



**District Parent Advisory Council**  
**No. 57 Prince George**  
[exec@sd57dpac.ca](mailto:exec@sd57dpac.ca) / [www.sd57dpac.ca](http://www.sd57dpac.ca)

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## Minutes - DPAC General Meeting

**Monday March 2nd, 2020 @ 6:30p.m., Van Bien Training Centre**

### Attendance:

*DPAC Executive:* Andrea Beckett (Chair/ECHE), Kim Pryschlak (Vice-Chair/Quinson), Trudy Klassen (Volunteer Director), Amie Thibodeau (Director/Buckhorn), Nicole Laferriere (Director/DPSS), Christa Porter (Director/Glenview)

*PAC Representatives or Guests:* Laura McKersie (PGSS), Rickie Mitchell (Blackburn), Lotte Andersen (KRSS), Christine Taylor (Edgewood), Jodi Wilson (Heritage), Julie Anderson (Lac de Bois), Gillian Burnett (BCCPAC Treasurer), Joanne Vigue (Southridge), Tara Gauthier (Spruceland)

- 1) Call to order @ 1832hrs by Andrea Beckett (Chair); minutes being recorded by Rickie Mitchell
- 2) Adoption of Agenda and Adoption of Minutes from last month:
  - i) Adoption of the February 2020 Minutes *Motion:* Kim Pryschlak *Second:* Christa Porter
  - ii) Adoption of the March 2020 Agenda *Motion:* Christa Porter *Second:* Rickie Mitchell
- 3) PAC Networking and discussion
  - a) Questions and notes - PAC Facility Booking Form - It is unclear whether we receive an email confirming that the school is booked or not, no place to put email address - Christa emailed Cindy
  - b) Feedback in PAC Cafe - great ideas & networking, good food; attendee's present at meeting stated cafe was very worthwhile and would continue to recommend it other parents
  - c) Christa contacted by Foothills PAC - Playground enhancements questions/specific info that you need to get started. SD57 approved vendors & maintenance or approved contractors install, which takes time. Playground equipment is very expensive. Gillian: The Ministry has committed to maintaining the equipment so DPAC needs to find out how to get funding as it IS the Ministry's responsibility not PAC's to maintain safe equipment/playgrounds; DPAC reps attending the BCCPAC AGM/Conference in May to look into this further at that time and bring back information
  - d) Imagine Grant (local through the City) is open for applications now (activities/events to do with getting active & promotes healthy living).
  - e) Amie had a question about whether or not others had problems with getting the PAC email (possibly just Principal difficulties in understanding the function of the PAC email).
  - f) AB Ed events are for everyone (ex: make medicine wheel) and all invited to join in these activities; DPAC to post them on FB and webpage and let PAC's and parents know they are free and open to all.
- 4) Executive, Officer, and Committee Reports
  - a) Executive Board Report (Chair) - attached to Agenda as two PDFs
  - b) Treasurer's Report - attached to Agenda as a separate PDF
    - all cheques have been mailed out for insurance reimbursement
  - c) Director's Reports – Media Support – report by Christa Porter attached
- 5) Additional Committee Reports and Advising School District
  - a) Education Services Committee Meeting (Mar 2) - attended by Christa Porter - report attached
  - b) Catchment and Capacity (Feb 25) - attended by Nicole Laferriere - report attached to Agenda

- i) Notes on enrollment caps:
  - College Heights is restricting French Immersion to 40 students
  - Spruceland Traditional Elementary school - no more than 40 students
  - Polaris Montessori Elementary school - no more than 40 students
  - Ecole Lac Des Bois - no more than 60 students for French Immersion - The school has the capacity to have more students but they don't have qualified teachers to teach more classes. In addition, this restricts the enrollment at Duchess Park.
- ii) DP Todd has three modular units and will add three more. The Ministry will consider a capital expenditure when the school has nine modular units.
- iii) Heritage has three modular units that are aging and must be replaced.
- iv) PGSS and College Heights secondary schools will be given priority for the catchment revision. There are concerns about new neighborhoods such as the ones on University Way that increase capacity and further review and investigation on the impacts of these and other future neighbourhoods is needed
- c) Calendar Committee (Feb 13) - no DPAC Rep in attendance
- d) Education Programs and Planning Committee - attended by Gillian Burnett – attached to Agenda
- e) Food Security (Feb 27) - attended by Christa Porter - attached to Agenda

Motion to move rest of the Agenda until after partner groups - no objections

Partner Groups enter at 1930hrs - Anita Richards (Superintendent), Cindy Heitman (Deputy Superintendent), Trent Derrick (School Board Trustee), Joanne Hapke (Prince George District Teachers Association), No CUPE or DSAC Reps, Angela Zummack (Principal of Building Stronger Schools)

