



VICTORIA  
CONFEDERATION  
OF  
PARENT ADVISORY COUNCILS  
556 BOLESKINE ROAD, VICTORIA, BC V8Z 1E8  
TELEPHONE (250) 475 4193  
WWW.VCPAC.CA

## **VCPAC AGM & GENERAL MEETING -**

**April 25, 2017**  
**at Oak Bay High School**  
**2121 Cadboro Bay Rd. Victoria**

### **AGENDA**

*VCPAC wishes to recognize and acknowledge the Esquimalt and Songhees Nations,  
on whose traditional territories, we live, we learn, and we do our work.*

7:00-7:05 – Introductions and Comments from Oak Bay High Representatives

7:05-7:10 – Agenda, Minutes and Financial

7:10-7:30 – Annual report:  
Financial  
Annual Report of Executive

7:30-7:45 – Break

7:45-8:45 – Election of Officers and Discussion of BCCPCC resolutions for May AGM

8:45-9:00 – New Business  
PAC congress/PAC 101 in May  
2017-2018 calendar  
Call for Award Nominations

9:00 p.m. – Adjournment

**Next Meeting VCPAC Mtg & Awards Night**  
**Tuesday May 30, 2017**  
**S.J. Willis 923 Topaz**



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VCPAC General Meeting  
January 24, 2017 at Shoreline Middle School

**Present:**

**REPS:** Starr Munro (CTS), Swati Scott (Esquimalt), Ted Godwin (James Bay), Valerie Montague (Lambrick), Krista Moffett (Macaulay), Deidre Murphy (Monterey), Lisa Gunderson (Mt Doug), Marketa Lund (Quadra), Kelly Acker (Reynolds), Morley Bryant (Shoreline), Jodi Whiteman (South Park), Raymond Moss (Spectrum),

**NON-VOTING:** Audrey Smith (VCPAC Chair), Karen Anderson, Norm Tandberg, Peg Orcherton, Deb Whitten

**Introductions**

Welcome by Morley Bryant, Shoreline PAC Chair

**Agenda, Minutes and Financial**

No Quorum.

Agenda - accepted

Minutes – add emergency preparedness as topic for radio interview in November minutes.

Financial Reports – for information

**Chair Report**

**Activities Since Last Meeting**

**Correspondence** – there have been several requests for interviews but VCPAC has nothing new to add.

**Kindergarten Waitlists** - A hot topic seems to be waitlists for kindergarten but they only started this week. This requires evaluation of what is happening in our district and planning for the future. VCPAC and parents are participating in the district committees to discuss the concern of not having enough space in the schools of choice. The four committees are: long-term facilities committee; registration and transfer committee; French advisory council; and the equity committee.

The February VCPAC meeting to be held at Cloverdale will focus on the student registration and transfer process. A survey is planned to come out after this meeting and possibly a public forum.

**Voice at the Board** – the Public Engagement Committee has met once and will meet again next week. Audrey has researched courses of action. At this time there has been no progress.

### **District Code Discussion – Dress and Conduct**

Deb Whitten discussed the district motion regarding a district code of conduct and dress. They are looking for a way of infusing values into a code of conduct to reflect the district strategic plan. This would be an overarching value statement that the schools will use to develop their own codes of conduct. They would like to move away from prescribed dress codes.

The questions asked were: “What are your thoughts on having a district code of conduct?” and “What values do we want to ensure are in our district code of conduct?”

Discussion ensued and Deb took notes.

### **Volunteer Policy**

There was conversation on what was discussed at PAC meetings. The draft document was generally supported. There were some questions that came up that will be sent for clarification/consideration.

**ACTION:** VCPAC will send in comments, any PAC wishing to send in their own concerns/comments, should send them directly to super@sd61.bc.ca.

### **District Calendar**

This year and the proposed district calendar for the next two years has spring break during the last two weeks of March which will affect VCPAC meetings during those months. Our current bylaws require us to have 8 meetings during the year.

**Notice of Motion** - Audrey proposed bringing a motion forward at the AGM to amend the bylaws by changing the number of meetings from 8 to 7 or 8 (or just 7).

### **Committee Reports**

**Equity Committee** – just met for the first time to define what they are going to do. Looking at guiding principles, demographics, general dialogue and prioritize. Thomas Thompson is the head of the committee. The 1<sup>st</sup> meeting will be held on February 2.

**Student Registration and Transfer Committee** – committee has met twice and is now in full swing. They are developing a survey to go out at the end of February and were given a 10-page document in preparation for their next meeting tomorrow. Looking at population growth spots and where students are travelling from and asking why.

**ACTION:** Advertise survey and next meeting at Cloverdale to try and increase the survey response rate.

**Middle School Committee and French Advisory Council** – these two committees are both seeking parent representation.

### **What's Next for VCPAC**

How do you want the board to communicate with VCPAC?

- Consistent parent representative at the board table and committee meetings.  
Recognition of the rep as the official representative of parents
- Board rep at VCPAC meetings
- Possible addition of Liaison Portfolio

What would make VCPAC more relevant to you?

- Insight of the district process
- District issues
- Sharing information
- Representation of school guiding policy
- A stronger voice
- Strengthen our numbers
- Resources – networking, training, knowledge
- Elected VCPAC liaison to board

Summary – We will redirect our efforts toward making VCPAC a stronger voice through focusing on our resourcing to PACs and focusing on our relationships with senior administration at the district.

