

**Southeast Kootenay  
District Parent Advisory Council  
General Meeting Minutes  
Wednesday, June 14th 2017**

**In Attendance**

**EXECUTIVE:** Debbie - Mount Baker Secondary (Chair), Sarah - Pinewood Elementary (Vice-Chair), Julie - Gordon Terrace Elementary (Secretary)

**DPAC REPS and PARENTS:** Ute - Fernie Secondary, Marie - Laurie Middle

**REGRETS:** John - Highlands Elementary, Melinda - Parkland Middle (Treasurer), Jen - Steeples Elementary

**PARTNER GROUPS and GUESTS:** Jason Tichauer - Director of Instruction/Ab Ed, Trina Ayling - Trustee

**REGRETS:** Shelley Balfour - CDTA President

**Call to Order:** 6:36pm

**Acknowledgement of the traditional lands of the Ktunaxa people**

**Agenda:** Approved as amended

10.5 - Correspondence - Invitation from SD5

**Minutes:** (May 2017) meeting minutes approved as circulated

**Superintendent Report:** Presented by Jason Tichauer - Director of Instruction/Ab- Ed

Highlights included;

- I. Provincial Scholarships were awarded in the district to graduating students - \$1250 to 51 kids
- II. New administration changes
- III. Rainbow crosswalk project at Fernie Secondary - Inclusion project entirely student lead
- IV. Project Heavy duty
- V. 3rd Aboriginal enhancement agreement to be signed on June 21st (Aboriginal Day)

**Trustee Report:** Presented by Trustee Ayling

Highlights included:

- I. 65 million over 10 years for BC - child mental health. Information should be on website shortly

- II. Mount Baker School is costing 4.2 million over 3 years just for capital upgrades

**Business from previous Minutes:**

- 8.1 BCCPAC 2017 By-election via mail. Positions open for election are 2nd Vice-Chair (1-year term), Treasurer (2- year term) and 1 Director (2- year term). Ballots must be received by BCCPAC no later than midnight July 3/2017  
Nomination booklet here; [http://2017bccpacby-election.weebly.com/uploads/2/5/1/0/25104047/2017\\_by-election\\_nomination\\_booklet\\_final\\_june\\_6\\_2017\\_updated.pdf](http://2017bccpacby-election.weebly.com/uploads/2/5/1/0/25104047/2017_by-election_nomination_booklet_final_june_6_2017_updated.pdf)

**Action:** Debbie will resend out info via email with booklet (information on candidates) attached

June 30th deadline - for everyone to email to the DPAC email who they would like to vote for.

**Action:** Julie will check the count. Debbie will forward our vote.

- 8.2 DPAC Letters for approval;
  - a) Item 9.1, March 15/2017 - BCCPAC's Mid-term report and increased information sharing.  
**Approved By consensus**
  - b) Item 10.2, April 12/2017 - Hon. Jan Philpot, Request for Additional Provincial Funding for Child and Youth Mental Health Services  
**Motion:** Change to reflect a Provincial rather than a Federal audience  
**Moved By:** Sarah - Pinewood Elementary **Carried**

**New business:**

- 9.1 PAC/DPAC Gaming Grant Online Applications – Must be completed by Fri, June 30/2017  
Vice principal and Principals please be aware that your PACs need to have this completed by this date
- 9.2 DPAC 2016/2017 Year in Review  
**Action:** Debbie will forward to DPAC Reps. Lots of advocacy - would like to see more on parent education next year. New graduation program for 2018 could be an option for more parent education
- 9.3 As per our Constitution and Bylaws, first official notice re DPAC's 2017/2018 AGM – see attachment Wednesday October 11th, 6-6:30pm

**Note from the Chair** - will be sending to PAC Chairs

Has been a distinct honor serving as SD5 DPAC Chair these past few years - tendering resignation. Will be continuing as Mt Baker Secondary DPAC Rep and

to help DPAC out as needed.

**Correspondence:**

From the Board;

10.1 Letter to the Honourable Linda Larsen re; Regional Rural Education Review Process

**Action:** Receive and file

10.2 Presentation request from Maggie Strosher, Interior Health Tobacco Coordinator

**Action:** Debbie will let her know that when we come back in the fall we will be contacting her - possibly our Nov meeting

Are parents aware of the dangers of “vaping”?

10.3 From Pinewood PAC re; Student Services Ratio Formula

**Action:** It’s been advised that this ratio is currently being challenged by the BCTF thus this item will be deferred to the Sept meeting.

10.4 From Pinewood PAC re; Signage, lights and rainbow crosswalk support – attached

For the district in support of the trustee’s efforts to contact the city/RDEK regarding signage - Pinewood Elementary does not have a school zone sign on King Street. Sign states “slow when children on highway”

**Motion:** To write a letter to the City of Cranbrook and RDEK requesting improved signage for all schools in our district

**Moved By:** Julie - Gordon Terrace Elementary

**Carried**

10.5 11am-1:30pm signing ceremony invitation from SD5.

**Action:** Parent will attend

**Next Meeting:** Next Meeting – Wed, September 13/2017 @ 6:30 – 8:00 pm

**Meeting adjourned:** 7:42pm

Julie Botterill - DPAC Secretary  
2017-06-14

**Southeast Kootenay DPAC  
2016-2017  
Year in Review**

This year has certainly been the year of change for both education and DPAC, as we welcomed our newest member, KES PAC and continued to work on building collaborative relationships with our educational partner groups and providing parent voice and perspective both locally and provincially.

