nominations and awards. Nominations for Board positions (BCCPAC). Big decision to run, demanding position, often people do not understand that may be difficult to both be present at their DPAC/PAC and BCCPAC level.

Andrea: a lot of people have been asking what September is assumed to look like. The answer is it is still grossly unknown. Not sure if “normal” will be ‘new normal’ “yesterday’s normal”. What is known, is many students will need extended support as of September (and always) as people are hoping to rebuild as school have been limited in education because of the pandemic.

Q: Are we expected to hear from the new minister at the AGM?

A: We are expecting her to attend.


3. Review of the Agenda: Erin 1st, Chris 2nd Approved

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4. Minutes from the Previous Meeting: Chris 1st, Erin 2nd
 Approved

5. Old Business:

a) FoodSafe:



FoodSafe Course

Instructor - Kathy Russell, B.Sc. (Food Sc.)

The FoodSafe course is a one-day food safety training program for food service, hospitality, and health care workers and is required by many employers.


| Kamloops Course Schedule \$90 8:45am – 5pm | |
|---|--|
| February | March |
| Thurs. Feb. 11 Fairfield Inn | Mon. March 8 Holiday Inn and Suites |
| Thurs. Feb. 25 Holiday Inn and Suites | Tues. March 23 Holiday Inn and Suites |
| COVID-19 SAFETY PLAN FEW FACES, BIG SPACES | MASKS DISTANCING AND SANITIZING |

TO REGISTER: Call Kathy Russell (250) 819-9920 or email kathy-russell@telus.net

\$90. INCLUDES: one day course, workbook, and certificate from Interior Health (upon passing).

STUDENT COMMENTS: * I loved Kathy's energy and making the class interesting and fun!
 * Kathy was wonderful, encouraging and kind.
 *She has effective teaching techniques.
 * Had great real life examples and stories to put material in context.

TO REGISTER: call or text 250 819-9920 or email kathy-russell@telus.net



I SHOULD HAVE LISTENED TO THE RECOMMENDATION AND THE SAID THE RESTAURANT DOWN THE STREET WITH THE FOODSAFE CERTIFICATE...

- no new news for FoodSafe.
- Still have voted on 10 paid for FoodSafe certificates.
- Upcoming dates: as seen above

6. New Business:

a) Education for Parents: Navigating the Talk(s) – Next webinar March 4th (the Teen Years), 6:30-8:30 pm Register at: sd73dpaczoom@gmail.com

b) DPAC Update COVID-19 Response (Sheri L.):

- DPAC is in close contact with our Board of Education regularly and even more so lately regarding COVID-19 in our schools. I want to

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assure parents that our Superintendent, Dr. Sullivan, is providing direction to our district and individual schools as per recommendations and directives received from Interior Health. Dr. Sullivan is sharing information with families as soon as it is available from Interior Health. Interior Health holds all the power if you will, to make decisions best suited for our students and we need to trust that they are holding our students' health and safety as a top priority. We as parents need to do our part to help reduce the exposures in our communities which will help reduce the exposures in our schools. The Board of Education held a Town Hall Meeting, February 11th to help answer parents' questions. For those who were unable to attend last Thursday, the recorded meeting can be viewed on the SBO Facebook page.

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c) Cold Weather Policy:

Q: Parents request information– do schools have a cold weather policy? Is there a certain temperature that kids are not recommended to go outside? Is there a Board document and could it be shared?

A: Trustee Kershaw: There is not a district wide document that she is aware of. It is a school-by-school policy.

Discussion: Some schools have said “-15 with windchill, kids will be kept inside” some have said “-10”. Parent supervisors outside in lower temperatures is a consideration. Could be at some schools they shorten break times to limit. It was a concern in the recent cold events, that some parents assumed their kids would be inside and did not necessarily send their kids with appropriate attire. Would be nice to have a district wide policy regarding temperature and outside time.

d) Virtual Town Hall – Keeping Schools Safe:

- Recorded Feb. 11th link can be found here:
<https://www.sd73.bc.ca/en/community-parents-and-students/keeping-schools-safe-faq.aspx>

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e) Nomination Consideration to “BCCPAC Board of Directors” and George Matthews Award for Excellence:

- Chris Ponti has been a strong advocate for parents especially in matters of Capital Funding and needed school improvements. He would be an asset to have as a voice at the provincial table.
- George Matthews Award for Excellence

The George Matthews Award for Excellence in parent leadership was established in memory of George Edwin Matthews who was a steadfast supporter of parents in education throughout his years working for the Ministry of Education and liaison with BCCPAC.

