



# Vancouver District Parent Advisory Council

Meeting date: **September 12, 2013** Started: **19:03** Ended: **21:15**

Location: Vancouver School Board - 1580 W Broadway Room 120

Purpose/Notes: Regular scheduled meeting

Chaired by: Monica Moberg

Minutes rec. by: Claudia Ferris

## Attendance:

Present: Melanie Antweiler, Steve Baker, Diana Day, Claudia Ferris, Stefanie Gajdecki, Iraj Khabazian, Ivy Leung, Monica Moberg, Colin Redfern, Mabel Sun

Regrets:

Absent:

Late:

## Guests:

(none)

## Meeting Documents:

- Communications Plan 2013.pdf

## Meeting Minutes:

### 1. Committee Business

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#### 1.1. Review Agenda

Monica Moberg

The agenda may be adjusted to provide for priority items and new items added. Once the agenda is accepted with changes, this will be the order of the business for the meeting.

**Status:** Completed

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#### 1.2. Report from Chair

Monica Moberg

The chair will provide an update on any business attended to between meetings and provide a brief summary of activities. Where possible, the chair will include a written report in this section prior to the in-person meeting.

##### Report:

Monica met with Patti Bacchus and VSB will be paying for a cell phone for the VDPAC Chair position.

Retired teachers are going to be available for history and background.

Regarding potential labour action, the VSB is going to be expected to pay for all of the new salary increases, could be between \$5-\$15 million and do not expect to go to strike action.

Ivy, Monica and Iraj had a meeting with Rick Crowchuck to finalize DPAC disbursements for expenses and will be receiving a new updated draft from staff in the next month.

**Status:** Completed

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#### 1.3. Treasurer Report

Iraj Khabazian

The treasurer will provide an update on any business attended to between meetings and provide a brief summary of activities as well as a summary of our financial position. Where possible, the treasurer will include a written report in this section prior to the in-person meeting.

##### Minutes:

Motion moved by Colin Redfern that we put forward Ivy Leung and Iraj Khabazian become signing officers and take Colin Redfern and Jennifer West off as signing officers.

Seconded by Mabel - passed unanimously

Motion moved by Colin Redfern that in principle we will budget professional development funding for Mabel Sun, details to be provided - seconded by Ivy Leung - passed unanimously.

##### Report:



Discussion of funding for professional development. Treasurer and Chair need to review the requests to make sure there is sufficient funding and that the information is sent to them prior to approval. All courses must be approved by motion so the professional development choices should be sent in by email prior to the meeting. The professional development should benefit the committee and will be approved by the whole committee.

**Status:** Completed

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#### **1.4. Other Internal Committee Reports**

This will include sub-committees of the DPAC such as the Advocacy Project, the PAC Celebration, Lower Mainland DPAC or other similar activities. If possible, a written summary will be provided in the report section.

##### **Minutes:**

Constitutional Review Committee had already done some work and Colin Redfern has offered to pick it back up and complete the process. Discussion about what needed reviewing and the comment is that the constitution is 10 years old and is a living document and could use a few tweaks in regard to meeting attendance. Comment that the best time to review the constitution is when there are no issues, such as with the current committee. Notes that the table officers definitions could be improved. Action item: Colin to report back, Ivy and Steve to contribute.

##### **Report:**

**Status:** Completed

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#### **1.5. Communications Coordinator**

Steve Baker

The communications coordinator will provide an update on any business attended to between meetings and provide a brief summary of activities. Where possible, the communications coordinator will include a written report in this section prior to the in-person meeting. For on-going projects or activities, there will be sub-reports outlined below.

##### **Minutes:**

Action item - Add to our list of issues and advocacy

1. ELL 2. mental health 3. immigrant parents issues and stakeholder organizations 4. fundraising 5. partnering with community stakeholder groups such as the neighbourhood houses that do before and after school care and perhaps strong start.

##### **Report:**

Reminder that each standing committee representative should have a chat with the Ctte Chairs to identify any issues that may come up and report back to DPAC so we can create background material and recommendations as needed.