**ACTION:** Plan a PAC Congress

**ACTION:** Take a look at VCPAC liaison position to see if an amendment to bylaws is necessary.

**Next Meeting** – February 28, 2017 Cloverdale Traditional School (3427 Quadra Street)



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**VCPAC General Meeting  
February 28, 2017 at Cloverdale Traditional School**

**Present:**

REPS: Nicole Strong (Arbutus, Frank Hobbs), Starr Munro (CTS), Swati Scott (VCPAC / Esquimalt), Ted Godwin (James Bay), Valerie Montague (Lambrick), Krista Moffett (Macaulay), Deidre Murphy (Monterey), Lisa Gunderson (Mt Doug), Kelly Acker (Reynolds), Audrey Smith (VCPAC / Spectrum)

NON-VOTING: Karen Anderson, Norm Tandberg, Andrea Carey, Marisa Monteleone, Grace Kerr, Sarah Harrison, Piet Langstraat, Jennifer Millar, Sarah Stark

**Introductions**

Welcome by CTS Principal, Renee Pick and PAC Chair Starr Munro

**Agenda, Minutes and Financial**

No Quorum.

Agenda - accepted with Chair Report additions

Minutes —

**Chair Report**

**District Committees**—The Middle School Review Committee will be meeting on March 9. We need one parent who has or had a child attending middle-school. The meetings usually take place from 3:30 to 5 pm.

**Call for VCPAC Executive Positions**—any SD61 parent, who is not an employee of the district, may be nominated by any SD61 PAC. Send nominations to [info@vcpac.ca](mailto:info@vcpac.ca).

**Call for VCPAC Award Nominations**—nominations are now open. An award package will be sent out to all PACs and information will be available on the website. Norm Tandberg is the Award Committee Chair

**May General Meeting**—The May meeting will be held on May 31 so as not to conflict with the SD61 Board Meeting.

**SD61 Volunteer Regulations**—The draft was brought to the SD61 Operations Meeting there was a lot of discussion but no consensus. More consultation is needed. When there is a new revision, they will be shared with us.

**SD61 Code of Conduct**—This is more of a values statement so as not to be prescriptive. Gone back to Deb Whittent to add more guidance and definition.



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**Services Design Team** (Ministry of Advanced Education)—There will be a workshop for parents of future university students to come and tell them what we need as parents and students. March 16 Location TBA. A notice has been sent to high school PACs.

**ACTION:** Post on website and in Snips

**Field Trips to USA**—It was decided that school PACs should discuss at the school level and we should have a special VCPAC meeting to discuss. For paid trips there has been consultation with the principals, unpaid future trips have been postponed. **Typed** to enter text

### **Student Registration and Transfer Policy and Survey Discussion**

This presentation was made by Piet Langstraat and will be posted on the VCPAC website.

The media launch of the survey will take place on March 6 and there will be an info night.

**ACTION:** post slideshow, info night and information about the survey.

**Next Meeting**—April 25 at Oak Bay High School



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Victoria Confederation of Parent Advisory Councils  
 Balance Sheet  
 (Unaudited)  
 April 24, 2017

ASSETS

CURRENT

Cash - Coast Capital, General	\$12968.79
Cash - Coast Capital, Gaming	385.83
Coast Capital Shares	<u>5.00</u>

TOTAL ASSETS	<u>\$13359.62</u>
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LIABILITIES

CURRENT

Accounts Payable	<u>0.00</u>
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ACCUMULATED SURPLUS

SURPLUS - Start of Year

Operating	<u>8,196.31</u>	8,196.31
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Operations - Current Year	<u>5163.31</u>
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SURPLUS - End of Year

Operating	<u>13359.62</u>	<u>\$13359.62</u>
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TOTAL LIABILITIES AND EQUITY	<u>\$13359.62</u>
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Victoria Confederation of Parent Advisory Councils  
Statement of Receipts and Disbursements  
(Unaudited)  
From June 1, 2016 to April 24, 2017

	Actual	Budget	Over (Under)
<b>RECEIPTS</b>			
School District 61 Core DPAC Funding	\$9,123.14	\$9,000.00	\$123.14
Direct Access Funding	2,500.00	2,500.00	0.00
Interest & Other	2.25	5.00	(2.75)
	<u>11625.39</u>	<u>\$11,505.00</u>	<u>\$120.39</u>
<b>DISBURSEMENTS</b>			
BCCPAC Conferences	\$1521.67	\$4,000.00	(\$2478.33)
BCCPAC Registration Fees	1,125.00	1,200.00	(75.00)
Meeting Costs	194.84	1,000.00	(805.16)
Office and Secretarial Services	918.00	2,000.00	(1,082.00)
Office Supplies and Miscellaneous	64.42	500.00	(435.58)
PAC Congress	0.00	750.00	(750.00)
PAC Development Fund	169.66	500.00	(669.66)
Recognition and Honorariums	40.00	600.00	(560.00)
Seminars and Workshops	260.00	2,000.00	(1740.00)
Vancouver Island Parent Conference	2,280.00	2,280.00	0.00
Website and E-mail Service	227.81	500.00	(272.19)
	<u>\$6462.08</u>	<u>\$15,330.00</u>	<u>(\$8867.92)</u>
Excess (Shortfall) of Receipts over Disbursements	<u>\$5163.31</u>	<u>(\$3,825.00)</u>	<u>\$8988.31</u>