



**AGENDA**

**October 4, 2012 – 7pm  
District Resource Centre  
6843 Central Saanich Road  
Victoria BC V8Z 5V4**

- 1) Welcome and Introductions
- 2) Approval of the Agenda
- 3) Approval of the Minutes – Attached
- 4) Reports from the Board Office – Keven Elder (regrets) Nancy McDonald
- 5) Report from Special Presentation – Vancouver Island Parent Conference Rep. – John Bird
- 6) Reports from COPACS executive
  - a. President: Nancy Borden
    - i. Policy 1100 – date and topic
    - ii. BCCPAC Education Leadership Conference – see attached
  - b. Board Committee rep: James Taylor/Barb Schultz – see attached
- 7) Old Business
  - a. Treasurers Report re: Year End Balances
- 8) New Business
- 9) Next Meeting – Nov 1, 2012
- 10) Motion to Adjourn



### Executive Meeting Minutes

September 13, 2012 – 7:00 pm

**District Resource Centre**  
6843 Central Saanich Road

Attending: Nancy Borden, Cathy Fountas, Steve Cooper, Barb Schultz, Sarah Ommundsen, Martine Lunke, Heather Carley, Tom Niemann; James Taylor.

#### 1) Welcome and introductions:

The executive members introduced themselves and shared their goals and dreams for our schools for the year to come. These ideas and aspirations included:

- Build good school communities, where each child feels at ease, and where the relations between the parents, teachers and students are harmonious
- See the diversity of learners accommodated in the district
- Promote better communication with the teachers
- Providing resources and workshops for parents
- Better address the needs of children with learning or physical disabilities, better match the qualifications of education assistants with the needs of the particular child they are helping, change hiring practices so that people with particular skills can be hired to help specific children, for example hire a person fluent in sign language to help a deaf child. Bring these issues to the forefront in the district and in the province.
- Improve children safety by better addressing issues such as bullying, abuse, neglect.
- Create a shift in thinking in the district, by addressing questions such as : what kind of life are we educating children with learning disabilities for? What can they achieve? Encourage SD63 to hire some staff with developmental disabilities.
- Bring families facing similar issues together
- Educate parents on the issues surrounding funding for public education in British Columbia.
- Provide a platform for meaningful exchanges between parent leaders at COPACS meetings. Take the time for PACs to share their successes but also the challenges they are facing. Provide a safe and supportive environment to discuss challenges. Make part of the COPACS meetings more grassroots.
- Improve the integration of international students with Canadian students and facilitate meaningful exchanges between the two. Take advantage of the incredible resource that international students from around the world represent, to expand the mind of Canadian students. Create programs or platforms that allow for this meaningful exchange to take place.
- Pay special attention also to the high-achieving or gifted children, so that they can remain engaged and fulfill their potential.
- Community, engagement, advocacy.

#### 2) Approval of the agenda:

Motion put forward by Cathy Fountas, seconded by Barb Schultz, motion carried

#### 3) Approval of the minutes from the June 13, 2012 meeting:

Motion put forward by Cathy Fountas, seconded by Steve Cooper. Motion carried

#### 4) Reports from COPACS executive:

**President: Nancy Borden:**

The chairs of the SD61 and SD62 would like to attend a COPACS meeting to talk about the Southern Vancouver Island Parent Conference. Nancy will invite them to come to the November Meeting. Nancy will also follow up with the Deep Cove PAC to see if their planned evening of information on the teachers job action is going ahead on September 19, in light of the new developments during the summer.

**Treasurer : Tom Niemann:**

COPACS currently has \$ 4973.29 in the general account, and \$ 5092.59 in the Gaming account. Tom suggested that we strive to have a similar balance in the accounts at the end of the year. It was suggested that we first track the year-end balances from the past 5 years to see if we are accumulating money instead of spending it on parent education and other programs. Tom will track the relevant data and report at the next meeting. The executive will then discuss what an appropriate year-end balance should be.

The meeting was adjourned at 8:45 pm.

A. Presentations and Questions

1. Student Advocate Wendy Walker

- Wendy Walker is the new incumbent of this .5 district position
- The position supports goal 1 of the Achievement contract by trying to connect with kids at risk of leaving school
- The position involves a variety of roles and activities. Typically school based teams will flag a student who may benefit from working with the advocate. Mrs. Walker likes to build relationships with these kids and their families before a crisis occurs. Other aspects of the position are supporting students transitioning to another school; tracking and re engaging students who have `dropped off the radar`; and connecting with outside agencies (i.e. Mental health agencies, Police etc.,)

B. Items for Discussion

1. Achievement Contract.

- Nancy Macdonald presented a briefing note on some of the student performance highlights and challenges for the 2012-2013 Achievement Contract.
- The final version of the contract was sent to the ministry of Education on July 15<sup>th</sup>.
- Different from past documents in that this year there are 3 goals (student success and engagement; literacy; numeracy) with the prior goal of social responsibility being subsumed into goal 1 (Success and engagement)

2. Update on WDYDIST (`What did you do at school today` Survey)

- Nancy Macdonald gave a PowerPoint presentation on WDYSIST and student engagement
- The district has 4 years of data with this survey to help understand student engagement
- Student engagement is the serious personal investment in learning.
- Student engagement is important because it helps develop critical thinking and boosts the acquisition of knowledge.
- Students want: interactive hands on; collaboration; connection to the real world; variety; and teachers who care.