**Status:** Completed

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##### **1.5.1. Lower Mainland DPAC**

Steve Baker

The communications plans included the outreach to other DPACs in the Lower Mainland of Vancouver. The liaison with other DPACs provides the opportunity to identify common issues that are of concern to all Districts in the Lower Mainland. Ongoing communication with other DPACs will assist in Vancouver DPAC being a leader in the parent advocacy.

##### **Minutes:**

Action item: Colin to take the lead on Lower Mainland DPAC meeting on November 13, 2013 at Danza building. Colin will submit a budget and theme first week of October. Claudia to send all the Lower Mainland notes to Colin and the Chair says that Colin may access staff. Note that we have a regular scheduled meeting on November 14th.

Diana moved that we replace our regular meeting with the DPAC Lower Mainland Meeting November 13th, 2013 seconded by Stefanie. Passed unanimously.

**Status:** Completed

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##### **1.5.2. Surveys**

Steve Baker

The communications plan included the opportunity to survey the Vancouver PAC leaders and, where appropriate, parents within the Vancouver School District. This provides the DPAC Executive an



opportunity to reflect a more informed perspective of the PACs we represent from a District perspective.

**Minutes:**

Action item invite all of DPAC to send questions for the next survey on transitions and bullying to the communications person to help us create the survey.

**Report:**

Note that next survey should be around bullying and transitions.

Note that the majority of parents were concerned about how best to support their children and keep them safe, no bullying and internet safety.

Discussion about curriculum - aboriginal material is lacking.

**Status:** Completed

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**1.5.3. Workshops**

Steve Baker

One of our objectives includes providing workshops of interest to PACs and parents. Workshops have included PAC 101, Treasurer 101, Parents as Career Coaches and general interest workshops or speakers of interest to parents. Additional workshops and speakers can be organized throughout the school year at the discretion of the DPAC Executive.

**Minutes:**

Action item communications coordinators to prepare an email or phone script invite for direct PAC contact by the executive members. Note to invite the new community liaison coordinator Jen Hill.

**Report:**

October 17, 2013 PAC 101 Colin and Ivy to lead, Treasurer 101 Monica and/or John Puddifoot, PAC 201 - parliamentary procedures and process Steve Baker to lead

Structure of city-wide - introductions, short welcome by VSB leadership and DPAC leadership

Then 45:00 minutes in workshops

Then reconvene for a discussion - what should it be about?

It should be targetted and focussed - are we collecting information, what is the purpose of the conversation - is it getting a long list or targetting three hot topics with a workshop outcome from that discussion. We could invite people with their questions and we try to answer them to build value to them. Suggestion that we ask people to bring three questions and pop them on a board and the rest of the executive look at the questions and then answer. Post it and sharpie on each chair so people can just stick it on a wall. The rest of the team can sort them and answer some of them.

Stefanie would like an invite that can be emailed to the school. Steve will also be sending every DPAC rep the phone numbers of all the PAC Chairs and for the nine schools that we don't have email addresses for, we need to contact the principals directly.

Report November 5th and 12th Parents As Career Coaches at Churchill.

**Status:** Completed

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**1.6. Media Coordinator**

Claudia Ferris

The DPAC Communications Plan includes a coordinated strategy for dealing with education issues within the media. Utilizing a media coordinator provides the opportunity to support and organize the appropriate executive members to speak to issues of interest in the media.

**Report:**

We launched the year with a feature in the Vancouver Courier by Cheryl Rossi, who interviewed Monica about VDPAC plans for the 2013/2014 school year and shared all our goals. Colin Redfern was on CKNW's Bill Good show for the first week of school about traffic safety around schools. Mabel Sun will be participating in a documentary about fundraising with Fairchild TV.

**Status:** Completed

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**1.7. Communications Plan**

The Communications Plan was adopted out of the annual retreat and is the working document for the goals and objectives for the school year. This is the guiding document for activities of the DPAC Executive and the communications coordinator. The plan may be adjusted for unanticipated issues but this is primarily DPACs working document for the school year.

**Status:** Completed

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Steve Baker

**1.7.1. Funding**

The Communication Plan includes assessing fundraising versus funding. As part of the advocacy project for "invest in our children", the ongoing accumulation of funding challenges and fundraising challenges within the District will be monitored to allow for informed comment from our DPAC Executive.

