

### Seycove PAC Meeting Minutes

**Date:** March 12, 2024

**Time Start:** 7:00 pm

**Location:** Zoom

**Members in attendance:** Cheri Townsend (Co-Chair), Lisa Stewart (Co-Chair), Carla Cove (Treasurer), Julia Wagner (DPAC Rep), Jen Eyton (Secretary), Sarah Best (Principal), Wendy Kennedy (Member at Large)

Regrets:

| Agenda Item                                | Speaker       | Discussion  | Action Items   |
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| <b>Acknowledgement &amp; Announcements</b> | Everyone      |   |                |
| <b>Introductions</b>                       | Everyone      |   | <b>Motion:</b> |
| <b>Approval of Agenda</b>                  | Cheri & Wendy |   |                |
| <b>Approval of minutes:</b>                | Wendy & Lisa  |   | <b>Motion:</b> |
| <b>Treasurer’s Report</b>                  | Carla Cove    | <ol style="list-style-type: none"> <li>1. Motion to approve the amended Budget to allocate \$40,000 to the Library Project – Approved by Lisa, Cheri, Wendy &amp; Kara</li> <li>2. The 2024 Seycove Family of Schools Auction was a great success and proceeds will be distributed to each of our four community schools. As well, \$10,000 will be set aside for Seycove scholarships.</li> <li>3. Carla to prepare official charitable donation receipts for this year's auction. These receipts need to be issued by April 30 so they can be included in the total value on the 2024 T3010 Charities Return.</li> <li>4. We have \$1,000 in the Budget for a staff lunch set to happen May/beginning of June. Perhaps we can get parent</li> </ol> |                |

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|                           |            | <p>contributions or get it catered for approx. 60-70 total staff. Kara will organize the lunch.</p>  |  |
| <b>Principal's report</b> | Sarah Best | <p><b>Auction:</b></p> <ul style="list-style-type: none"> <li>-The Auction was a great success and Sarah thanks everyone for their contributions. Thinking of maybe changing the date next year because of timing around the cabaret?</li> <li>-The Auction planners are having a follow up meeting on Mar 13 to go over the acquisitions etc.</li> <li>-Wendy suggests that the planners and treasurer have a meeting before the auction kicks off re: finances. In the mean -time, Carla will email Jeanette and Kim re: finances.</li> </ul> <p><b>Athletics:</b></p> <ul style="list-style-type: none"> <li>-Seycove will be working on the alignment between all schools and BC School Sports, around processes, conduct and policies etc.</li> <li>-Possibility of creating an Athletics Council involving staff, students and parents with the goal of meeting once a season to go over systems and structures, gym time, code of conduct, parents, coaches, budgets etc. Paul will be heading this up going forward. He will also be focusing on student recognition re: athletic celebrations.</li> </ul> <p><b>Timetable:</b></p> <ul style="list-style-type: none"> <li>-Linear System vs. Semester, going to linear next year.</li> </ul> <p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>-There will be letters going out to approx. 15 families per grade in regards to lates and missing classes.</li> </ul> <p><b>Code of Conduct &amp; Expectations:</b></p> <ul style="list-style-type: none"> <li>-We need to remind students about the following things; cell phone use in class, lates and absences, tutorial time and communication with the teachers.</li> </ul> |  |

