

Parent Advisory Council Meeting
GP Vanier Secondary School
Date: January 20th, 2026

In attendance: Karma Taiji, Hayley Dato, Janice Dekkers, Laura Farnan, Meredith McEvoy, Jennivieve McRae-King, Dana Starritt, Shawn Thir, Bev Wilkie.

1. Call to order at 6:30 PM; welcome/introductions.
2. Review and Adoption of Agenda – motion by Bev W, second by Hayley D; carried.
3. Adoption of November 18th, 2025 PAC minutes. Carried.
4. Unfinished Business:
 - Nil
5. Reports
 - a. Chair - Jennivieve McRae-King: nothing to report
 - b. Administration – Karma Taiji (see below)
 - c. DPAC – Rae Walsh/Hayley Dato (see below)
 - d. Trustee – Michelle Waite (see below)
 - e. Treasurer's report – Bev Wilkie. Proposals for funds from the PAC. PAC can purchase if it's not for the specific teacher
6. New Business
 - a. Teacher appreciation lunch. Used to receive \$500 from PAC, \$1200-1500 from school. Haley talked to other schools: Isfeld doesn't do it, Highland is looking into it. RBC banking doesn't allow an e-transfer. Motion to switch to Coastal Community Credit Union by Jennivieve, second by Shawn T.; carried.
 - b. Review of DPAC best practices guidelines – tabled to February meeting.
 - c. MADD mothers against drunk drivers.
 - d. Discussion regarding the request to provide an addiction/harm reduction workshop/naloxone training – offered connecting with DPAC for a larger audience.
 - e. Hornby/Denman students and ferry cancellation planning. Wednesday program.

- f. Reviewing and updating Vanier PAC Constitution:
 - i. The Role of the Council: Sections 2 and 3 of Article 1 are the same. Remove section 3.
 - ii. Bylaws: include March in Section 2 of Article 4.Motion to approve by Bev W., second by Jennivieve; carried
7. Q&A
8. The next PAC meeting is on Tuesday, February 24th at 6:30 pm in the library of GP Vanier School. PAC meeting to end at 7:30 pm promptly.
9. Motion to extend a meeting by 10 minutes; carried
10. Adjournment at 7:40 PM.

From Karma: Admin PAC report January 2026

1. Next year we are redesigning the ILC to a flexible learning block (called Flow)
 - Multiple courses offered in a class with Vanier teachers
 - Personalized to student
 - Offers flexible blocks (e.g. for student athletes who can only attend certain blocks)
 - Blended learning or independent, project-based learning
 - Ability to do multiple blocks, work through at faster pace
 - Low demand courses can run
2. Attendance is a big issue right now: 27% of student away for at least a class on Monday. We will be contacting home more often. This impacts ability to do all the learning in a course.
3. Camera Locations in the school were shared and PAC signed off on them.
4. Grad –
 - Date is Wed., June 24, 2026 – either Sports Center or Rotary Bowl
 - Couple fun events to come (BBQ, Pancake Breaky)
5. Provincial assessment catchup happened last week and this week.
6. Course selection will be starting up soon in the middle of February.
7. Great night of drama performances last week.
8. Thailand exchange next year may not be a go if we do not get enough people signed up.

From Michelle Waite: Trustee report January 2026

Comox Valley Schools (CVS) launched its first quarterly report in December. The report is a comprehensive overview of the many sections of the district that weave together for students.

<https://www.comoxvalleyschools.ca/wp-content/uploads/2025/12/District-Progress-Report-Fall-2025.pdf>

Our next Regular Public board meeting is next Tuesday, January 27 at 7:00pm. You can attend in-person, watch live online through links on our website or at a future date as the meetings are recorded. The meeting packages are available the Friday prior to the meeting.

<https://www.comoxvalleyschools.ca/board-meetings/>

If there are any questions parents or the PAC has specific to the work of trustees please reach out.

Michelle Waite
Trustee, Area B
Board Chairperson, Comox Valley Schools
Michelle.waite@sd71.bc.ca
250.898.9166 (mobile)



Report from the December 1st/25 DPAC Meeting:

Website for more information: <https://www.comoxvalleyschools.ca/dpac/>

Email: dpac@sd71.bc.ca

THANK YOU TO ALL PAC AND DPAC VOLUNTEER YOUR TIME IS APPRECIATED.

