



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

GENERAL MEETING– November 26, 2019 at Sir James Douglas

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 p.m. – Welcome to Sir James Douglas school.

Approval of the Agenda,
Approval of the September Minutes
Approval of the October Minutes
Approval of the November Minutes
Call for executive positions open

7:10 p.m. – Month In Review

Education and Policy
Operations
BCCPAC Resolutions
DRAFT : Inclusive Learning Survey

7:30 Long Term Strategic Plan

Introduction and discussion

7:55 p.m. – Refreshment Break

8:00 p.m. Long Term Strategic Plan

Break out groups

8:40 p.m. Long Term Strategic Plan

Sum up and Discussion

9:00 p.m. – Adjourn

Have you signed up to receive the weekly VCPAC SNIPS eNewsletter? Subscribe via our website at: vcpac.ca

2019/20 VCPAC general meeting dates

February 25 Cedar Hill | April 28 AGM Oaklands | May 26 Awards Night Quadra

Next Meeting February 25 Cedar Hill

Date Sept 24 VCPAC Meeting

Location: Campus View

Minutes – prepared by Kristil Hammer

VCPAC Meeting called to order at 7:00pm

Present:

Voting Members – Allison Hyatt (Central), Elena Schultz(Doncaster), Starr Munro(Cloverdale Traditional, Glanford), Sean BirdSell (Marigold), Lori Wallis(Mt Douglas), Monet Howard(Willows), Janine Konkel(Campus View), Audrey Smith(Spectrum),Persia Knight(Esquimalt), Jennifer Childs(VicWest), Amanda Broad(Macauley), Becky Powsey(Frank Hobbs/Arbutus), Kristil Hammer(South Park Family School), Pauline Roberts(Lambrick Park/Reynolds), Mark Lorie(Oak Bay High)

NonVoting – Trustee McNally

Approval of the Agenda – A motion to accept the agenda was passed unanimously.

Approval of Meeting Minutes – The minutes of the May VCPAC meeting was passed unanimously.

Approval of Budget – The treasurer provided a report on the Budget. A motion to approve the 2019/2020 Budget was passed unanimously.

Discussion about the BCCPAC Summit – happening in Richmond on Nov. 15, 2019. VCPAC hopes to send two delegates.

Request for feedback from schools about:

- the implementation of the new boundary changes and impacts.
- District volunteering policies and question whether there is a consistent welcoming of parents into schools across the district.

General discussion about Vic High timeline for renovations.

Specific discussion about continued experience of lack of supports for children with atypical learning needs, and the complicated framework of advocacy for their children for increased supports.

Presentation by GVTA regarding bargaining with the Province.

Discussion about SD61 “Donate” options on website for each school. Concern over tracking and reporting funds donated by parents for PAC purposes and control over funds.

Discussion about PAC authorised spending processes, including suggestion of policy of spending PAC money only on a motion.

Discussion about need for VCPAC input on Policy review by Board, as the policies contain the Board’s promises to parents as to how it will make decisions and deal with certain issues as they arise. The Board policies effectively set out the sum total of parents rights.

Discussion about Parent Education Fund, which is a fund that gives each PAC up to \$250 to host parent education events, and how many schools are coordinating events.

Discussion of, and call for volunteer, to sit on the French Immersion Committee at the District Level – Allison Bottomley volunteered.

Meeting Ajournd 9:10pm

Next Meeting:

Tuesday, October 24, Central School

October 24, 2019 VCPAC Meeting

Location: Central Middle School

Minutes - by Janine Konkell, Director

VCPAC Meeting called to order at 7:08pm

Present:

REPS - Starr Munro (VCPAC, CTS, Glanford), Elena Schultz (Doncaster), Lori Wallis (Mt Douglas), Sean Birdsell (Marigold), Kristil Hammer (South Park), Allison Hyatt (Central), Mark Loria (Oak Bay), Jennifer Childs (Vic West), Nicole Nyvall (Colquitz, Spectrum, Tillicum), Janine Konkell (VCPAC, Campus View), Chris Reck (Hillcrest), Aly Smith (Northridge), Audrey Smith (VCPAC, Spectrum), Alison Bottomly (**Lansdowne**)

NON-VOTING - Jodi Whiteman (VCPAC), Lisa Gunderson (Mt Doug),

Immediate Action Item: Janine Konkell to contact Diana Kool about school access for VCPAC meetings (locked out of Campus View, library double booked at Central). Ask school district administration to send reminders to schools about bookings, making sure janitorial staff are actually informed of meeting and that administrative staff at each school earmark that library is being used by VCPAC, so as to not double book it. (Janine contacted Diana on October 27 via email about concerns).