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|                               |              | <p>Learning Conferences:<br/>         -Being held on March 14, two sessions.<br/>         -PLP parents will have separate meetings with teachers.</p> <p>Code of Conduct:<br/>         In the spring, according to the school act, Seycove will develop a new centralized code of conduct.</p> <p>Library Renovation:<br/>         -3-4 year plan for renovations costing approx.. \$150,000.<br/>         -The goal is flexibility in this space.<br/>         -separate sections with new tables and seating.<br/>         -we will no longer have desk top computers, instead lap tops.</p>  |                |
| <b>School Plan Discussion</b> |              |   | <b>ACTION:</b> |
| <b>DPAC Report</b>            | Julia Wagner | <p>DPAC UPDATES MARCH 2024</p> <p>NVPAC</p> <p>1. Secondary School Schedule Update — FAQ</p> <p>NVPAC will continue to echo and amplify parent concerns and questions to NVSD.</p> <p>2. BCCPAC Virtual Town Hall: Parent Advocate Training: Tuesday, February 27, 2024 via Zoom</p> <p>This event is the beginning of the work to fulfill resolution 2023.07.</p> <p>"Be it resolved that BCCPAC create a sustainable program to train a minimum of two parent advocate volunteers in any and all BC school districts wishing to participate. And that this program be established with a goal to begin training parent advocates in the 2023-2024 school year and continue until there is adequate resources allocated within the Ministry of</p> |                |