At this time, all DPAC meetings are held on the first Monday of the month in the Isfeld Library at 6:30pm.

Any parent can attend, only reps can vote.

Change to Consent Agenda for more collaborative, supportive and discussion-based meetings. Committee reports will be attached to the Friday Agendas, please review in advance of the Monday meetings. For past Minutes and this month's Committee Reports, please see the AGENDA.

Recognition of [16 Days of Activism Against Gender-Based Violence](#) We are currently in the 16 Days of Activism Against Gender-Based Violence. This is an international campaign that reminds us how important it is to stand up for safety, dignity, and respect in our schools, our homes, and our communities.

Presentation: [Dyslexia BC](#) Presentation with [Cathy McMillan](#) **"Literacy Screening: What It Is and Why We Need to Do It"**

An overview of literacy screening and its critical role in improving reading outcomes for all students. Literacy screening is a universal, early check of foundational reading skills that helps identify students who may not be developing as expected. Screening is: assessment of phonemic awareness problems, a short check of foundational skills, should be done multiple times (at least 3-4 times) a year, should identify risk early, should guide instruction and support
Screening is not: not a diagnosis, not an intelligence test, not a replacement for strong instruction

Anti-Racism Subcommittee - Next Meeting Friday, December 5th. Carly made these resources sheets go home with parents, help school librarians, and to be an education resource. To get the link to the digital copy, please find it:

Anti-Racism Resource Guide Info email: antiracismcommitteesd71@gmail.com

Sexual Health Committee: The Gender-Based Violence Committee Report was presented by trustee/committee co-chair Shannon Aldinger at the last public board meeting & is located here on [Pages 19-54 of Board Package](#). This comprehensive roadmap contains 30 recommendations that address prevention, response & system accountability and fall into five major categories: Committee Recommendations: p. 7 (1) Establish and Promote District-Wide Policy and Administrative Procedures to Specifically Address Gender-Based Violence p. 7 (2) Increase Staff Capacity p. 9 (3) Increase Student Education p. 10 (4) Promote Consent Culture p. 12 (5) Increase District Coordination and Oversight p. 14. Find more about the report and recommendations in the full Minutes. Next steps: AP Review, specialty staff hiring/training, provincial level-advocacy,

Question: as DPAC representatives, how do we want to support this important work and our advocacy next-steps?

Speaker Series Committee: FOODSAFE for School Food Volunteers \$30 (PAC-funded or parents can self-fund.) Sunday January 11th from 10am-5pm, upon successful completion of the course parents will have a valid FoodSafe good for 5 years. Email DPAC to register, steps to registration included in full minutes.

SEEN Documentary - Date coming in February, sincere gratitude to the CVCDA for partnership and collaboration.

New DPAC Business: AGM in January, review your [School Growth Plans](#) ahead of January Open Committee of the Whole, Budget and Long-Range Facilities Plan, school food discussion, staff appreciation funding discussion, Busing concerns.

Administrative Procedures (APs): we continue to encourage PACs and families to familiarize themselves with the APs that relate to them and work in partnership with their schools. This month's AP highlight to review is [AP 181](#) Video Surveillance, and also the important Interactive [Appendix 181 Request Form](#) (find more info via the [School Act](#).)

Correspondence: The ENTER Program at Aspen is expanding to K-7.

Resources: FREE Child-exploitation, sexting, online grooming, intimate images online safety resources and modules for three different age groups 7-11, 11-13, 13-18: [Centre for Exploitation Education](#)

Resources: FREE Mini-presentations re: how to talk to your kids re: [Substance Use Prevention ERASE link](#)

To contact, email: DPAC@Sd71.bc.ca and put your committee contact in the subject line to be forwarded to the relevant contact. Next Meeting: Monday December 1st - Isfeld Library and Zoom.

Are you a new DPAC Representative or a PAC wanting to stay in the loop?

Email us to get on our mailing list!