**Status:** Completed

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**1.8. PAC Celebration**

Steve Baker

In recognition of the volunteers from PACs that assist in parent advocacy and support DPAC initiatives, DPAC has established an annual event for recognizing these volunteers. The annual celebration provides the opportunity for DPAC Executive members and PAC Executive members to meet in a more casual environment to share stories, concerns and celebrate successes in mutual objectives. The entire DPAC Executive is involved in planning and participating in this event.

**Minutes:**

Stefanie moved to put a deposit on the Heritage Hall for May 14, 2014 seconded by Colin

Passed unanimously.

**Resolution #:** 1

**Status:** Carried

**Vote:**

**Report:**

Move to authorize a deposit for the rental of Heritage Hall for the Annual PAC Celebration.

Discussion of which date to choose, either Wednesday or Thursday since most PAC meetings are Tuesday or Thursday - DPAC executive discussed and agreed that the date should be Wednesday.

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**1.8.1. Date of Celebration**

Steve Baker

Stefanie moved to put a deposit on the Heritage Hall for May 14, 2014 seconded by Colin

Passed unanimously.

**Resolution #:**

**Status:** Carried

**Vote:**

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**1.9. BCCPAC**

Steve Baker

Within our mandate, DPAC promotes participation of PACs in the Provincial organization (BC Confederation of Parent Advisory Councils). This includes promoting membership and active participation at the Annual General Meeting. Liaison with the BCCPAC Executive and other PACs throughout the Province assists in the promotion of our advocacy project on "Invest in our Children".

**Minutes:**

Stefanie Motion to authorize funds in the amount of \$75.00 to renew our membership to BCCPAC. Seconded by Mabel - passed unanimously.

**Resolution #:** 3

**Status:** Carried

**Vote:**

**Report:**

Motion to authorize funds in the amount of \$75.00 to renew our membership to BCCPAC.

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**2. Past Business**

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No Past Business

**3. New Business**

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No New Business



## 4. VSB Committee Business

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### 4.1. VSB Board and Committee Reports and Recommendations

DPAC Representatives to Committees and the School Board have the opportunity to provide input. When reporting on representation to Committees, the purpose of reporting to DPAC is to address issues of concern to DPAC and/or parents. Highlighting issues that are likely to be of future concern to DPAC or parents and to acquire guidance and input from members of the DPAC Executive is what needs to be addressed at Executive meetings. Other Committee or Board information is available publically and is available to the DPAC Executive so there is no need to share other business of the Committees or the Board with the DPAC Executive.

**Status:** Completed

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### 4.2. Board Highlights of Interest to DPAC

**Status:** Completed

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### 4.3. Committee I - Management Committee - Matters of Concern to DPAC

Monica Moberg

#### Report:

Item 2 - Recognition of Student Trustee - report to be returned to Committee regarding either course credit, or bursary or honorarium to student trustee- any thoughts to take back to committee?

Item 3 - VSB Advisory Committees - The committee would like a list of our committee appointments and also they will be sending us a list of additional sub-committees that we may be able to send representatives to. There is several lists of committees that will be collated and provided to us from the VSB. There is a brand new Committee called the Sustainability Advdsory Committee - FYI

Item 4 - Strategic Plan Update - presentation by Superintendent Steve Cardwell - please review on VSB website - all comments are appreciated.

**Status:** Completed

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#### 4.3.1. Advocacy Committee

Ivy Leung

**Status:** Completed

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### 4.4. Committee III - Education and Student Services - Matters of Concern to DPAC

Melanie Antweiler

**Status:** Completed

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### 4.5. Committee IV - Personnel - Matters of Concern to DPAC

Mabel Sun

**Status:** Completed

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### 4.6. Committee V - Finance and Legal - Matters of Concern to DPAC

Iraj Khabazian

**Status:** Completed

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### 4.7. Date Next Meeting

#### Minutes:

Next meeting will be September 26th Room 120 at 7 pm

**Status:** Completed

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### 4.8. Adjournment

#### Minutes:

Stefanie, Motion to adjourn, seconded by Colin - passed unanimously at 9:15 pm

**Status:** Completed

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Recording Secretary:

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Chairperson:

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Date:

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