We'd like to take this opportunity to share some of these events;

- DPAC provided all eighteen PACs with a membership to BCCPAC, giving them a direct connection to what's happening within the province, an opportunity to network with parents' province wide via forums, valuable resources, a \$500 student scholarship opportunity, parent award(s) opportunities and a vote at the BCCPAC AGM
- Initiated and hosted the "Renewed Curriculum Presentation for Parents" with the SD5 District Curriculum Team
- Provided letters of advocacy regarding;
  - : Government Firing of Vancouver School Board
  - : SD5 Needs Budget for 2016/2017
  - : \$1 Million Funding to "Specialized Education Schools"
  - : Snow Removal
  - : Support for BCCPAC
  - : Request for Additional Funding for Child and Youth Mental Health Services
- Provided district based questions for the BCCPAC All Candidate Education forum
- Provided delegates to attend the BCCPAC Spring Conference and AGM to vote via proxy on behalf of our district's PACs
- All PAC's receive and are encouraged to supply parent feed-back via DPAC/Thought-stream on all SD5 policies
- Monthly representation at the District's Advocacy, Education Policy and public portion of the Finance and Operations Standing Committee meetings

DPAC would like to thank all of the members, Trustees, District Leadership Team, Educational Partner Groups and Associations who have either donated their time and efforts or helped create opportunities to work together to make this district great.

Have a wonderful summer and we look forward to both working with, and for you next year.

Sincerely;

SD5 DPAC Executive Team

**\*DPAC ANNUAL GENERAL MEETING (AGM)\***  
**WEDNESDAY OCTOBER 11/2017**  
**6:00 – 6:30 PM**

School Board Office, 940 Industrial Rd. #1, Cranbrook  
Jaffray, Fernie, Sparwood & Elkford via Web-Ex Conferencing

We are currently calling for nominations for all executive positions (Chair, Vice-Chair, Secretary and Treasurer). All positions are for a one year term and support for new executives is available. Please send your nomination(s) to;

[sd5dpac@gmail.com](mailto:sd5dpac@gmail.com)

*"The purpose of the Council is to support, encourage and improve the quality of education and the well-being of students in School District #5 by:*

- 1. Exchanging ideas and information among Parent Advisory Councils in the School District.*
- 2. Providing information regarding educational and community matters to parents and Parent Advisory councils.*
- 3. Providing the parental voice to education decision-making organizations affecting the School District."*

*-from Southeast Kootenay DPAC Constitution and Bylaws*

Our members consist of one parent representative from every public school Parent Advisory Council (PAC) in SD#5.

As a DPAC Representative, some of your responsibilities are,

- Gathering your PAC's views on issues to bring forward to DPAC
- Reading of Agenda package prior to meeting, in order to facilitate discussion and/or voting.
- attend DPAC meetings
- reporting back to your PAC on the DPAC meeting
- completing tasks, attending meetings and conferences that you have volunteered for and report back to DPAC

If you are interested in becoming a DPAC representative for your school, please contact your PAC Chair. Your efforts will be greatly appreciated.

## **DPAC Executive's Roles & Responsibilities**

All executive members must understand and abide by the council's constitution, bylaws and code of ethics.

### Chair;

This position could be filled by any DPAC Rep. and requires organizational skills. Must be willing to consult and report to the membership. Speak and abide by the membership's directions.

Duties include but not limited to; attending meetings, agenda building, proof reading minutes, treasurer and committee reports, sending and receiving of agenda packages, information, notifications etc., liaising with the district, union reps, BCCPAC and all SD5 PACs, updating website and/or Facebook page, representing all SD5 parents on a multitude of occasions (Approx. 8 – 10 hrs. per month, based on commitment)

### Vice-Chair;

This position could be filled by any DPAC Rep.

Duties include supporting and assisting the Chair in their role. Assuming the duties of the Chair in the Chair's absence or upon request. (Approx. 1 – 4 hrs. per month, based on commitment)

### Secretary;

With the move to web-based conferencing this position could now be filled by any DPAC rep.

Duties include attending meetings, note taking, filing a "1st draft" of minutes to the Chair within two weeks of any meeting and making any necessary adjustments (Approx. 2 - 4hrs. per month)

### Treasurer;

Due to the nature of this position it is best filled by a DPAC rep. in close proximity of the executive members. Some accounting knowledge is preferable.

Duties include ensuring all funds are properly accounted for, disperse funds as authorized by the membership or executive and ensure that proper financial

records and books of accounts are maintained. With the assistance of the executive, apply and submit records for yearly gaming grant, draft an annual budget and financial statement to be submitted to the annual general meeting and report on all receipts and disbursements at general and executive meetings. (Approx. 2 – 4 hours per month)

Pinewood Elementary School PAC  
40 Pinewood Avenue  
Cranbrook, BC

May 29, 2017

Dear Mr. Lento,

We of the Pinewood PAC have heard that you are considering improved signage and lights at school zone crosswalks in our district. We would like to offer our support in this matter, and would appreciate having it further explored. We have also heard good things about the rainbow crosswalk efforts in towns such as Fernie; perhaps a similar system could be incorporated in Cranbrook.

As you no doubt already know, Pinewood's main entrance begins at King Street, which is the secondary highway to Kimberley. Not only is there inadequate signage, but the single sign posted reads "slow when children on highway". We feel this sign is at best open to interpretation, and may not evoke much of a feeling of caution to motorists. Our secondary access point (off the very busy Cobham Road) has only one crosswalk sign (no speed limit).

We appreciate your consideration on this matter, not just for our own school, but throughout the district.

Sincerely,

Kendra Stahl

Pinewood PAC