Find the Consent Agenda with Full Reports: [HERE](#)

Find the full Minutes (9 pages): [HERE](#)

At this time, **all DPAC meetings are held on the first Monday of the month in the Isfeld Library at 6:30pm.** Any parent can attend, only reps can vote.

Website for more information: <https://www.comoxvalleyschools.ca/dpac/>

Email: dpac@sd71.bc.ca

Facebook: School District 71 Parents Advisory Council (look for the Bluejay)

No Presentations - AGM Elections and Constitution Update (Conflict of Interest Section)
Message from the outgoing Chair - Jenn Fisher: Please see the attached full minutes.

Elections: Held every January, for a one year term. Terms for each position can not exceed four years. 2025 Executive Roles: Joanne Barr - Chair, Jenn Fisher - Vice-Chair, Kendall Packman - Secretary (2025 = Year 2 of 4 year Term), Megan Cowling - Secretary (2025 = Year 3 of 4 year Term)

Discussion of Conflict of Interest and roles at DPAC. Please note parents who are also staff are always welcome at DPAC, your perspectives are important and enrich the discussions. If you have questions about this topic, please reach out to us.

Committees Reports/Updates: (most committees paused for December, not much to report)

Anti-Racism Subcommittee - Meeting this January, email for more info.

Transportation Committee - Meeting January 19th, email for more info.

Sexual Health Committee - Meeting January, email for more info.

Emergency Preparedness - Shawn Thir: Looking at what is reasonable for preparation and also emphasizing beyond the focus of food for Seacan preparation. Power outage from winter windstorm at Miracle Beach knocked out communications for the school (as well as Huband.) Take stock of your landscape, make sure your Seacan reflects your specific school needs: has power (e.g. charging banks, generators), communication devices (e.g. Starlink), and warmth for students. Also looking at bringing in a mobile earthquake simulator. The BC Earthquake Alliance is the mobile earthquake simulator. Shawn will reach out and report back. Link:

<https://bcearthquakealliance.ca/bcea-earthquake-preparedness-tour/> <https://www.motionsafe.ca/>

There's also a website/program called School Shake. SchoolShake is installing a network of Raspberry Shake seismometers in southern Vancouver Island schools to provide a real-time feed of ground shaking and earthquake locations. Website has classroom resources for lessons on how the seismometer works, to reading waveforms, to earthquake safety. Link:

<https://schoolshake.ca/schools/>

Meeting in January, email for more info.

DPAC Subcommittees meet with a more flexible schedule and report back to DPAC at the monthly meeting. Currently our subcommittees include: Emergency Preparedness, Sexual Health, Anti-Racism, Transportation and a Speaker Series on Parent Education topics. To contact, email: DPAC@Sd71.bc.ca and put your committee contact in the subject line to be forwarded to the relevant contact.

Next Meeting: January 6th- AGM - Isfeld Library and Zoom.

PAC: Consists of every parent at the school (but you might never know that from the meetings.)

What is a PAC?

A PAC (Parent Advisory Council) is the official collective voice of the parents of a particular school's student community as constituted by the BC School Act.

The PAC should:

- Provide input to the school through a direct channel to administration;
- Learn about (and participate in) school-based activities;
- Advocate for all students of the school community.
- There can only be one PAC per school.

BCCPAC: What is a PAC?



PACs are not:

- A social club;
- are not the forum to discuss individual student or staff issues.

Building Community / Being Inclusive

All parents and students in BC's public education system deserve the opportunity to participate fully and equally in everything the system has to offer. To be truly representative and effective, PACs and DPACs must respect the diversity among parents and students in our school communities and find ways to draw all parents into the work of our councils.

Building inclusive means going beyond recognizing the diversity among us; it means working actively to encourage and make it possible for all parents to participate fully in all activities of the council.