+ No September minutes to approve.

+ Agenda - accepted.

Chair's Report from most recent Board Meetings:

- Vic High Land Use is being reviewed. Work on the actual school to (hopefully) begin in Spring 2020.
- Inclusion is a "hot topic" button - a variety of parents spoke at meeting regarding lack of transparency about EA problems, how SD61 plans to actually meet the needs of all of it's students.
- Jodi has regular meetings with Superintendent Shelly Green to discuss topics like:
 - inclusion (getting parent input about school programs, using Inclusion Committee to help guide Inclusion survey SD61 parents will receive from SD admin sometime in November to gather useful feedback about current system)

- getting clarification on the school cash online donations (donation buttons earmarked for school PACs - how it works, how does a school's PAC know about funds, get access to funds)
- late french immersion
- other pertinent topics

Donations – School Cash Online:

Almost all SD61 schools have a School Cash Online button on their school website. When accessed, this system allows for:

- Payment of books, school clothing, lunches, lockers, donations to school, athletic program costs, etc.
- Donations to be made to each school's PAC.

How the money is earmarked by the website is through a drop-down menu (user chooses the school or the school's PAC).

Important Points:

- Financial clerks at each school have varying degrees of training on how to use the system.
- It's unclear for some school PACs how to find out how much money is earmarked for them, and even how to access it (the school's admin are the ones with access to the money).
- Donations have been made and still haven't appeared in the PAC's account (Sean Birdsell at Marigold tested this).
- PACs do control these funds.
- PACs should receive reports of funds when they ask the financial clerk for a report.
- PAC Presidents and Treasurers should work with the schools' Principal to review school vs PAC donations to better understand how much \$\$ has been donated to either group, to help plan for how money can be best spent by both groups.

Action Items: (For Treasurer, Audrey Smith)

- Ask SD61 administrators how larger donations sent to SD for tax receipt purposes but designated for a specific school/PAC are earmarked to be sent to that school/PAC, and show record trail that "said donation" actually is given to the designated school/PAC.
- Consider hosting a PAC Treasurer meeting - ask SD61 financial administrators to answer questions any school Treasurer may have about the position, rules to follow,

how to access funds, work with financial clerk, etc.

Communications:

(copied below are Starr Munro's notes from the agenda item she spoke to during our meeting asking VCPAC reps for recommendations on how to improve VCPAC communications to parents)

1) SNIPS

Challenge: Not all VCPAC Reps or PACs are getting SNIPS Weekly Announcements. SNIPS is subscription based.

Solution/ACTION:

1. Reminder at meetings that SNIPS exists and how to subscribe
2. Regular reminders in monthly meeting Agenda Email about SNIPS
3. School Liaisons to remind contact schools about value of SNIPS
4. Explore other avenues for sharing content on SNIPS (share SNIPS Archive)

2) Pre & Post Board Meeting & Board Committee Meeting Updates

Challenge: Engaged parents are looking for "easier" ways to know what is going on at Board without having to attend meetings, slog through meeting minutes & large agenda pack ups.

Solution/ACTION:

1. Continue to do a quick summary of key agenda items of interest to parents in weekly SNIPS **prior** to the Board or Committee Meetings
2. Provide a quick summary of key items of discussion that might be of interest to parents in weekly SNIPS **after** Board or Committee Meetings.
3. Clearly communicate when "calls to action" may be warranted to parents on a particular topic

3) Better sharing of Meeting Minutes

Challenge: Meeting minutes are posted to website after they have been approved. We don't have quorum at all meetings to always approve minutes. Some parents would like to be able to review meeting minutes for meetings they cannot attend.

Solution/ACTION:

1. Consider possibility of posting draft meetings from last meeting with Agenda for next meeting for parents to review.
2. Consider emailing out approved minutes (after they have been approved) in SNIPS
3. Consider regular opportunities to share link on website to listing of Meeting Minutes for the current year (in SNIPS or with monthly meeting agenda)

4) Big Issue Topics & VCPAC Positions / Letters

Challenge: On large big issue topics in which VCPAC is or isn't taking a position, the larger parent group may wish to provide feedback to VCPAC or have some understanding of the position VCPAC is taking in advance of the position being "formalized."

