

**Kootenay Lake District Parents' Advisory Council
Meeting Minutes**

Thursday, September 24, 2015

Nelson School Board office, 570 Johnstone Rd., Nelson

Nelson

Parents

Ester Zdebiak, DPAC treasurer; Mt. Sentinel Secondary
Sheri Walsh, DPAC Chair; LV Rogers Secondary
Raenne Gow, Redfish Elementary

Teleconference:

Lori Thompson, DPAC Vice-chair, Winlaw Elementary
Kendra Mann, DPAC Past President, Rosemont, Trafalgar

Education Partners

Jeff Jones, SD#8 Superintendent
Nina Latham, SD#8 CUPE
Sandy Prentice, SD#8 International Program Administrator

Additional Attendees (left following student presentation)

Naomi & Stuart Ross, Ross Ford, Amelia Ford, Leon Arishenkoff

1. Welcome/Call to Order

Meeting called to order at 6:05

Acknowledgement of Aboriginal Territory

We acknowledge, respect and honour the First Nations in whose traditional territories the Kootenay Lake School District operates and all Aboriginal people residing within the boundaries of School District #8.

2. Approval of Agenda

Approved by consensus.

3. Approval of May 28 and June 18 minutes

Postponed until October 22.

4. Presentation:

Alyssa Anderson, Paige Ross, Jenn Walsh: Reflections on the July 2015 Beijing International Education Exchange

5. District Reports

Superintendent Jeff Jones

- **September start up** – schools dealing with enrollment changes – 2 pressure points – LV Rogers Secondary in Nelson and Prince Charles Secondary in Creston; district staff are meeting with LVR administrators tomorrow; need to decide how to meet student choices – some courses cannot be offered in both semesters; district adjusts staffing to enrollment every Sept, one challenge is that many students don't register until they come through the door in September; other piece is new MyEdBC software which is very slow and is not calculating Full Time Equivalents (FTEs) which is the basis of district funding

- **Media attention** – it sickens the Superintendent that there was only bad press out of SD8 provincially and nationally; this put a black spot on the district when
- there are so many good news stories, such as the students we just heard present about their trip to Beijing, events at Mt Sentinel such as visioning their future school and the upcoming sustainability day; work throughout district that we can be very proud of; some students we have to assist them to access courses in other ways
- **Director of Information Technology** – Hiring the Director of Information Technology process has been suspended because the board has decided to limit the term of this position to one year; this changes who would apply for the position and how the position is viewed; the Superintendent will be asking applicants if they are still interested in the position; with only a one year term, given the timing of workloads and school breaks, it may make more sense to have the new Director start later in the year, rather than in October
- **Enrollment** – We are seeing a slight increase in kindergarten enrollment; the district receives funding based on the number of FTEs registered and attending school as of September 30
- **2016-2017 Budget** – The Budget Stakeholder Engagement Committee will be starting to work on the 2016-2017 budget in Oct; the current 2015-2016 budget will be finalized in December

Q – Was the term for the Director Information Technology position originally 5 years?

A – Supt – Director positions are usually for a 5 year term although that was not stated in the job posting; technology is multi-million dollar budget – includes all technology from computers to phones and the district needs someone to coordinate everything and create an architecture

Q – What will happen now?

A – Supt – We will do it on a different timetable which will also relieve pressure on our Human Resources Dept which is extremely busy at this time of year

6. School Reports

Mt Sentinel Secondary – Oct 6 will be an environmental sustainability day with speakers, lunch, breakout sessions – goal is for kids to lead and to be green; everyone is on board; the future school visioning process is ongoing

Redfish Elementary – gradual entry to kindergarten underway; family fun night coming up Oct 16 – theme is fall fair and family fun & fundraiser; received funding for X-country skis and are buying skis now; focus on outdoor education; will need to do some fundraising involving the community; today held X-country running event at Rosemont, which was very positive and supportive – no pressure to be first