Chris was a key influence in the approved upgrades to Valleyview Secondary among other budget concerns and protocols. **Corrected: Although Chris was not a key influence in the initial funding for this project, he remains an invaluable voice for parents from this district and would do well to advocate for parents provincially.**

f) Website Redesign:

- We have reached out to Trilogy Solutions to update the DPAC website.
- Will include interactive Calendar, news feed, and a way to better engage parents.
- **Q:** Totally for the redesign but did we motion and vote for the redesign?
- **A (Erin M.):** We did not present this at a general meeting, this was presented in an executive meeting and voted by the DPAC executive. As written in our bylaws, it is within our role to do so without all parent input.

7. Reports:

a) Treasurer’s Report:

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- Highlights: \$504 spent as 50% payment towards Web re-design. Has confirmed that this cost can come out of gaming account. Gaming account left with \$143.91 after approved spending complete (presenters + web design). General account still in a healthy position and with \$900 in approved spending towards FoodSafe certificates (1 parent from each school x10).

| Gaming Account | Details | Debit | Revenue | Balance |
|---|---|--|---------|---|
| December 31, 2020 | Monthly Plan Fee | \$1.95 | | \$2,430.81 |
| January 31, 2021 | Monthly Plan Fee | \$1.95 | | \$2,428.86 |
| February 16, 2021 | Website design – 50% fee from Trilogy Solutions. Cheque to reimburse Erin Mitchell, who paid via Visa to expedite process | \$504.00 (with another \$504 to be paid upon project completion) | | \$1,924.86 |
| February 11, 2021 | Navigating the Talk – Martha Solomon (1/3 of total fee for first of three talks) | \$425.00 (with another \$850 to be paid after 2 more talks in March) | | \$1,499.86 |
| February 28, 2021 | Monthly Plan Fee | \$1.95 | | \$1,497.91 (with \$1,354 committed, leaving \$143.91 to be spent) |
| Est. Balance – February 28, 2021** | | | | \$1,497.91 |

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

| General Account | Details | Debit | Revenue | Balance |
|---|------------------|--------|---------|-------------------|
| December 31, 2020 | Monthly Plan Fee | \$1.95 | | \$4,363.73 |
| January 31, 2021 | Monthly Plan Fee | \$1.95 | | \$4,361.78 |
| February 28, 2021 | Monthly Plan Fee | \$1.95 | | \$4,359.83 |
| Est. Balance – February 28, 2021 | | | | \$4,359.83 |

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

| Bursary Account | Details | Debit | Revenue | Balance |
|--|-------------------------|-------|---------|-------------------|
| December 31, 2020 | Monthly interest credit | | \$0.18 | \$1,033.05 |
| January 31, 2021 | Monthly Interest Credit | | \$0.18 | \$1,033.23 |
| February 28, 2021 | Monthly Interest Credit | | \$0.18 | \$1,033.41 |
| Est. Balance -February 28, 2021 | | | | \$1,033.41 |

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

| GIC Accounts | Details | Debit | Revenue | Balance |
|-----------------------------------|---|-------|---------|--------------------------------------|
| | 1 year GIC of \$1,015.04 principal, Matures November 18, 2021 – 0.25% or \$2.53 at maturity | | | \$1,015.04 (investment w/o interest) |
| | 18 month GIC, Mature May 17/21 – 1.95% at or \$102.56 at maturity | | | \$3,500.00 (investment w/o interest) |
| Balance -February 28, 2021 | | | | \$4,515.04 (before interest) |

| | | | | |
|---------------------------------------|--|--|--|--------------------|
| Est. Balance February 28, 2021 | | | | \$11,406.19 |
|---------------------------------------|--|--|--|--------------------|

b) Superintendent Report:

- **Dr. Sullivan:** Previously asked about filters and HVAC amount given. Confirmed \$350,000 delegated. \$140,000 filters HVAC \$60, 000 to install and \$100,00 HVAC supplies.
- COVID-19 Protocols for Schools and District Administrators:
<https://www2.gov.bc.ca/assets/gov/education/administrati on/kindergarten-to-grade-12/safe-caring-orderly/covid-19-protocols-for-administrators.pdf>
- **Q:** was brought up last meeting about grade 8 registration being frustrating to navigate. Do you have an update on the situation?
- **A:** Have been asking regarding this, but as of now do not have answers to this concern.