## 7) Partner Group Presentations

- a) Presentation on Building Stronger Schools (Angela Zummack)
  - i. Compassion based development team to help support the environment for learning/challenges - they assess then help build systems that support staff and students as well for all kinds of problematic situations that need other/better strategies, collaborative problem solving (will share 10 principal tools). To instruct teachers and support staff how to deal with certain situations in the moment. Trying to direct how to be more proactive rather than reactive. Note that kids are experiencing higher levels of stressors than in the past and thus this program is extremely well received by staff and schools.
  - ii. How? Schools/principals/teachers/support staff can email and request this team to help.
  - iii. Where? Office is based out of Westwood Elementary.
  - iv. Patterns? Yes and no. Some patterns emerging but will know more at end of the year about learning and how stressors &/or traumas effects learning; too early in the program to note trends yet.
  - v. Kids These Days by Dr. Jody Carrington - recommended reading (& apparently she does a good presentation for parents if this is ever an opportunity to see her presentation good to see)
  - vi. How long? 3 year contract - have targets that they measure
  - vii. CPI with bus drivers starting tomorrow.
  - viii. Parent involvement? Parents don't reach out/access directly, but the parents are kept in the loop.
- b) Review questions
  - 1. As discussed at the last DPAC meeting, can we please see the current and past Organizational Charts for the District?
    - a. Answer: Yes, handed out and explained by Anita -working on updated job descriptions; reviewed current Org Structure and no questions or concerns raised by those in attendance.
  - 2. The new Bylaws, Policy Manual, and Administrative Procedures are significantly different than what we currently use. Can we see where all existing policies now sit in the new documents? We currently only have the Policy Manual for review, can we get a copy of the Administrative Procedures? How and when will DPAC be invited to comment?

- a. Answer: Admin procedures are not part of board policy, they are instructions on how to implement policies. The intent of the Board was to be clear on their role and the central Admin Office role; there are differences between the two (goals are the same but the work is different). Procedures will be on the website but only after policies are passed (some is the same since 1979 so questioning relevance) or what is no longer applicable or appropriate has been removed or re-worked. Still working on it to give formal structure to PAC/DPAC involvement/participation and to give clarity by removing contradicting policies, etc. No process or timeline for this.
  - b. Andrea voiced concerns about gaps between what is proposed vs. the current state, primarily due to a lack of detail in the proposed structure/framework; the board had promised DPAC at several meetings that the proposed structure would be available for review prior to being voted on as a board and this was not done; DPAC again is requesting a 60 day review timeframe; did thank the Tim and the board for removing for vote from the agenda at the board meetings upon objection from partner groups due to no review period provided. Anita agreed to meet with the DPAC Policy Committee to review the map of where old/new policies sit and would arrange a time.
  - c. Gillian stated that when a parent goes online to try and find information, procedures, policies or simply how things are done and this is very difficult and confusing at present - many of these pieces are no longer in policy but then where or how would the average parent be able to find this information? School Board reps suggested DPAC and parents to look at other districts (such as New Westminster, North Shore, on Vancouver Island) websites to gain a better understanding of where the district is trying to get to in terms of all policies and procedures being online, easily accessible and cross linked as relevant - stated that the restructuring and policy and procedure review are all part of moving towards this goal (which DPAC agreed) .
  - d. Gillian is proud of this district's communication and is concerned we are losing that (which is essential for maximum effectiveness of parent & school board relationship) with the current proposed district operating structure.
3. Can you confirm what the upcoming Committee Meeting dates are? What can you tell us about the new meeting structure? When will they change?
    - a. Answer: Looking at Tuesdays (all 7 board members to be included so that they are hearing the full stories as a whole group).
    - b. Anita Richardson to send info/feedback on questions to the DPAC Policy Committee.
  4. Please explain what the motion made at the Board meeting regarding the Kelly Road name change meant. What exactly is the timeline and plan for public input and engagement regarding the Kelly Road name change? What are the specifics? When, where, and how will it happen? There are only a couple months to make a final decision and we encourage the District to move forward quickly so the school and community can adjust well before the end of this school year.
    - a. Answer: Clarification of the motion passed is: to engage in the process of looking at changing the name of KRSS to Shas Ti. Trent Derrick expressed that the process hadn't been developed yet & any process can start one way and end up another way. This means that the process will influence the outcome. Trent also expressed apologies in not realizing that the lack of clarity in the motion wording would result in such an intensely negative community response. A request was made to the board at the Balhast to consider the renaming of Kelly Road to incorporate the history of the area as a grizzly (Shas Ti) path. It was this request that the board attempted to bring forward in the motion that was passed at the board meeting in the face of transparency, however all partner groups admitted that they did not realize the extent of the impact such a motion would have and that the intent was not one of community disruption or creating a rift with the community. Trent, Anita and Cindy all stated that there were many lessons learned by the district as a result of the outcome and community response. Their goal now was to move forward with engaging the community on how best to reconcile and proceed forward.
    - b. Where is this process at now? The district is actively responding to all emails & calls, and is trying to continue to do so despite the volume of feedback. Anita stated that she is "heartbroken for the community and the rift that was created" & doesn't want to see students & families hurt.