Winlaw Elementary – 1st PAC meeting had 13 parents plus principal Jon Francis; held it at a home which seemed to be more successful than holding it at the school; sent out info sheet requesting volunteers and got a great response – better than ever – were able to get hot lunch started; looking for CBAL volunteers for reading program; not fundraising since have sufficient funds right now, talked to Jon Francis about parent responsibilities on outings and training; using buddy program – older and younger student pairs – choir, baking, pottery, and other activities; running; great energy at the school

Rosemont Elementary – X-country run today; holding an open house; Coles Books in Nelson and Cranbrook are fundraising for the library through Indigo's adopt-a-school program; have harvested pumpkins

LV Rogers Secondary – hoping that additional staffing will help relieve pressure on staff and help kids get all the courses they need; lots going on as usual, registered for student vote and as well one student (Amelia Martkze) has organized a student vote independently; sports teams doing well, theatre program going strong, band,

7. Correspondence

a) Business arising from correspondence (Appendix A)

- Board response to Canyon-Lister parents regarding delay in hiring principal, which was cc'd to DPAC (see letter); acting principal in place

Q – How often does the district find itself in this position, i.e., with a principal vacancy when school is in session?

A – Supt – hardly ever; the district undertook two other principal searches first to fill vacancies created during the year and had to post the Canyon-Lister job twice; the HR Dept is extremely busy and has only three staff

8. Discussion Items

a.) Parent communication protocol (Appendix B)

Supt – There is a contact us list on website; we are updating, working on it, suggest waiting until that is done and then determine if more is needed – DPAC agrees and will wait and review the website when it has been complete

Suggest that when parents are trying to determine whether something is a PAC or a school issue, eg., school supplies, they should speak with their PAC who can discuss with the school administration; many items are school based decisions which vary from school to school

b.) Policy regulation committees update (Appendix C)

Supt – will be asking principals to chair individual regulation committees since the Superintendent cannot chair all of them; chair of each committee will contact DPAC to select parent reps for each committee

- Need to get word out to parents where to find draft policies and comment
- Need more parents to sit on committees – have unprecedented opportunities for inclusion and involvement in decision-making in this district
- We will be revisiting the school calendar because we need to make a change for this year to remove an instructional day; this item is on the board agenda for next Tuesday; it is a cumbersome process to change the calendar, however it is a minor change and the board can choose to waive the policy
- There is a huge initiative around revising policies 100-116 which are relate to how the board governs itself as well as the bylaws

c.) Facilities plan update

Supt - have looked at every proposal, are still evaluating/doing fit analyses, once that is done will take feasible scenarios to communities at town hall meetings

d.) 2015-2016 DPAC meeting schedule (Appendix D)

- tentative schedule in appendix

- should we change day (4th Thursday of month) and time?

Ideas:

- poll parents and PACs re meeting dates and times – Lori T to investigate
- issue challenge to other parts of the district to join the executive – last few years most DPAC executive members have been from the Slocan Valley & Nelson
- could stagger executive term, i.e., have half the executive elected each year so that there is continuity
- Nelson area DPAC executive could travel to Creston, go to PAC meetings all over the district

e.) 2015-2016 DPAC priorities

- PAC 101, Treasurer 101, parent advocacy training, gaming grant applications and reports – family of schools – Lori will include in poll/survey

f.) BCCPAC

- have not received details yet about regionally organized parent conferences or DPAC Chair meeting – more next month

g.) School Planning Councils**(Appendix E)**

- SPCs included in district policy, principals are aware of this policy
- PACs should approach their principals to get their SPCs up and running (DPAC could remind them)
- Supt – one SPC role is to review the framework for enhancing student learning (what was the old achievement contract) – lots of flexibility in SPC

h.) Increasing penalties for driving infractions in school zones (Appendix F)