Solution/ACTION:

1. When possible give heads up on main points or positions of VCPAC position (or lack of position) and allow for feedback. This may need to be done in a meeting and/or via email.
2. On big topics where parents/PAC's may disagree with VCPAC position, provide encouragement, resources and discussion of processes for parents/PAC's to ensure their position or voice is contributed/heard separate from VCPAC.
3. Letters to Board or News Releases from VCPAC do not need to be reviewed in full by parents in advance of submission. However, key VCPAC ideas/position statements/perspectives may want/need to be shared in advance to help with effective formulation and representation of parents as a group.

5) System for asking/collecting parent focused questions at Board Meetings

Challenge: VCPAC Executive Members would like some direction on how best to get information from Board or questions answered by Board, on topics of interest, to ensure parent concerns and voice being recognized by Board (and to better inform VCPAC and parents on topics of interest)

Solution/ACTION:

1. Develop two way communication system to collect questions from parents/PAC's to

- submit to Board and to be able to report back on responses
2. Assign Executive Member to be "question collection" person on monthly basis
 3. Use weekly SNIPS & VCPAC meetings to collect parent questions
 4. Use weekly SNIPS or VCPAC meetings to report back on answers to questions

6) Better promotion of VCPAC Website as a resource

Challenge: VCPAC website contains a great deal of useful information and resources for parents, but unless parents know to go there to look for specific things they are not always using it effectively.

Solution/ACTION:

1. Use SNIPS to provide reminders and links to useful website resources (be specific).
Pick different items/topics/resources to share monthly.
2. Use VCPAC meetings to provide reminders about website as a useful resource for specific resources/items.

7) Better understanding primary focus, goals and role of VCPAC at given time

Challenge: Some parents want VCPAC to focus on being successful on representing parents/PAC's on "big issues," some want VCPAC to focus on making PAC's more successful, some want VCPAC to focus on helping with individual school PAC/parent related issues.

Solution/ACTION:

1. Develop and communicate (to larger VCPAC parent body) the strategic focus of VCPAC for a given time (monthly, quarterly, annually).
2. Take time to do "strategic planning" sessions or discussions and report back on all areas of parent support/advocacy (systemic and localized)
3. Keep meeting Agenda focused on strategic plan (with room for new unpredicted items)
4. Executive Committee to develop a strategic plan and "report back" processes

8) Opportunities for PAC's to to share and discuss challenges/successes at their

schools, to resource share and network

Challenge: Some parents are looking for more opportunities to connect with other PAC's, to share their stories (successes & challenges), to check in on if issues are systemic, and to resource share.

Solution/Action:

1. Create more formalized opportunities for PAC's to share their challenges and successes and connect with other parents.
2. Consider securing time regularly in VCPAC meetings to provide parents to discuss topics of interest (outside the scope of the Agenda items). Could include larger group or have break out sessions.
3. Consider holding special event (a single VCPAC Meeting, PAC 101 or PAC Congress, or other) to allow parents and PAC's to connect with one another and share resources and knowledge

Inclusion Plus Committee:

As a reminder, SD61's new approach to inclusion → reintegrate students into classrooms.

- The new model is human resource rich, and currently, the school district is doing a poor job of meeting students where they are.
- There is often chaos in the classroom.
- They are promising unique programming if needed, but are also cutting or considering cutting it (ie: Braefoot, Arbutus Low Incidence Program).
- IEPs are not being implemented.
- There is an EA shortage.
- Trustees are not receiving information in a cogent way to understand what is being implemented correctly or being completely missed.
- Parents don't know process/procedure for how to best get their child's needs met. SD61 Policy 1155 explains how to cycle through a complaint process.

VCPAC members Kristil Hammer and Audrey Smith are on the Inclusion Plus committee.

- There are 40+ parents currently engaged on the committee, discussing pertinent topics as to how SD61 is rolling out their new policy, what is being missed, what parents are experiencing with their children, what schools and teachers are experiencing with students in classrooms, etc.
- The Committee is proactively creating survey questions (with the guidance of an

expert) they would like to see included in the SD61 Inclusion Survey that the district administrators want to roll out in November. They plan to work through the Policy Committee Meetings (November 4th meeting) to get their voices heard.