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- **Q:** Westmount was having problems with the field being shaded from trees in the field, this was brought up last meeting as well, what is the status of this inquiry?
- **A:** Is attending Westmount tomorrow to view the field situation.
- **Q:** For those that have not seen the townhall last week and have not yet been able to review, what was the summary?
- **A:** Was a summary of stats – an investigating of cases that developed after the winter break and the school’s involvement and or role to mitigate.
- Have not had a case at Sahali Secondary since a week ago Sunday. This demonstrates Interior Health’s Actions in tracing and Self-isolated procedures has proved effective.
- **Q:** There was another round of \$5.5 Million? Do we know when this is received and what it is for?
- **A:** I believe it is \$5 million, 2.5 now and 2.5 million later all to be dedicated to COVID-10 concerns.
- Students in Bricks in mortar schools receive more federal money than the students remote learning. This leaves a potential gain in funds with the increase in remote learners. Superintendent Sullivan is hoping to appeal for some of that gain to be sent to our district from federal.
- **Q:** Any plans to use new funding to improve remote French learning options? A number of French immersion students are moving to distance-learning or home schooling after the recent exposure and French support is limited.
- **A:** This has been an understandable response of parents that have had been told of exposures in their school. I [Dr. Sullivan] have not been made aware yet of the recent outbreak you describe at one of our French Immersion schools, but I can say that I have seen teachers offer virtual class and other resources as deemed necessary.

c) Trustee Report:

- **Trustee Kershaw:** Townhall, please review it, was very informative to covid-19 response within our district.
- Secretary/treasurer is retiring. 15-years in this position. Will be looking to fill this very important role over the next several months.
- **April 8th 7pm** – Budget consultation, DPAC invited.

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- **Q:** If there are big concerns from parents, what should be the process? We had a teacher/parent reach out with concerns. What should be the process?
- **A:** Reach out to Teacher, then Principal, then if it's a district wide issue, you can talk to a School Board liaison (Trustee, Superintendent, etc.). If it is a workplace concern, perhaps reach out to the union?

d) KTTA Report:

- **Darcy (KTTA):** Teachers are aware they can reach out to their union. Consultation meetings are now resuming more frequently and COVID-19 concerns are always brought up. There is likely not a quick solution and these are inclusive of province-wide issues. KTTA definitely encourage teachers to reach out to their union with their concerns, we are definitely listening.

e) BCCPAC Update:

Upcoming dates:

AGM on Saturday May 1st. 2021 AGM will be held virtually on Saturday May 1 and the business of the meeting will include board elections, proposed resolutions, member awards. No fee to attend, but registration required. More details to follow.

Understanding the Appeals Process, Wednesday March 10th: Presented by: John Gaipman, CEO BCCPAC. Join us to better understand how the School Act provides parents / guardians with the right to appeal any decision they feel significantly affects the education, health or safety of the student. Parents and guardians are their child's natural advocate, making sure their child's rights, needs and opinions are respected. Advocacy is about working to achieve a successful solution for the benefit of the child. This workshop will provide you with knowledge and tools to successfully handle situations that negatively impact your child's education and to navigate the school district Appeals Process (Section 11 of the School Act.)

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The 2020-21 Student Learning Survey is now available for students in Gr 4, 7, 10, & 12 and their parents. Student survey is in EN & FR. The parent survey is avail in 16 languages. YOUR INPUT IS IMPORTANT. Survey closes Apr 30. <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/student-learning-survey>

Board Nominations - Feb 28. Do you understand provincial public ed issues? Are you aware of key parent concerns in/out of your SD? Are you involved in your school community? Are you willing to do the work? Candidates must be nominated by a current member. Full details: <https://bccpac.bc.ca/index.php/conferences1/conferences/agm/nominations-submissions>

Member Award Applications Due Feb 28. Whether a parent is active within their PAC or DPAC, it is the contributions of unique individuals that make a huge difference in the school or community. There are three awards given annually. Full Details: <https://bccpac.bc.ca/index.php/members/awards>

Bursary! Recognition of our students is important. That is why we have our Educational Award honouring a Gr 12 student attending a BCCPAC member school. Recipient receives an award of \$1000. Details: <https://bccpac.bc.ca/index.php/members/awards/educational-award>

Application must be completed online by Feb28.