- This idea discussed at the last school board meeting; there was preliminary support and Director of Operations Larry Brown was going to do some investigation and respond to the board
- By consensus - wait to see if there is more information at next Tuesday's board meeting, then assuming it is positive, DPAC could write a letter of support and send to PACs requesting that they also do so
- regardless, it would be helpful for parents to write letters of support

i.) DPAC reimbursement of costs**(Appendix G)**

- DPAC subsidies to parents for travel and childcare have not changed since 2010 despite rising costs, especially of gas (see appendix)
- Increasing these subsidies may encourage and enable more parents to attend meetings and parent education events
- Should we increase them?
- Quick math by treasurer indicates that DPAC spent between \$738 on travel subsidies and \$180 on childcare subsidies
- Please consider and we will discuss further at next month's meeting

j.) Board of Education resolution followup

- By consensus - DPAC will write a letter to the board requesting that the status of board and committee meeting resolutions it be publicly available

Additional item:**k.) Student expectation survey for parents****(Appendix H)**

- DPAC received a request from the Director of Innovative Learning to respond to a questionnaire about measuring achievement of one of the student expectations (citizenship)
- the timeline was extremely short, not allowing time for DPAC to disseminate to parents or even to discuss among the executive and respond
- The questions were designed for school staff to answer, different questions would be more appropriate for parent response – DPAC could help design these
- putting questions on the satisfaction surveys would only potentially catch parents of students in grades 4, 7 & 10
- Supt – understands that DPAC is interested in providing input into district monitoring reports (of student expectations and district goals)

9. Treasurer's Report

\$ 2,843.18 regular account

\$ 218.71 gaming account

10. District Committee Reports and Meetings

- | | |
|-----------------------------------|-------------------------|
| a.) Finance & Operations | (Sept 29 – SBO, Nelson) |
| b.) Policy & Governance | (Oct 13 CBESS) |
| c.) Budget Stakeholder Engagement | (Oct 13 CBESS) |
| d.) Education | (Oct 27 – SBO, Nelson) |
| e.) Healthy Lifestyles | (TBD) |

The RFP for the new contract for the Health Promoting Schools Coordinator (who chairs the Healthy Lifestyles Committee) is in process.

APPENDIX A: CORRESPONDENCE

from: Lenora Trenaman <ltrenaman@sd8.bc.ca>
to: "sheridpac@gmail.com" <sheridpac@gmail.com>
cc: SD8_Trustees <SD8_Trustees@sd8.bc.ca>
date: Fri, Sep 11, 2015 at 12:46 PM
subject: Regarding Canyon Lister Principal

Hello Sheri,

We received a couple of inquiries from Canyon Lister parents, which I understand from your comments/questions at the last Board meeting, that DPAC has also received. This is what I have responded to the parents we heard from:

Thank you for your expressed concern regarding our District's timing in terms of finding a new principal for Canyon/Lister School and Homelinks. I have posed your question to our Superintendent, and this is his response:

The vacancy in question occurred July 15. In other words, the previous principal received salary and benefits until that time and was the principal of record until the middle of July. There was a vice principal in place at the school. We did not know until very suddenly in mid-July that this person was also leaving. She was with us until the middle of August.

We anticipate that the new principal will commence his duties at the end of September, or very beginning of October, depending on his ability to make his relocation arrangements. An acting principal was appointed effective September 1 – a week before school started and is in place at the school for the 19 instructional days in September.

The position was first posted from May 12 to May 27 – after spring break. A long listing/short listing process ensued in June, and interviews were scheduled during the week of July 13. A candidate was not selected during this round. The position was reposted from July 21 to August 7. Following another long listing/short listing process in August, interviews were scheduled for the week of August 24. The selected candidate was confirmed that day – and is presently making arrangements to move from Quebec for the end of September.

Had the first set of interviews resulted in the selection of a candidate, the person would have been in place by August, or earlier. Because we scheduled interviews the week of July 13 that would have been our expectation.

We realize that we received notice of Mr. Falconer's resignation January 12. In our experience, some individuals who have given early notice in the past have had their circumstances change and then changed their mind about leaving. Therefore, we are reluctant to post positions more than three to four months prior to a starting date. Unlike larger metro School Districts, we do not typically have multiple vacancies at the principal level and so we don't make it a practice to hire groups of qualified individuals for placement as vacancies ensue, as is the practice in some districts.