Students are the first concern, Anita says and she is proud of students' conduct throughout all of this.

- c. The district has arranged for Sd57 administration and the board to have classroom visits with students to hear their thoughts and concerns directly, which will start on Wednesday as one part of the strategy.
- d. Additionally, the district has also pulled together a working group that will be meeting tomorrow, Wednesday March 4, in the afternoon to design a working process to include community voice and will consist of 1 KRSS teacher representative, 2 KRSS students, 1 KRSS support staff representative, 1 KRSS principal or vice principal, 1 KRSS alumni representative, 1 KRSS PAC representative, 1 Hart Community Association representative & 1 Lheidli T'enneh Elder, 1 Lheidli T'enneh Councillor, 1 SD57 Trustee and Superintendent Anita Richardson.
- e. The district will start with community engagement the first week after spring break. In the meantime the district has set up and dedicated email address for the public and students to send feedback, comments and suggestions to: [kellyroadfeedback@sd57.bc.ca](mailto:kellyroadfeedback@sd57.bc.ca)
- f. Amie recommends that the media should be held accountable to retract or correct false information (which was printed and tweeted during and after the board meeting where the motion was passed) & DPAC asked for clarification on whose job is it on the school board to deal with this - many reporters are acting dishonorably and did not use the actual motion that Trent Derrick specifically gave to them in an interview. Kim points out the fact that the wording of motions needs to be clear "plain English" for everybody without convoluted and potentially confusing political wording to help avoid such issues in the future - Trent agreed that there were lessons to be learned there. Lotte points out the talk about the cost being minimal is misleading because sports uniforms are very expensive (which the school PAC fundraised and paid for and were not paid for by the school) and there are many other things that have to be updated with the new name.
- g. Lotte and others are concerned that referring to the new "school" is incorrect. It is a new building but not a new school. The school is the community of people, not a building - all partner groups present did agree that this was correct. She also brought up how difficult it is to be called racist simply because of not agreeing with the name change and that this puts many parents and students in a difficult position to express their objections, feelings, and concerns. Trent Derrick stated this was something that he had not been consciously aware of but did agree that she brought forward a valid point.

c) District Student Advisory Council - Reported by Christa Porter - tabled

d) Senior Administration Report - Anita Richardson - tabled

e) Prince George District Teachers Association Report - Joanne Hapke

i. Bargaining - BCTF is at the bargaining table with a mediator with the province

f) CUPE Report - no representative

Partner Groups left at 2137hrs

Continued from #5 above:

f) School Board Meeting (Feb 25) – attended by Andrea Beckett - summary attached to Agenda

6) Unfinished Business

a) First Aid Course - Motion to organize a First Aid Course and subsidize the fee. Need a quote and dates. Andrea & Arlene (& Nicole has a contact?) will sort out & plan for end of Sept/beginning October.

b) Online FoodSafe - a lot of interest, but need to find out what Northern Health recognizes for what is required in schools (Andrea will find out)

8) New Business

a) Finance Workshop - 2 volunteers needed to help Gillian to find a date & time for training (Amie & Christa volunteered)

9) Other Business

- a) BCCPAC Conference and AGM Attendees (4) - expectations and interest, 2 BCCPAC travel grants (2 execs)
- b) BCCPAC Proxy Vote Form - Discussed the importance and process of proxy voting. Information will be posted on the DPAC website.
- c) Policy Review Committee - Gillian, Amie, Lotte, Trudy
- d) DPAC Constitution and Bylaws Review Committee: Motion to defer Made Motion: Kim 2nd: Amie
- e) Process for partner group questions for next month - write questions on form and put in box at the door
- f) Feedback on Kelly Road name change

10) Adjournment 2211hrs - Next meeting **Monday April 6, 2020 @ 6:30pm** at the Van Bien Training Centre

## Director Report – Media Support

Since taking on this role in May 2019, I have worked on researching and setting up communication and social media tools to assist the Executive with posting information for PACs and having various avenues for contact.