Feb 5 th update: Changes to Health & Safety Guidelines, BCCDC Website, New K-12 App

On behalf of members and parents, BCCPAC has been present and vocal in all the Steering and Health and Safety meetings. We have and will continue to raise these key issues which are being discussed at the provincial table:

- Remote and flexible learning options availability and continuance for those who have not returned to in-class learning
- Adherence to the Guiding Principles ensuring that Special Needs students are receiving a full day/full week of education
- The resolution of the existing equity gap
- Ensuring all students are receiving a full educational program in all districts
- Plans to address the reality of learning impacts being experienced by students across K-12
- Continued plans and resources to address the mental health needs of students

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- Health and safety of students Updated Health &

Safety Guidelines Based on the latest evidence and a review of school exposures to date in BC, the Provincial Health Officer (PHO) and the BC Centre for Disease Control (BCCDC) have updated their public health guidance for K-12 schools to address several key areas. Updates include:

- Strengthened mask guidelines for middle and secondary students and K-12 staff in schools
- Specific guidance for Physical Education and music classes
- More detailed protocols regarding staff-only spaces and gatherings
- Read the full Public Health K-12 Guidance

The Ministry of Education, in consultation with the Education Steering Committee and Health & Safety Working Group, has revised the Provincial COVID-19 Health & Safety Guidelines for K-12 in alignment with these updates. Changes are summarized at the front of the document and have been highlighted throughout the document. Guidelines have also been strengthened for physical education and music classes. High-intensity physical activities are to be held outside as much as possible. Shared equipment or items, such as weight machines, treadmills or musical instruments, can be used only if they are cleaned between use, according to strict school sanitization guidelines. Students using equipment or playing instruments should also be spaced at least two meters apart and masks are to be used when singing.

Six regional Rapid Response teams, one for each health authority and one dedicated to support independent schools, with representatives from both school and provincial health staff have been established. These teams, announced by the PHO, will continue to improve the speed of school exposure investigations, so health authorities can inform school districts and families more quickly. The rapid response teams will conduct physical or virtual site inspections to ensure K-12 COVID-19 health and safety guidelines are being followed consistently. If there has been a significant exposure event or an in-school transmission, rapid response teams will be deployed to conduct a review and make recommendations, if needed. As a result of all these changes, school districts are required to do the following by Friday, February 26:

- Update their school district safety plan, in consultation with their rights holder/stakeholder advisory teams, to ensure it is aligned with the revised Provincial Health & Safety Guidelines for K-12 then post the revised plan to their district website

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□ Ensure all school administrators at each school site have completed BCCDC's new COVID-19 Health and Safety Checklist with their respective health and safety committees.

□ Post their updated school district safety plan publicly to their website

The BCCDC has a new website with information and resources about health and safety measures in K-12 schools, student and staff safety, and what happens when there is a COVID-19 case in school. Regarding school exposures, if there is a confirmed COVID-19 case in a school, public health contacts affected school community members directly. Regional health authorities also post school notifications on their websites, providing the date and type of notification (outbreak, cluster or exposure) for impacted schools. New K-12 Health Check App The Ministry of Education has worked with Public Health and the BCCDC to create a daily health check website and mobile app for students and their parents to complete before heading to school in the morning. The website and app will contain the most up-to-date BC health guideline information. The design of the app was developed in collaboration with BC students to create an age-appropriate user-experience. It will allow for students and their parents to make the best decisions on whether to attend school, not to attend school, or take other measures based on the information they provide.

8. Other Correspondence: February 9th, Sheri and Erin attended a SOGI presentation to discover better way to support children in SOGI concerns. Found it to be very supportive and informative.

In attendance:

- 2 from parent perspective
- Several on teacher side
- Vessy (SOGI lead)

9. Adjournment: 8:26pm

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