During the months of January and February we were conducting a transfer process for a principal position at one school, and then we conducted a search for a principal at one of our other schools. In addition, given the workload experienced in our Human Resources Department at that time we

reasonably felt we could wait to post and fill this position until spring/summer and still have an individual in place in a timely manner.

We apologize for any inconvenience you have experienced through this transition period.

Jeff Jones

Superintendent/CEO

School District 8 (Kootenay Lake)

[570 Johnstone Road, Nelson, BC V1L 6J2](https://www.sd8.bc.ca/570-Johnstone-Road-Nelson-BC-V1L-6J2)

jjones@sd8.bc.ca

Best Regards,

Lenora Trenaman

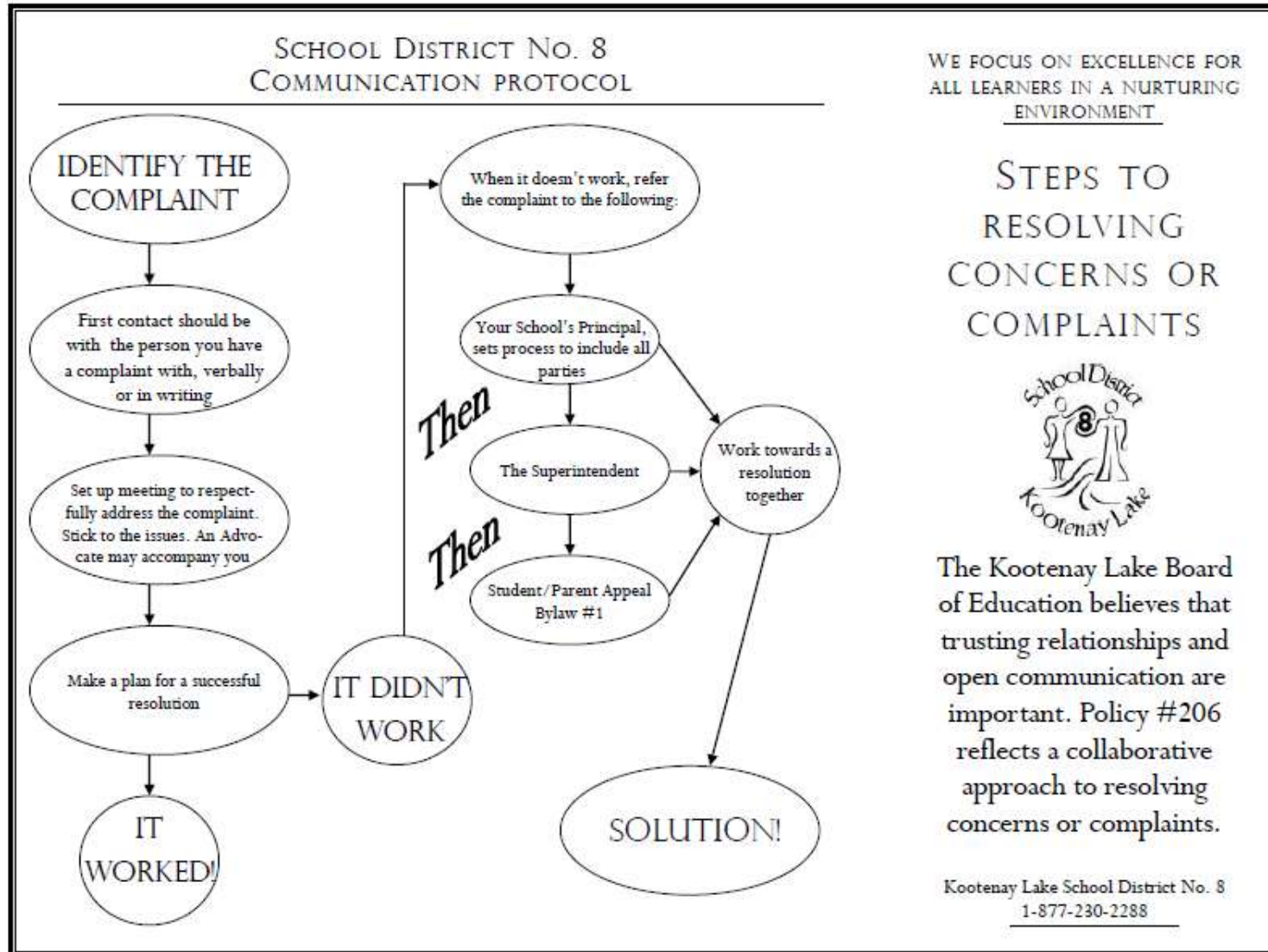
Board Chair

SD 8, Kootenay Lake

Crawford Bay, East & North Shores

Phone/Cell 229-4633

APPENDIX B: PARENT COMMUNICATION PROTOCOL



COMMUNICATIONS PROTOCOL

Steps to Resolving Conflict:

The following guidelines have been developed to support respectful communication when concerns arise. It is expected that every attempt will be made to resolve concerns at the school level, or level closest to the concern.

If at any time, you need advice you can seek assistance/support in this process from:

School Staff
School District Office Staff
Parents' Advisory Council Chairperson
District Parent Advisory Council (250)
354-2804

Finding a Resolution:

Identify the Concern

Try to resolve the concern:

- ✓ Begin at the school level between the concerned parties.

To help you do this:

- ✓ Focus on the student's needs.
- ✓ Define the real issue: What is needed and wanted?
- ✓ Make an appointment to see the person with whom you have a concern. Set a mutually satisfactory date and time.

Prepare for the meeting – make notes, plan.

- ✓ Bring a support person if you desire, (inform the person with whom you meet).
- ✓ Respectfully, address your concern.
- ✓ Together, explore possible options and select the best solution.

Make a plan for resolution and success:

Set up an action plan with times, dates and follow-up.

Seek Assistance

- ✓ If the issue is not resolved, or an action plan is not successful, seek assistance from the Principal after informing the other party of your intent to do so.
- ✓ If the issue concerns the Principal and you have not had success through the initial portion of this process, contact the Superintendent of Schools at (250) 352-6681 for assistance or support in resolving the issue.
- ✓ If the issue remains unresolved after accessing assistance or support from the Superintendent of Schools, contact the School Board using the Student/Parent Appeals (Bylaw No. 1). Call the School District for information on the appeal process.

General Information

All concerns should be addressed. If you feel that you cannot approach the individual involved, please contact your school principal, or the Kootenay Lake District Parents' Advisory Council (DPAC) for assistance.

If you require more information please contact the School District Office at (250) 352-6681 or (877) 230-2288. The Kootenay Lake School District No. 8 believes that this Communications Protocol will aid in a respectful and mutually satisfying resolution to problems and concerns.

For more information:

www.sd8.bc.ca :

Policies and appeal forms

dpacsd8.weebly.com :

Advocacy support for parents

www.studentappeals.gov.bc.ca :

Ministry Student Appeals Branch

Adopted from SD 28 & 69

SCHOOL DISTRICT NO. 8

KOOTENAY LAKE

570 Johnstone Rd.

Nelson, BC V1L6J2

(250) 352-6681 phone

(250) 352-6686 fax

(877) 230-2288 toll free

sd8info@sd8.bc.ca

APPENDIX C: Policy Regulation Committees

Policy #	Policy Name	Parent Member	Committee Status
215	Sexual orientation & gender identity	Lori Thompson	in progress
210	Tobacco and Electronic Smoking Devices		
217	Scent Free Environment	Alison Burns	
117	Temporary Superintendent Succession	Lori Thompson	
546	Supervisory Conflict of Interest	Joanne Lih	
230	Policy & Regulation Development & Revision		
301	Student Attendance		

