



# District Parent Advisory Council

*Representing 110 PACs with over 40,000 Parents*

*Vancouver DPAC - 1580 West Broadway - Vancouver, BC, V6J 5K8 - 604 215-8621 or 604 657-0154*

## Meeting Notes from the Vancouver DPAC Executive Meeting - December 8, 2011

At Aree Thai Restaurant – 7:00 PM

Present: Colin Redfern (Co-Chair), Monica Moberg, Iraj Khabazian, Ivy Leung, Steve Baker (Communications Coordinator).

Absent with permission: Jennifer West (Co-Chair), Gwen Giesbrecht (Chair)

### **Business:**

Presentation from Marion Haythorne from Capilano University for the program offering of Parents as Career Coaches. A short video was shown on one presentation recently done. The presentation is available for Grade 11 and Grade 12 Parents. The more people attended, the better the event. The presentation works best over two nights - 6:30 to 9:00 pm, one week apart.

It was suggested that we try to coordinate a session for a spring and fall event which could be offered jointly with VSB. Marion was thanked for her presentation and left at 7:30.

### **Agenda**

1. Parents as Career Coaches (Marion Haythorne) (see Attachment 1)
2. Approval of the Agenda - Approved
3. Last Executive meeting – Nov 14th - nothing to bring forward.
4. Debrief of Nov 24th event - good turnout - different crowd. Call for suggestions for priorities generated a few similar responses. Concern from PACs feeling like parents are not being included in decisions that affect students and the school. Further concern with advisory committees not meeting as a result of the Teachers' job action. Other matters concern is where information is not being shared in a timely fashion for appropriate input from parents.
5. BCCPAC Regional Conference – Iraj, Monica, Ivy and Steve attended the Conference. The feedback was that the conference was good. It was agreed to send a letter to BCCPAC complimenting the organization on a successful conference.
6. Early Care Learning Plan by "CCCABC" and "ECEBC" – Question to Endorse Plan - Moved Iraj, seconded by Monica and Carried. Steve will provide an endorsement statement on the appropriate website.
7. DPAC Planning Calendar and Assignments
  - a. Town-hall meeting - Update and planning discussion Iraj and Ivy - more promotion needed – possibly distribute a brochure.
  - b. PAC Celebration Colin and Sarina - Heritage Hall needs deposit cheque.
8. Reports
  - a. Return of DPAC Chair (Colin) - highlight of report. Moved by Sarina and seconded by Monica to adopt the roles and responsibilities for Chair and Co-Vice Chairs as presented, carried.
  - b. Committee III

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- c. Aboriginal Focus School - next meeting date - January 10th - additional representative confirmed.
- d. Communications Coordinator Report
  - i. Registered Disability Savings Plan - provide link and facilitate information through email list.
  - ii. Website - moved by Monica, seconded by Iraj to go live with the website, carried.
  - iii. Facebook profile - defer discussion to full meeting. It was agreed to provide a FacePage for re-direct to the DPAC VSB website and DPAC website.
9. DPAC Finances - Draft Budget reviewed. Further review to be done between by December 31, 2011 (Monica).
10. Election for DPAC Executive (Nomination received from Vancouver Technical School for Diana Day. It was agreed to proceed with electronic balloting for the ratification of Diana Day.
11. Election of Treasurer (Nominations are open – one received) Chair passed to Steve as returning officer for election. One nomination received for Monica Moberg. Call for further nominations three times, no further nominations received. Monica accepted and declared acclaimed to the position of Treasurer. It was noted that signing officers need to be changed at the Bank and Monica Moberg is confirmed as one of the three signing officers replacing Iraj Khabazian.
12. Email Protocol (Attached) – Jennifer suggests a motion to adopt as protocol for communications. Moved by Monica, seconded by Ivy to adopt email protocol as presented, carried.
13. Proposal from “Tossed” (Colin) Please refer to hand out sent last week - more review of hot lunch programs. District discussion on Hot Lunch providers should include opportunity for local, neighbourhood suppliers.
14. 16. Next Meeting – January 12, 2012 – Board office Room 111.
15. Adjourn – moved by Monica and seconded by Iraj to adjourn at 10:00 PM.

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**Attachment 1**

## “Parents as Career Coaches”



Do you sometimes feel as if there is a disconnect between the way you think career decision making for your child is supposed to occur and the way it typically unfolds? Although well intentioned, do you sometime feel you put pressure on your child to make career-related decisions that are sometimes counterproductive?