Here are some ways that we share information and that PACs can use to contact us:

1. Facebook – Prince George District Parent Advisory Council (search @sd57dpac and “like” us!) - Post parent resources, articles related to education, BCCPAC and DPAC news, announcements, and media updates.
2. Facebook Messenger – Prince George District Parent Advisory Council – send a private message for specific PAC or parent questions.
3. Facebook Group – Join SD57 PACs – for questions/discussion among PAC members
4. Website – School District 57 DPAC ([www.sd57dpac.ca](http://www.sd57dpac.ca)) – Post agenda, partner group questions, minutes, Executive/Treasurer/Director reports, Committee meeting updates, and information for PACs. MailChimp emails Web Updates at 4pm each day there is new content to a “Web Subscription” list.
5. MailChimp – SD57 District Parent Advisory Council – Periodic emails summarizing DPAC initiatives and information items to a “PAC Representatives” list.
6. Eventbrite – Used to register and pay for PAC Café, FoodSafe, and other events.
7. Email – [exec@sd57dpac.ca](mailto:exec@sd57dpac.ca) – Used to communicate with 8 Executive members.

Here are some tasks and initiatives undertaken:

1. Filter spam/pending emails to exec, unsubscribe from marketing lists if possible.
2. Turn off “Subscribe for email updates” option on website home page because suspicious email addresses were being added and caused concern.
3. Sort/remove old or suspicious emails from the MailChimp subscription lists.
4. List of all PACs in our District with current Chairperson and DPAC Rep names/email.
5. Create a calendar of Committee Meeting dates/times where attendees are assigned and we track written reports as a communication tool for the Executive.

Future tasks/projects:

1. Looking into accessing/forwarding [info@sd57dpac.ca](mailto:info@sd57dpac.ca) and [chair@sd57dpac.ca](mailto:chair@sd57dpac.ca).
2. Set up [DPAC@sd57learn.com](mailto:DPAC@sd57learn.com) email and work to get each PAC Chair set up.
3. Assist with BCCPAC Proxy Vote Form instructions and collection.
4. Further develop the “Resources” section of the website.
5. Communicate and train other Executive members on media support.

I feel that my administrative and coordination skills that I have developed in my career are well suited to this role. I am happy to be the detail-oriented, task-driven member of the Executive. ;) We will continue to progress toward our mandate of supporting parents by increasing our transparency and accessibility through social media posts and emails. I am open to suggestions!

Christa Porter  
DPAC Director

## Education Services Committee (Mar 2) – Christa Porter

Here are some updates from the committee meeting.

1. Annual Facility Grant - 5 Year Plan
  - a. Many roof projects
  - b. Spruceland parking lot - looking to start in June to ensure project is complete by September when new students/families come in
  - c. Science Lab renovations at PGSS - staff are being consulted to ensure it meets current learning standards
2. Energy and Sustainable Conservation Update
  - a. Many lighting improvements including dimming controls in classrooms for a better learning environment
  - b. New reporting tool for reporting carbon emissions. Talks with government stakeholders on climate action including how to introduce electric fleet vehicles.
  - c. Vancouver Island University research group is studying Pre and Post Occupancy Evaluation on Kelly Road Secondary. Evaluating the space on being conducive to learning and designed for environmental psychology. Data on lighting, air quality, noise, open spaces, cleanliness. including interviews with staff and students. Compare with a second study 1-2 years after the new building is occupied.
3. Kelly Road Secondary - Capital Project Update
  - a. Approx. 80% complete, drywall going in now, then painting and flooring. Looking at sound proofing in the canyon/atrium area using dust-free fabric. Planning lock up in May. Committee will tour in May or June.
4. Traffic Congestion at Schools
  - a. The Ad-hoc Committee on Workplace Culture set up a Working Group to evaluate traffic congestion at schools. Created a list of problems and what solutions are working or not working. Moving forward with 3 recommendations:
    - i. Create a Pamphlet to educate staff, students, parents on parking lot safety
    - ii. Create Promotional Videos using kids to explain importance of safety
    - iii. Start a Walk to School Campaign with training and motivation for students to participate - only at schools that are identified as having an issue and have safe walking routes
  - b. On the second Tuesday of the month, District Reps attend a Transportation Meeting with the City and reps from RCMP, ICBC, YRB, etc. and these recommendations will be mentioned.
5. Transportation
  - a. Working with the bussing contractor (Diversified) to address accessibility and inclusion on buses including mandatory full-size buses with wheelchair lifts. It is important that all children travel to/from school and field trips together.
  - b. Discussing cameras on buses to discourage bullying and gather evidence.
  - c. Possibly installing GPS trackers on buses to adequately record pick up/drop off times and delays.
  - d. EA staff are assigned to long bus routes (ie. McLeod Lake to Mackenzie) recognizing that many students need adult attention and supervision.
  - e. Bus drivers are receiving training from the Building Stronger Schools program.
  - f. Contract with Diversified is up in June 2020 so many of these issues will be resolved through the negotiation process.