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|  |  | <p>Education and Child Care, Office of the Ombudsperson or otherwise deemed redundant."</p> <p>-The idea is to train volunteer parent advocates to help other parents understand what/how to navigate issues.</p> <p>-There will be at least two sessions at the BCCPAC Parent Education Conference (May 3/24, Richmond)</p> <p>-PowerPoint presentation and Video recording from town hall will be available on BCCPAC website.</p> <p>3. BCCPAC AGM (May 4 &amp; 5, Richmond) Resolution Voting</p> <p>-NVPAC happy to carry proxies for PAC votes at AGM</p> <p>4. Any PAC issues/concerns?</p> <p>-NVPAC can host speakers at GMs</p> <p>BCCPAC</p> <p>1. Inclusive Education Committee: Useful Documents -Section 11 Appeal Guidelines from the Ministry of Education and Child Care, released November 2022: This document sets out best practices and provides guidelines for school boards for developing bylaws, policies and administrative procedures around appeals under section 11 of the School Act, which states among other things: "Where a decision of an employee of a board significantly affects the health, education or safety of a student, the parent of the student, or the student, may (within a reasonable timeframe) appeal that decision to the board" [Section 11(3)]. -IEP Guidance from Autism BC This blog has information about both the older IEP version with SMART goals and information on the newer Competency Based IEPs. It's a great place to start!</p> |  |
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|  |  | <p>2.Resolutions Highlights: The Board will be sharing updates on action around resolutions to keep members informed of progress. This month we are highlighting actions on some of the 2023 resolutions. 2023.07 - Volunteer Parent Advocate Training: The town hall on February 27th will be to discuss how to deliver this training. The first training session has been scheduled as one of the breakout sessions at the Parent Leadership Conference May 3rd. 2023.14 - Data for Parent Advocacy and Inquiries: This data is being collected and will be provided, as per the resolution, at the upcoming AGM. 2023.17 - Ministry of Education and Child Care to Release the Updated and Renamed Inclusive Education Policy Manual Without Further Delay: As we learned at Summit, the manual won't be released at this time; however, the Ministry does intend to provide some updated guidance on some sections of it. BCCPAC will have the opportunity to provide input to this work. 2023.19 - Literacy Centers Funding and Policy &amp; 2023.20 - Replacing all Reading Programs to Align with the Science of Reading: The Ministry has indicated there will be upcoming concrete action around Dyslexia and learning disabilities. We will share as we learn more. 2023.24 - Membership Input: the Town Halls will continue to provide additional opportunities for this input. 2023.15 - Scholarships and Bursaries for Students to be an Eligible Use of Community Gaming Grant Funds: Board Treasurer Cheryl Blondin and Executive Director Tracy Humphreys met with BC Gaming Branch, and this was not something they are willing to reconsider at this time. It is not aligned with the purpose of gaming funds for PACs and DPACs, which is "to pay for events, activities and equipment in support of student learning and parent involvement". There were some positive points for change discussed and BCCPAC will be helping to organize an upcoming presentation by BC Gaming for PACs and DPACs.</p> <p>3. Keeping Kids Safe Online and in Schools: The BC government recently announced measures around online safety. These include:</p> <ul style="list-style-type: none"> <li>• Asking school districts to create a cell phone use policy at the district level</li> <li>• 2. Launching services to remove images from the internet and pursue predators</li> </ul> |  |
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|  |  | <ul style="list-style-type: none"> <li>3. Legislation to hold social media companies accountable for the harm they have caused</li> </ul> <p>The details around these measures have not yet been provided; we will keep you informed as we learn more. DPACs may want to consider contacting their Districts to find out how they will engage parents and caregivers around the cell phone policy. We want to hear from you too! What are your thoughts, concerns, and things that Districts should be considering? Email our Executive Director, <a href="mailto:tracyhumphreys@bccpac.bc.ca">tracyhumphreys@bccpac.bc.ca</a>.</p> <p>4. Run For The Board of Directors</p> <p>BCCPAC Board Nominations Deadline: March 31 Nominations for the BCCPAC Board of Directors are now open to regular members in good standing, in accordance with Bylaws 5.5 - 5.8. If you're passionate about shaping the future of education and advocacy, now's your chance to make a difference! To be considered for a position on the Board, candidates must be nominated by a current member PAC or DPAC. Completed nomination forms must be submitted via email by March 31, 2024. Why Run for the Board? Serving on the BCCPAC Board of Directors is about more than just holding a title – it's about making decisions that are in the best interest of the organization and with a view to its purposes, using its assets wisely and looking ahead to plan for the future. It's also a really great opportunity for learning and growth. You can expand your network, and learn more about education and parent leadership at the provincial level.</p> <p>Most importantly, you can share your passion and contribute to your community, making a positive impact. Who does the membership of BCCPAC need at the Board table? · People who are familiar with the needs, concerns, and experiences of parents and caregivers, PACs and DPACs · People interested in governance, strategy and/or finance · People who can represent the diversity of our province – in terms of age, gender, geography, race and other underrepresented groups, to include a broader base of understanding and experience at the Board table · People who are passionate about education, child advocacy and empowering parents and caregivers to become effective advocates for their children's education and the system Consider running for the Board if you can fill any of these</p> |  |