“Parents as Career Coaches” is a program that helps parents become more effective career development allies for their children. They are introduced to the concept of coaching, an appropriate role they can assume when guiding and supporting their children’s career journeys. And finally, they are given practical tools and strategies to help them become better career coaches for their youth.” (Nova Scotia Department of Education)

Some quotes from parents about the program:

- Provided a different lens to look at career planning – reflective to force us to clarify our values, preconceptions and beliefs
- I enjoyed the exercises that increased parents own awareness to better coach their children
- I enjoyed learning new ways to guide parents on developing techniques in working on career/education with their children

“Parents as Career Coaches” was developed by the Nova Scotia Department of Education, Skills and Learning Branch. It was such a success that Capilano University has brought the program to British Columbia. The program was piloted at the University and is now being offered to the wider community. We hope that your organization will be interested and look forward to bringing the program to you. Please contact Marion Haythorne at [mhaythor@capilanou.ca](mailto:mhaythor@capilanou.ca) for more information.

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## Attachment 2

### Email Protocol

There are certain professional standards expected for e-mail use. Here are some things to keep in mind regarding professional e-mail conduct:

1. **Be informal, not sloppy.** Your colleagues may use commonly accepted abbreviations in e-mail, but when communicating with external customers, everyone should follow standard writing protocol. Your e-mail message reflects you and your company, so traditional spelling, grammar, and punctuation rules apply.
2. **Keep messages brief and to the point.** Just because your writing is grammatically correct does not mean that it has to be long. Nothing is more frustrating than wading through an e-mail message that is twice as long as necessary. Concentrate on one subject per message whenever possible.
3. **Use sentence case.** USING ALL CAPITAL LETTERS LOOKS AS IF YOU'RE SHOUTING. Using all lowercase letters looks lazy. For emphasis, use asterisks or bold formatting to emphasize important words. Do not, however, use a lot of colors or graphics embedded in your message, because not everyone uses an e-mail program that can display them.
4. **Use the blind copy and courtesy copy appropriately.** Don't use BCC to keep others from seeing who you copied; it shows confidence when you directly CC anyone receiving a copy. Do use BCC, however, when sending to a large distribution list, so recipients won't have to see a huge list of names. **Be cautious with your use of CC; overuse simply clutters inboxes. Copy only people who are directly involved.**
5. **Remember that e-mail isn't private.** I've seen people fired for using e-mail inappropriately. E-mail is considered company property and can be retrieved, examined, and used in a court of law. Unless you are using an encryption device (hardware or software), you should assume that e-mail over the Internet is not secure. Never put in an e-mail message anything that you wouldn't put on a postcard. Remember that e-mail can be forwarded, so unintended audiences may see what you've written. You might also inadvertently send something to the wrong party, so always keep the content professional to avoid embarrassment.
6. **Be sparing with group e-mail.** Send group e-mail only when it's useful to every recipient. Use the "reply all" button only when compiling results requiring collective input and only if you have something to add. Recipients get quite annoyed to open an e-mail that says only "Me too!"
7. **Use the subject field to indicate content and purpose.** Don't just say, "Hi!" or "From Laura." Ensure the content of your message can be easily identified. Most professionals receive many email messages each day and appreciate the ability to scan and identify the most pressing issues from the subject line.
8. **Don't send chain letters, virus warnings, or junk mail.** Always check a reputable antivirus Web site or your IT department before sending out an alarm. If a constant stream of jokes from a

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friend annoys you, be honest and ask to be removed from the list. Direct personal e-mail to your home e-mail account.

9. **Remember that your tone can't be heard in e-mail.** Have you ever attempted sarcasm in an e-mail, and the recipient took it the wrong way? E-mail communication can't convey the nuances of verbal communication. In an attempt to infer tone of voice, some people use emoticons, but use them sparingly so that you don't appear unprofessional. Also, don't assume that using a smiley will diffuse a difficult message.

10. **Use a signature that includes contact information.** To ensure that people know who you are, include a signature that has your contact information, including your mailing address, Web site, and phone numbers.

11. **Summarize long discussions.** Scrolling through pages of replies to understand a discussion is annoying. Instead of continuing to forward a message string, take a minute to summarize it for your reader. You could even highlight or quote the relevant passage, then include your response. Some words of caution:

- If you are forwarding or reposting a message you've received, do not change the wording.
- If you want to repost to a group a message that you received individually, ask the author for permission first.
- Give proper attribution.

Use these suggestions as a starting point to create e-mail etiquette rules that will help your team stay efficient and professional.

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