3. Enhancement Agreement

- Scott Stinson Assistant Superintendent presented a briefing note on the year 3 report of the enhancement agreement.
- The year three report is based on the 2010- 2011 school year data
- Work is beginning on the year 4 report as Mr. Stinson would like to have that written before this May as this is the last year of the current agreement.
- The Assistant Superintendent would like to initiate a process for creating a new agreement before the old agreement runs out.
- The district is currently looking at getting a First Nations Advocate. Someone from the local first nations communities who can work with students and their families to

help find the best fit for the student regardless of program or school (i.e. the Tribal School or SD 63 programs).

- Dr. Kevin Elder noted that work is underway to try and create a process for cross enrollment between the two school boards.

C. Items for recommendation. (none)

D. Items for information. (none)

E. Future agenda items.

- a. Committee of the Whole -- Innovation Team

Finance and Facilities Committee

October 2, 2012

10:30a.m. -12:00

A. Presentations and Questions. (No items.)

B. Items for Discussion

1. Busing complaint and memo from Coordinator of Services

- Context: An official complaint was launched to the trustees by a parent of a student at Parkland Secondary. The parent was upset that after paying \$200 for busing the District did not accommodate for the earlier dismissal time on Fridays and expects the kids to wait 2 hours for the 3:30 pickup.
- Dennis Powell submitted a memo to the committee stating that Parklands has closed early on Fridays for more than 15 years and that the only change this year was the additional 8 minutes added to the afternoon schedule for all schools except secondary. It is possibly to reroute buses so that they could arrive at Parklands between 1:50 and 2:10 on Fridays at the added cost of \$5000.
- Discussion focussed on that due to the number of buses and scheduling for the other schools the \$5000 fix would be only limited to Parklands. As well it was noted that in the past efforts were made to liase with the municipal public transit to try and coordinate their schedule and busing with the district school closures.
- It was decided that it was not reasonable or fair to make accommodations only to Parklands, and that the students did have service on Fridays (albeit at a later time). The district should look at the issue further for next year with Dr. Kevin Elder taking the lead at trying to coordinate services with the public transit system. The board will contact the parent who launched the complaint to provide more information around the busing issue.

C. Items for Recommendation

1. Board direction on operating and capital spending

- At the Sept.12th board meeting a motion was passed to move \$350 000 from the 2011/2012 unrestricted operating surplus to the 2012/13 contingency fund to address identified challenges in class room configuration (\$200 000 in teaching and \$150 000 in educational assistant time).
- As of Sept. 26<sup>th</sup> the district has \$500 000 in its contingency fund; \$1 025 000 in unrestricted operating surplus; board controlled restricted operating surplus \$500 000; and \$2 445 000 in local capital surplus.

**Contingency (\$500 000).**

- At the last Finance and Facilities meeting staff were asked to produce a list of options that this contingency money should be spent on. The board was provided with 3 options. Based on the findings of the 2011 Working Groups tasked with identifying the gaps created with over 2 years of cuts and current pressures for 2012/2013 two lists of needs were created. List A consists of 9 items of top priority

- for a total expense of \$387 400. List B contained 9 other items of importance. The board could choose to fund option 1, 2 or some combination of the two (option 3).
- Most of the discussion centred on philosophical and practical implications of funding items given that the funding is not sustainable and is to address acute unforeseen expenses for this school year. It was decided that recommendations and briefing notes will be carried forward to be discussed at the board meeting.

**Unrestricted Operating Surplus \$ 1 025 000.**

- The Secretary-Treasurer recommended that the funding for two trade carpenter positions be paid for out of the 2011/2012 operating surplus for this year (original funding covering the positions is no longer available). The future of these position could then be decided in the next fiscal budget process. The recommendation will be carried forward to the next board meeting.

**Local Capital Surplus \$2 445 000.**

- These monies are not part of the operating grant but come from the sale of surplus properties. The secretary treasurer thought it prudent to develop a 3 year plan capital spending plan on how to use this money. The recommendation will go to the board for approval.

**Five year capital plan (2012-2017).** No new capital projects. Plan will be submitted for board approval.

D. Items for information (No items)

E. Future Agenda Items (No items)

## The 2012 Educational Leadership Conference

### ***Partnerships for Personalization: Leading and Transforming Together***

The BCSSA and the BCCPAC are among the seven partner groups presenting the 2012 Educational Leadership Conference, November 15–16 at the Vancouver Convention Centre. The conference offers the chance to share innovative practices. The program themes focus on leadership, school effectiveness and improvement. Click for information or visit <http://www.bcssa.org>

More spaces have been added but these are limited and on a first come first served basis. BCCPAC have also negotiated a 1 day rate of \$250. If you are interested in registering for the one day option please email the BCCPAC office at [info@bccpac.bc.ca](mailto:info@bccpac.bc.ca) Subject: The 2012 leadership Conference confirming your full name, SD#, PAC/DPAC and contact information by no later than Monday October 1 by 4.00pm.

BC Confederation of Parent Advisory Councils (BCCPAC)

Suite 200, 4170 Still Creek Drive, Burnaby, BC V5C 6C6

(P) [604-687-4433 ext. 100](tel:604-687-4433) ♦ Toll Free [1-866-529-4397](tel:1-866-529-4397) ♦ (F) [604-687-4488](tel:604-687-4488)

[www.bccpac.bc.ca](http://www.bccpac.bc.ca)