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|  |  | <p>potential gaps. Ultimately, the Board should reflect the diversity, values and priorities of BCCPAC's membership, to fulfill our mission and serve members. Submit your NOMINATION FORM by March 31st!</p> <p>Positions Available Term Length Term Years</p> <ul style="list-style-type: none"> <li>• President 2 years 2024-2026</li> <li>• 1st Vice-President 1 year 2024-2025</li> <li>• 2nd Vice-President 2 years 2024-2026</li> <li>• Secretary 2 years 2024-2026</li> <li>• Indigenous Director 1 year 2024-2025</li> <li>• Director (3 positions available) 2 years 2024-2026</li> <li>• Director (2 positions available) 1 year 2024-2025</li> </ul> <p>5. Other Ways To Get Involved - BCCPAC Committees</p> <p>Not quite ready for a Board position? Consider participating on one of our committees! It's a fantastic way to learn more about BCCPAC and contribute to our mission. Volunteer Registration (<a href="http://bccpac.bc.ca">bccpac.bc.ca</a>)</p> <p>6. Notice of Annual General Meeting</p> <p>May 4 &amp; 5, 2024 Westin Wall Centre Vancouver Airport 3099 Corvette Way, Richmond, BC Notice is hereby given that the Annual General Meeting (AGM) of The B.C. Confederation of Parent Advisory Councils (BCCPAC) will be held at the Westin Wall Centre Vancouver Airport beginning on Saturday May 4th at 8:00 am and ending Sunday, May 5th at 12:00pm. All BCCPAC member PACs and DPACs, voting and non-voting, are encouraged to have a delegate attend to participate in the business of the AGM:</p> <ul style="list-style-type: none"> <li>· Receive from the Board a report of its activities during the previous year including the presentation and approval of financial statements · Debate and vote on special and ordinary resolutions</li> <li>· Adopt a budget for the coming year · Election of the Board of Directors</li> </ul> |  |
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|  |  | <p>· Establish the membership fee</p> <p>The following three special resolutions will be presented for discussion:</p> <p>2024.01 Change to BCCPAC Bylaw 11.1 Be it resolved that the BCCPAC Bylaw 11.1 be changed as following. 11.1 At the annual general meeting the members will appoint an auditor for the purposes of an audit or review engagement or notice to reader to review the financial statements. Annually a notice to reader is sufficient, however, the membership may request a review engagement or audit, as determined by the members. The board must present the financial statements and auditor’s report on them for the immediately preceding fiscal year. Proposer’s Positioning Statement: When reviewing the Constitution and bylaws and Review engagement is not necessary according to the Societies act. We suggest that annually financial statements are provided and the membership can choose whether they feel a review engagement is needed based on where the organization is at the time.</p> <p>2024.02 Change to BCCPAC Bylaw 7.7 Be it resolved that the BCCPAC Bylaw 7.7 be changed as following. 7.7 The Treasurer shall: (a) Have a demonstrated ability and/or understanding of bookkeeping procedures; (b) Work in conjunction with staff; (i) To ensure that an annual budget is prepared; (ii) To ensure that funds are properly accounted for and financial and a book of accounts is maintained so as to comply with the Societies Act; (iii) To ensure the rendering of a detailed account of receipts and disbursements to the Board or other members when required requested; and; (iv) Assess all financial undertakings to ensure they are within the annual budget; (c) Chair a Finance Committee; (d) Be a signing authority. Proposer’s Positioning Statement: When reviewing job descriptions within the Constitution and Bylaws we noticed some grammar/updates to be made to the Treasurer role.</p> <p>2024.03 Change to BCCPAC Bylaw 3.1 Be it resolved that the BCCPAC Bylaw 3.1 be changed as following. 3.1 An annual general meeting of the Society shall be held at a time and place, in accordance with the Societies Act, that the Board decides. This could include in person, by electronic means or online. Proposer’s Positioning Statement: When reviewing the Societies Act,</p> |  |
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|                     |                       | <p>Section 11 is in regards to what needs to be in your bylaws in regards to AGMs. This reads: (iii)if the bylaws authorize indirect or delegate voting or voting by mail or another means of communication, including by fax, email or other electronic means, the rules respecting how that voting is to occur. As we have membership across the province and we may need to have a special AGM via online means mentioning this in our Constitution and Bylaws. For current information regarding the AGM, visit the BCCPAC website. Questions regarding this notice may be directed to the BCCPAC office.</p> <p>March 31 Deadline to submit Nominations for Board of Directors</p> <p>April 2 Early Bird Conference Registration Deadline Hotel Room Rate Cut-Off (to receive Conference rate)</p> <p>April 28 Conference &amp; AGM Registration Deadline Proxy Form Submission Deadline</p> <p>May 3 Parent Education Conference</p> <p>May 4 &amp; 5 BCCPAC AGM</p> |                |
| <b>New Business</b> |                       | <p>Fundraising:</p> <p>TruEarth<br/> Clicks on Fundraising link: 232<br/> Sales 15<br/> Sales Amount \$1275<br/> Earnings \$299<br/> Net Zero Company Fundraiser Link: <a href="https://ecoc.sjv.io/jr0vww">https://ecoc.sjv.io/jr0vww</a><br/> Seycove PAC will receive 20% of total sales value Sharable Fundraising<br/> Graphics: ECO-Collective Fundraising Graphics - Google Drive</p>   | <b>ACTION:</b> |
| <b>Adjourned</b>    | <b>Approx: 8:30pm</b> |  |                |

**Next PAC Meeting: April 9, 2024 at 7pm in the library**

**Attendees: Julia Wagner, Jeanette Schisler, Wendy Kennedy, Patricia Houlihan, Carla Cove, Cheri Townsend, Lisa Stewart, Kara Guedes, Sarah Best, Jennifer Eyton**