APPENDIX D: 2015-2016 DPAC MEETING SCHEDULE

Proposed DPAC Meeting Schedule:

October 22 – AGM

November 26 -- AGM

December 17 – Christmas Party

January 28

February 25


April 21

May 26

June 16 – Parent Celebration

APPENDIX E: SCHOOL PLANNING COUNCILS

Pages 1 and 2 of Policy 224:


<p>HISTORY: Drafts: Sept, Oct, Nov/02 & Jan/03 Adopted February 11, 2003 Redraft Sept 8, 2003 Adopted Jan 13/04 Redraft Sept 26/11 Adopted Oct 11/11</p>		<p>POLICY TITLE: SCHOOL PLANNING COUNCILS</p>	<p>POLICY NO. 224 Page 1 of 5</p>
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POLICY

The purpose of School Planning Councils is to involve parents in developing School Growth Plans which are designed to improve student achievement. School Planning Councils are an advisory body and their major responsibility is to work closely with the school staff, students and parents to develop, monitor and review school plans for improving student achievement.

REGULATIONS

1. School Planning Councils (SPCs) will be established in each school prior to December 1.
2. The SPC will submit the School Growth Plan prior to October in consultation with the school Parent Advisory Council (PAC) The Board will advise SPC's of the date and method of presentation to the Board.
3. Membership in the SPC will consist of:
 - 3.1 the Principal;
 - 3.2 one (1) teacher representative elected by secret ballot from the teaching staff;
 - 3.3 three (3) parents elected by the school PAC, one of whom must be an executive member of the PAC; and,
 - 3.4 a secondary student selected by the Student Council in consultation with the principal.
4. Role of the Chair
 - 4.1 The Board recommends that the Principal sit as chair.
 - 4.2 The Chair will chair the meetings and be responsible for two-way communication with the larger school community and ensure that information related to student achievement in the school and the District is provided to all members of the School Planning Council.
5. The purpose of the SPC will be to:
 - 5.1 Work with the school staff and larger school community to monitor the current School Growth Plan and to report out to the community.
 - 5.2 Work with the school staff and larger school community to develop a Draft School Growth Plan for presentation to the Board. The process for developing the School Growth Plan will be as follows:

<p>HISTORY: Drafts: Sept, Oct, Nov/02 & Jan/03 Adopted February 11, 2003 Redraft Sept 8, 2003 Adopted Jan 13/04 Redraft Sept 26/11 Adopted Oct 11/11</p>		<p>POLICY TITLE: SCHOOL PLANNING COUNCILS</p>	<p>POLICY NO. 224 Page 2 of 5</p>
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- 5.2.1 Examine achievement and other data collected by the school and determine how the information should be used in developing the new Draft School Growth Plan;
- 5.2.2 Develop a new draft School Growth Plan;
- 5.2.3 Consult with the school community during the preparation of the Draft Plan;
- 5.2.4 Review the draft School Growth Plan, ensuring that it accurately reflects the data collected by the school;
- 5.2.5 Finalize and then approve the School Growth Plan for presentation to the Board.

- 6. The Board will consult with the School Planning Council in respect to:
 - 6.1 Allocation of staff and resources in the school;
 - 6.2 Matters contained in the Board's Achievement Contract relating to the school;
 - 6.3 Educational services and programs in the school;
 - 6.4 School safety, including the installation and operation of video surveillance cameras; and,
 - 6.5 The schedule of school fees, including specialty academies where offered; and,
 - 6.6 The proposed organization of classes in the school.

- 7. The following are not within the mandate of the SPC:
 - 7.1 Personal and confidential information on students, parents, teachers and other employees;
 - 7.2 Performance or conduct of individual employees, students and parents;
 - 7.3 Terms and conditions of individual employment contracts; and,
 - 7.4 Complaints about individuals.