Suggestions for building inclusivity:

- If feasible, publish information about your council in the major languages of your parent community. This is especially important for newsletters and announcements.
- Enlist the help of your principal and teachers in promoting your PAC whenever they meet with parents.
- Have parents who speak the major languages in the school welcome parents in their language.
- Use plain language in all communications and at meetings. Avoid jargon when phrasing survey questions, and make instructions clear and simple.
- *Encourage your executive (and all parents) to speak to parents in the hallways, parking lot, and playground.*
- Host English-language discussion groups where parents who are learning English can come and practice English with English-speaking parents and also gain support for interacting with school and students
- Having printed agendas or emailed agendas available makes it easier for parents to use apps like Google translate to convert the meeting plan into a home language.

PAC Meetings - Best Practices

Some best practices to consider:

- Publish an agenda, with timings or a set end time, in advance of each meeting.
- Establish meeting rules and procedure (Robert's Rules training, running meetings)
- *Create space for all parents have a voice (this is the meeting chair's highest responsibility).*
- Keep discussions relevant and take some offline if necessary.
- Be sure to thank parents and staff for attendance.

PAC bylaws may dictate a formal meeting format and agenda; but if not, the following monthly meeting agenda topics are recommended:

- *Welcome to attendees,*
- *a land acknowledgment,*
- *and a round of introductions.*
- *Approve the meeting agenda, after review + feedback.*
- *Approve last meeting's minutes, after review + corrections.*
- *Recurring reports (Chair, Trustee, Principal, Teacher, Treasurer, committees).*
- *New business or special presentations.*



Also, take care with important decisions (ergo follow bylaws scrupulously):

- Approve (by vote) and minute any budgetary or financial change or decision.
- Ensure officer elections (often a case of recruitment and attrition) are handled with respect and are recorded in the minutes.
- Approve (by vote) and minute the addition or removal of signing officers for the banking or related accounts diligently and promptly.
- Transparency and permanency of record are an important consideration.

A few notes about Land Acknowledgements: Be brave, reflect from your heart, start simple if needed, and

- speak about what this place means to you, the natural beauty you see, respect & recognize past stewardship.
- Find out more from the K'ómoks First Nation on the KFN Website "About KFN" here:



Scan here to search any address to find the uncaded territory you are on with Native-Land



KFN has a suggested land acknowledgement on this site



To make the ó: on a Mac or iphone: hold down o key until option appears.

To make ó on a PC: press the "control key" and ' (apostrophe key) then press "O"

The Norms of Collaboration

- **Pausing:** Allowing time for people to think before responding
- **Paraphrasing:** Providing an overview of what the speaker shared to ensure understanding
- **Posing questions:** Asking questions of others' ideas before advocating for your own
- **Putting ideas on the table:** Sharing alternative solutions with the intent for honest feedback
- **Providing data:** Planning for data and facts to drive the conversations
- **Paying attention to self and others:** Looking for body-language and reactions or others to ensure positive results
- **Presuming positive intentions:** Believing comments/intentions are being done in the positive



As parents and PAC, we need to remember about you:

PAC / Administration Relationships:

- School administrators provide support, information, and access to facilities, without which PACs cannot function effectively.
- Strengthening and maintaining the relationship with school administrators is therefore crucial for success and can be a source of great stress when it deteriorates.
- Regular communication between the PAC executive and administrators outside of meetings is needed and recommended.
- Administrators should be included as non-voting members of PAC executives and therefore should be included in communications as much as possible.

We recommend some of these practices to help build and maintain relationships with administrators:

- Include administrators in agenda setting and provide a regular place on the agenda for them to deliver a report.
- Keep administrators in communication loops where appropriate.
- When issues are impacting your school community, provide leadership and a common voice for the parent community to cut down on the noise.

(Above extracted from Vancouver DPAC's slideshow: PACS101)

As Staff, please remember this about us:

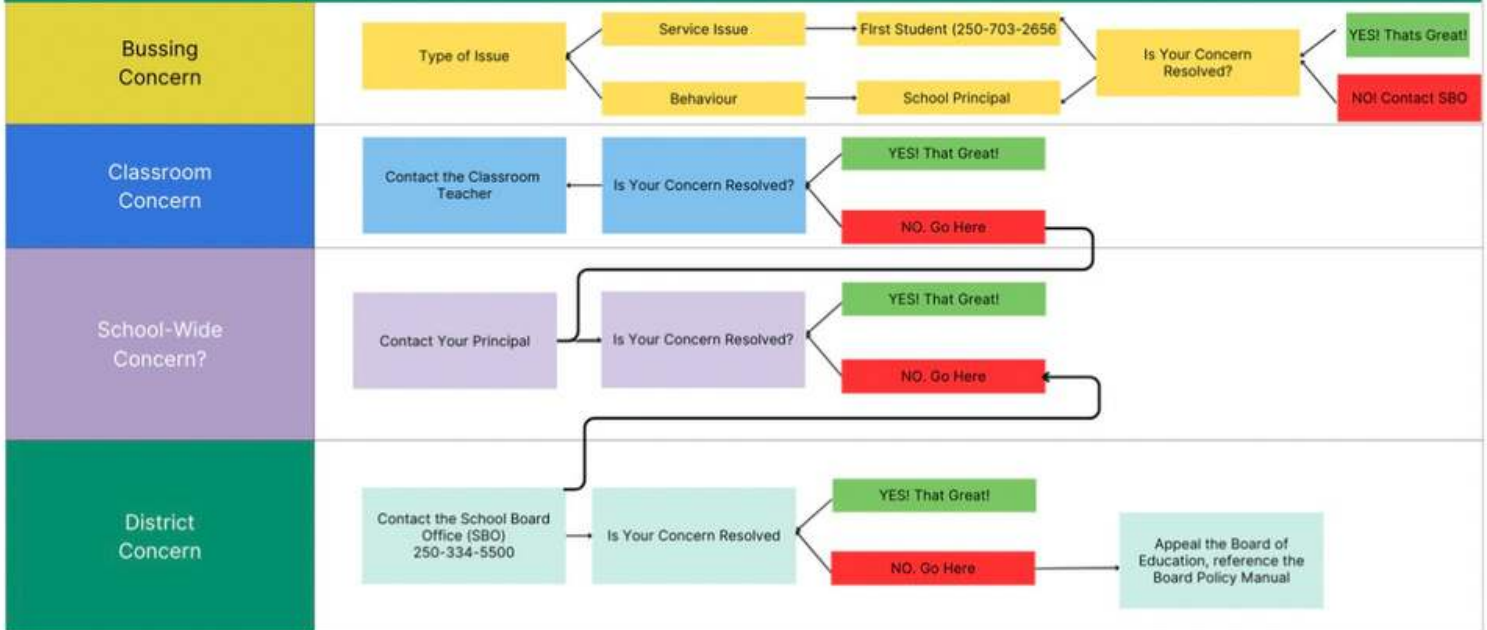
Many families and parents did not have a safe experience in school. This combined with the vulnerability of putting your child in a system you did not feel safe in yourself can create disregulation and contribute to conflict.

- *Centre the kids in every conversation.*
- Lean into the power of listening.
- Bringing in help is a strength not a weakness.



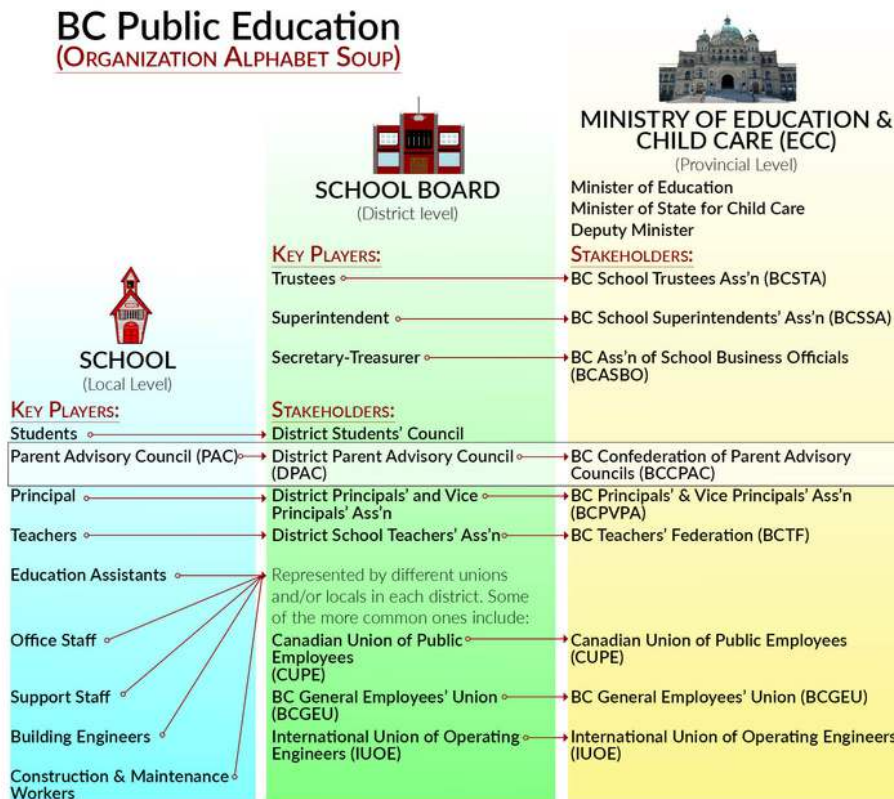
Navigating the District:

Guardian Concern Flowchart



Understanding the structures and Partner Groups:

BC Public Education (ORGANIZATION ALPHABET SOUP)



Treasury Board

Reviews and approves spending by the Government.

Ministry for Children and Family Development (MCFD)

Primary focus is to support all children/youth in BC to live in safe, healthy and nurturing families and be strongly connected to their communities and culture.

Teacher Regulation Branch (TRB)

BC Teachers' Council (BCTC)

Enforce standards for educators, assess applicants for certification, approve and evaluate teacher education programs, and issue teaching certificates.

BC Public School Employers' Association (BCPSEA)

Employers' association and accredited bargaining agent for the province's 60 public boards of education. Board made of 9 school trustees, 4 government representatives, and a non-voting representative each from the BCSSA and BCASBO.

First Nations Education Steering Committee (FNESC)

Encourages discussion on education matters affecting First Nations in BC. Membership is open to BC First Nations communities.

First Nations Schools Association (FNSEA)

Works with First Nation schools to create environments that develop learners' pride and competence in their First Nations language and heritage within self-governing First Nations communities.

Métis Nation BC (MNBC)

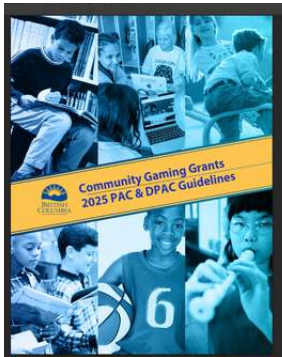
Represents 38 Métis chartered communities in BC.

Representative for Children and Youth (RCY)

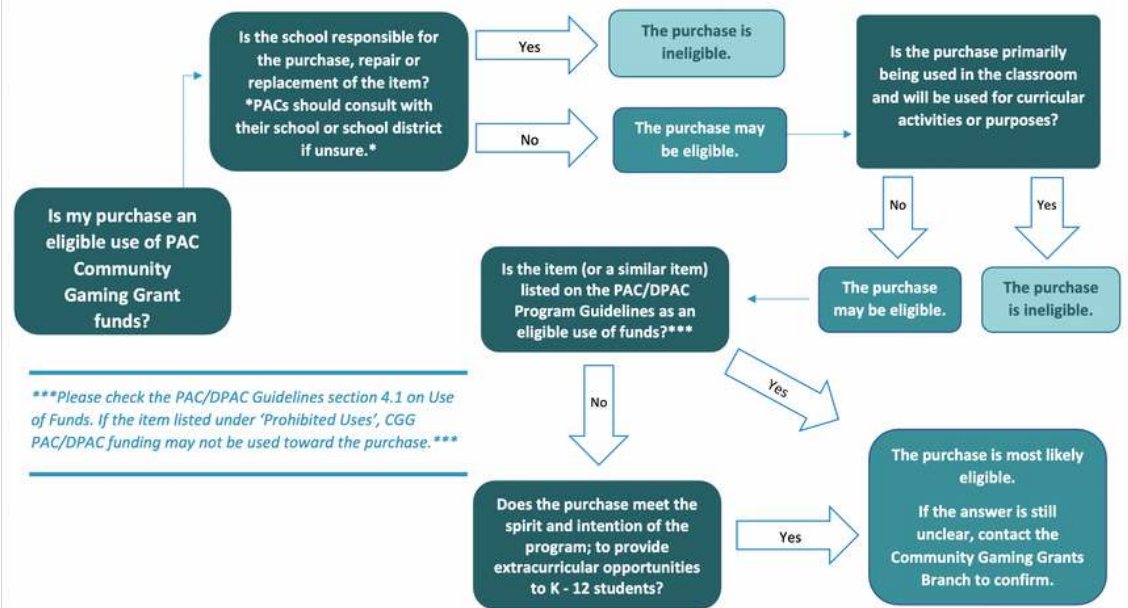
Created by Amanda Hillis; updated for BCCPAC 2023