One VCPAC member asked for clarification on what VCPAC/Parents would really like to see implemented in the school district. Responses from around the room:

- That the school district created a model tailored to the actual needs of the students. Each student's learning need is reviewed and put into consideration for best choice of action:
 - integrated into classroom (potentially with an EA);
 - attends a special program at a designated school with educators who can meet the student's learning needs where they are (Arbutus Low Incidence);
 - attends a designated school for more intensive learning needs (Victor School).

Action Item: (for all school VCPAC Reps to do)

Talk to the parents at your school. Are there stories of struggle, lack of understanding, needs not being met, successes? What's happening out there?

General PAC Comments/Questions:

Water/Earthquake Kiosks -

One school asked how others stock their earthquake preparedness kiosks at their schools for drinking water needs. Campus View Elementary suggested contacting Mt Doug Springs water company. The school can order 5 gallon jugs, pumps to add to the top of the jugs and cups to drink from. This cuts down on plastic waste from individual water bottles. Mt. Doug water needs to be replaced every 2 years - simply contact them and they will come out and rotate water supply.

Parent Education Night -

- SD61 has finally updated their form for PACs to complete to receive Parent Education funds to support continuing education opportunities. <https://www.sd61.bc.ca/parent-student-resources/parent-education-fund/>
- EventBrite has become a popular tool for registering parents - links to register can be shared with multiple schools; reminder emails are sent before the event.
- Parent Ed night at Doncaster - New Math with Nikki Lineham
- Parent Ed night at Hillcrest / Arbutus - Child Anxiety (elementary / middle school)

focus)

- Parent Ed night at Spectrum - Social Media Internet use brain development with Jesse Miller

Next Meeting:

Tuesday, November 26, Oak Bay High

- g. Transition planning (grade to grade and after high school)
- h. Human Supports (eg. Specialist, Teacher, Indigenous Elder, SOGI Advocate, Educational Assistant)
- i. Prompt and accurate formal assessment of students
- j. Comprehensive and meaningful communication on student progress
- k. Schools and classrooms that are welcoming and provide inclusive learning environments
- l. Professional Learning opportunities
- m. Accessible Technology

5. Are there other areas of accessibility and inclusive learning environments that are important to you? Please tell us more.

6. The Greater Victoria School District's definition of inclusion states that inclusion is a way of thinking and acting, grounded in the belief that, with the right supports, every learner can be successful in their classrooms and school. All students have an authentic sense of belonging in their school community and are supported to develop their full potential in the academic, social-emotional and physical domains.

Do you believe that this definition serves students with diverse needs? Please tell us more.

7. What should we, as a district and learning community, be striving to achieve through inclusive learning environments?

8. How would you like us to share information or include you in conversations as we continue our work in inclusive learning environments?

- a. In person

b. Email

c. Other: _____

Definition of terms:

Accessible spaces: Spaces that are located near classrooms and open to use by students needing a quiet, calm and safe space to regulate.

Accessible Technology: Technology that's been designed with the needs of a lot of different users in mind. Technology with built-in customization features so that the user can individualize their experience to meet their needs.

Assistive Technology: Technology that's been designed to help a person with a disability perform a task.

Age appropriate and Developmentally appropriate Resources: Resources that meet the age and developmental interests and needs of the student.

Case Managers: The teacher who coordinates a student's education programming. The Case Manager liaises with parents and others involved, ensures adaptations are used, writes the Individual Education Plan and monitors student progress.

Human Supports: Support from a specialist teacher, classroom based teacher, Indigenous Elder, Sexual Orientation and Gender Identity advocate, or Educational Assistant.

Individualized and Personalized Planning: Planning that helps to guide, develop and document specially designed instruction for each student's unique academic, social emotional and physical strengths and needs.

Prompt and accurate formal assessment of students: A standardized assessment that measures a student's ability and achievement relative to a group of students the same age. This information may be required prior to a psycho-educational assessment.

Transition planning: Comprehensive planning and supports for students as they move from home or daycare to Kindergarten, from grade to grade, school to school, and from school to post-secondary or work.

Work and/or Community Experiences: Real work experience for appropriate pay.