- 8. The Board will provide opportunities and funding for annual joint in-service for parents, teachers and Principals to assist in developing effective SPCs and to enable effective planning for School Growth Plans. This training will be developed through consultation between the DPAC, Principals, Teachers' Union and Superintendent.

- 9. The Superintendent shall designate a Board Officer to act as District liaison for School Planning Councils. This District Liaison Officer will have the right to attend any meeting of a School Planning Council or a School Planning Council sub-committee and may designate another Board Officer or employee to attend in his or her place.

APPENDIX F: PENALTIES FOR SCHOOL ZONE DRIVING INFRACTIONS

August 17, 2015

School District No. 8 - Kootenay Lake
 570 Johnstone Road
 Nelson, BC V1L 6J2

Re: Safe Stop - Increase fine/penalties

Attention: Board Chairman

Safe Stop is a program that was introduced to School District No. 60 in April of this year. It's sole purpose is to remind the motoring public that driving through the flashing red lights of a school bus is both dangerous and illegal. Between April 15th and June 25th, 2015, the Transportation Department of School District No. 60 recorded every instance of motorists driving through the flashing red lights of the school buses. More than one infraction per day was recorded during this time period.

The fine for "Fail to stop for school bus" in B.C. is only \$167.00 and 3 points, to put this in perspective:

Section	Description	Fine	Points
140	Disobey Construction Signs	\$196-\$253	3
141	Disobey Flagman	\$196	3
144(1)(a)	Drive without Due Care	\$368	6
144(1)(b)	Drive without Consideration	\$196	6
147(1)	Speed in School Zone	\$196-\$253	3
147(2)	Speed in Playground Zone	\$196-\$253	3
151.1(3)	Improper use of leftmost lane	\$167	3

In Alberta, the fine associated with failing to stop for a school bus is \$400.00 and Ontario's fines range between \$400.00 and \$2000.00 depending on the amount of infractions the driver has had. Ontario has an absolute Zero Tolerance for this offense.

Drivers in British Columbia do not take this issue seriously, and it is just a matter of time before another child is injured or killed. Increasing the fine and points to \$368.00 plus 6 points is necessary to reflect the severity of the infraction.

Please lend your voice to this matter by writing letters in support of having the fine/points increased. Contact information and addresses as well as the letter that I have sent out are attached for your convenience. I would be very interested in hearing about your response (or actions) regarding this request and have also included my contact information. Thank you in advance for any consideration or support that you might lend to this endeavor.

Sincerely,



Cindy Dettling - Safe Stop Coordinator
 dettling@telus.net
 Ss2 Site 22 Comp 6
 Fort St. John, BC V1J 4M7
 250 262-9965

APPENDIX G: DPAC REIMBURSEMENT OF COSTS

From the KL DPAC Policy Manual, December 2010:

Round trip distance travelled to attend meeting and subsidy:

40 - 139 km	\$20
140 - 199 km	\$35
200+ km	\$50

Childcare: \$10 per hour to a maximum of \$40.

Honoraria for committee meeting participation (if meeting attendance requires taking time off from regularly scheduled paid employment):

Meetings of 4 hours or less	\$50
Meetings greater than 4 hours	\$85

Appendix H: Citizenship Monitoring Report

From: Lorri Fehr
Sent: September 23, 2015 10:40 AM
To: dpac
Subject: Citizenship Report

Good morning Sherry,

I have sent this survey out to all schools as I prepare the report for Student Expectation 3, Citizenship for the Board of Education.

I am curious to know if DPAC would like the opportunity to provide input as well.

Parents have a unique perspective on what students are doing and learning, and it would be great to hear from the parent community regarding our student development in the area of citizenship.

I recognize that the timing is short for this report, given that you may wish to send this out to PACs, but perhaps this time we could request only a report from DPAC itself this time.

If you wish to provide input to this survey, please return it by September 30 and I will include it.

If providing input for the next two Board reports on student expectations is of interest to you, I will try to get the surveys out earlier for you next time!

Please let me know.

Take care,

Lorri