BC Gaming Decision Tree for PAC Gaming Funds:

Find more info in
this booklet:
(revised annually)



Decision Tree for eligible uses of PAC Community Gaming Grant funds:



<https://gov.bc.ca/gaminggrants>



Gaming Grants: What kind of purchases are eligible? (2019)

Eligible examples

- Uniforms and equipment for after-school activities including sports;
- Playground equipment;
- School clubs and societies;
- Student ceremonies such as graduation;
- Travel within BC for student-related activities;
- Student publications (e.g. newsletters, yearbooks);
- Student competitions (e.g. writing, debating, chess, music);
- Scholarships and bursaries for post-secondary education (paid directly to students);
- Emergency, safety or earthquake related supplies or equipment

Not eligible examples

- Anything directly related to the normal curriculum;
- Travel outside of BC without prior Ministry approval;
- Teacher or classroom resources, eg computer;
- Capital improvements (eg building- related);
- Past debt, loan or interest payments;
- Extra lighting, curtains, props, etc. for in-school theatre/drama classes;
- Digital reader boards;
- Goods and services that benefit parents;
- BCCPAC membership fees (exception for DPACs);
- Teachers on call to attend field trips;
- Staff luncheons

Gaming Grants: best practices

- **Ask the school community** (parents, administration, teachers, staff, students) for project ideas to fund, ensuring that any project is allowable under the BC Gaming rules.
- **Always pay any vendor directly, rather than through the school.** This ensures appropriate separation of jurisdiction in case of audit.
- **Ensure your minutes record any decision** regarding gaming fund allocation, including noting quorum and attendance.
- Make sure you **have a copy of your bylaws.**
- If you do fundraise and plan to hold a gambling event (bingo, raffle, wheel of fortune, 50/50, cake walk, ...), **remember to apply for a gambling event licence.**

Extracted from
Vancouver DPAC
(with thanks)



PAC Treasurer Best Practice

Treasurer Info: Treasury Best Practices

- Utilize two bank accounts, one for gaming grants and one for unrestricted funds.
- Name accounts clearly.
- Always require two signatures for cheques.
- Limit online bank access to reporting/read-only functions only, if possible.
- If using any other online financial system (PayPal), ensure account is owned by the PAC email account and that there is always at least 2 PAC executives with full access.
- All PAC officers are normally signatories at the bank. Ensure you have more than two. (For expenses incurred by a PAC officer, approval should be two other signatories.)
- Present monthly financial statements at PAC meetings and publish them as part of the meeting minutes.
- When electing a treasurer, some accounting experience is helpful but not required.
- Use a low cost, community-minded bank, like VanCity.
- When in doubt, ask for help; DPAC can connect you with someone who can help.

Always err on the side of maximum transparency

There are many templates available for free (volunteers love to make things that save other volunteers time.)

Report Templates:
Treasurer Report
PAC Monthly Report
PAC Yearly Budget
Reports



Understanding PST
& GST claims for
PACS (different
district context but
good info)



Internal Controls for
PACS from BC Gaming:



Treasurer 101 & Bootcamp
Youtube Presentation:
Note 2019 information:



Knowledge
saves Time:



Someone put these here
to help you (help
others.)

Knowledge
soothes MOO-ds:

