

MINUTES for the Annual General Meeting of the **SD71 District Parent Advisory Council**, held Isfeld Library & via Zoom, on **MONDAY November 4th** at 6:30pm.

ATTENDANCE:

Jennifer Fisher* - DPAC Chair (Isfeld Alt)
Joanne Barr - DPAC Vice Chair
Megan Cowling - DPAC Secretary -
(Brooklyn/Highland Alt)
Kendall Packham* - DPAC Treasurer - Glacierview
Tom Cutler* - Puntledge
Sean Lamoreux - Associate Superintendent
Jenn McQuoud - Puntledge Co-Rep
Haley Datto - Vanier parent
Kari Pratt* - Isfeld Rep (Via Zoom)
Bonnie Dennis - Huband co-rep (Via Zoom)
Michelle Waite - Trustee

Carly Wintschel* - Brooklyn DPAC Rep
Shawn Thir* - Lake Trail Community School
Rae Walsh* - Vanier
Karyn Parkinson* - Aspen Elementary
Justyne Smith* - Huband Elementary
Jen Viano - Highland PAC Chair
Cristi May-Sacht - Trustee
Tara Ryan - Vice Principal of Inclusive Ed
Cathryn Crowe* - Ecole Robb Road
Stephanie * - Queneesh Rep
Jim Tessman* - Valleyview Rep

11 of 21 voting reps (min. of 7 req'd for quorum)

***indicates DPAC Rep**

1 Call to Order 631 pm

Recognition of Traditional Territories - Respectfully acknowledge this meeting takes place on unceded territories of Sahtloot, Sasitla, E'ilksan and Puntledge, collectively known today as the K'omoks First Nations.

Introductions: around the table.

Approval of the Minutes from *October 7th 2024 Motion - Tom Second - Kendall Motion Carried*

Approval of the Agenda for *November 4th 2024 Motion - Jen Second - Rae Motion Carried*

2 Old Business

- Discussion: Volunteering in schools, PAC retention, and parent engagement:
 - Shawn Thir: When he first joined Courtenay EI PAC, it was three people not enough to get things done. Has since changed to a great group, but there is a natural ebb & flow to PAC participation. Everyone's working and cost of living. Sometimes it is important to accept when your PAC is in a hibernation period.
 - Karyn Parkinson: Importance of the support of the principal, and communication of the goals within the school. Automated signup as a useful option and repetition. Aspen uses Sign-up Genius. Getting your admin to support your PAC. Sunday and Monday email about WAGA with a link to the sign-up sheet. Communication role on the PAC. A dedicated volunteer position that is solely for communication, and that person sends emails to the school Admin and from there they send to school.
 - Jen Storey: Communication piece, different avenues of digital reach, which one is the most effective, the importance of having a communication plan for the event. Having specific pathways for criminal record check and driver's abstract so parents don't have to sort through massive amounts of emails.
 - The school Admin and front office often set the tone for whether PAC is a priority for school culture.

- Megan: Ten years is enough time to make substantial contributions to a school and add the things you wished your school had when you were a kid.

3 Correspondence

- Green Municipal Careers Day November 2, secondary students would register through your Careers Department.

4 Presentation

- Sean Lamoureux, Inclusive Education: Critical Incidents

<https://www.dropbox.com/scl/fi/n04r2eiawm1zwev1f7egi/Critical-Response-DPAC-Sean-Presentation.pdf?rlkey=ut2ubawac71qzk5dkllreoucv&st=4161pqiw&dl=0>

- Introduces Tara Ryan as the Vice-Principal of Inclusive Ed (Tara is also a lead for VTRA, Counseling)
- Structure is that Sean manages the logistics and Tara does the trauma-informed piece.
- Critical Incidents: important that we are prepared for them. Defined as: "Anything that negatively impacts and/or interrupts the normal flow of a school's daily events."
- Formal Critical Incident frequency: Critical: 22 over the last 3 years. 20 three years ago.
- Informally: anniversary of the death of someone CIRT Team. Difference between a Formal CI, a formal CI the Team goes into the school/s, with an Informal CI the Team does not.
- Kevin Cameron is the District's long standing Subject Matter Expert on CIRT. First Critical Counsellor and has visited SD71 in-person 5 times since 2019. Has attended: 2019 2021 2022 2023 2024. The Team will often have him on a call on speakerphone. He has gone through our manual and provides guidance. The structure of the CIRT Teams: Primary & Secondary.
- During a CI, the Team will be watching staff and see who is impacted and needs to be pulled out. Three years ago we got the ICYCC, this added mental health clinicians to the CIRT, specifically Kim McWilliam CC, Christy Bratkowski CC.

Parent Rep Question:

- Non-staff and volunteers, what role is there for them in CI Plans? Answer: Complicated.
- If a CI affects more than one district, are there inter-district plans? Answer: Whole Ed system is connected with MyEd, what schools they have been in, Team will use MyEd for information, social media, and beyond to find who needs help. Our district has also deployed counsellors from other districts. The CIRT may work with the Foundry, and additional Registered Clinical Counsellors (RCC.)
 - Tara: sometimes an incident takes a life of its own and means that other people can be on standby, social media may expand the effect. Tara has 25+ years on the CIRT.
 - School Critical Incidence Response Manual:

Every single one is different, a crisis is still a crisis. The manual is in place for those times that one's thinking may be shut down and it is necessary and helpful to have a manual to put the steps in. In that holy crap moment, a process like this is so very helpful. Go through this step-by-step, make sure nothing is missed, e.g. what about staff pictures to look at and see who should we phone? (SL: every school has a school team dealing with a class or small group) It can be different in each situation. The school Counsellor could be point of contact unless the counsellor is also affected. Social media links, and roadside memorials also monitored for kids and families who may need help. Keeping in mind, it is important to contact in the proper order and release information in the proper order.

SL: process the child.

Resources for how to talk to staff & students, supports for the staff, could be having TOCs wander the halls to step-in as needed. Karla & Tara have worked probably 50+ incidents.

TR: Drop-in central location to spend time with food and make sure no one is by themselves. Watch for red-flags of being alone and not being checked-in upon.

Discussion depends on the situation and the impact. Processing for a few weeks. Counselling for some of the parents and then bridged out to the community when available. When people sign-up to be on the time they understand it may fall outside the regular hours. Has taking the

ferry to Denman in July, Hornby in August, and continue to work with people into the fall. We make sure it's not just a one & done when reaching out and supporting.

SL: What determines when parents find out about incidences? It depends on who owns the information? If it's a school event, we actually own the information. Mid-investigation things cannot be leaked or tainted and details may be used by the officers at the time to determine things. Directly impacted parents will get a call. Also will get ahold of parents directly if there has been an impact (eg. serious injury of a child) but it's not perfect system. There was a young teacher who passed away going to CR to get her wedding dress. Made the conscious choice to go into the classes ahead of the release. Not a perfect system. Every time we have one, we do a review.

Parent Rep Question:

- Parents finding out and how often they know that something has happened? All moms just log onto facebook MomsOfCV and use that because faster than the essential channels.

SL: We have to provide enough information that parents understand. We need to provide more information as a general.

TR: It's a fine line depending on what the RCMP says can be released. Draw line for staff and public and for privacy of family. We know it comes from a caring place. Four out of the five of us are RCC to provide that therapeutic piece.

Parent Rep Question:

- Would it be valuable to add CI information to the beginning of school start-up and who finds out and why?

SL: What would be the best avenue for parents? Answer: Discussion about avenues and adding more information to information releases.

Critical Incident Difference in language: Lockdown is reactive and hold & secure is proactive response. Recently saw things through the eyes of an Associate Superintendent that made me want to relook at that process. Lockdown v hold & secure affect on students. Lockdown has happened inside the school and secured in areas. Hold & secure is an outside effect that stays outside the school. Brand new literature that just came out, you don't practice them, because you're traumatizing kids.

Parent Rep Question:

- Do you consider the lens of the receivers of the information? Concept of reviewing what is sent out about what happened. There can be much more contextual information about what we can tell them? Context through details that don't jeopardize the security information. Respect and dignity when it is involved in the hold & secure. More information can release the stress from the balloon. Factual information like the duration of the event that would not affect investigation.

Parent Rep Question:

- Who makes the call or determination whether something is a Hold & Secure or a Lockdown?
Principal makes the call through Kevin Cameron. But the determination could be made in the school or outside the school. Jay makes the determination based on a call. All Staff take the Hour Zero health and safety training.
 - Lockdown = threat is inside the building
 - Hold & Secure = threat is outside the building

Struggles with regulation - lockdown could be called as well. So much has changed from the historical way this was down.

SL: Codes in old school "custodian is in the building." Kevin Cameron brought in cohesive language.

SL: Social media amplifies sightings to the school of danger. Most recent scenario was hold & secures because of sightings and reports. RCMP tells us that the sighting is false as he's in jail. We work closely with the police and have their cell numbers.

Parent Rep Question:

- Can we provide more support and communication to parents about lockdown drills and stranger danger discussions.

TR: The goal is that we want students to be informed but not scared to be at school.

SL: Allowed to share there was never a gun, gentleman never left his house. Police sent a note, we could have done what, why didn't we? Joint discussion between senior leadership.

(Sean & Tara exit.) 7:42.

4 Reports

Chair Report - Jennifer Fisher

- Met with Jeremy for a monthly executive meeting, reviewed the parent perspective of the lockdown/hold and secure procedures, and will continue to work with the District in improving the communication to families and students.

DPAC Treasurer- Kendall Packham:

- \$308.49 & \$1.50 - refunded to Megan for Speakers and supplies, reach out to Kendall with questions.
- \$2500 grant from School District was received, thank you for their commitment to us.
- Account Balance for Non Gaming -\$6459.78
- Account Balance for Gaming- \$4136.89

Sexual Health Committee - Jenn Fisher via Brooke Finlayson

- Update from Brooke who sends her regrets re: Gender-Based Violence Committee. Great additions to the committee, smart & dedicated staff members Tara Ryan & Karla Lasota joined the Gender-Based Violence Committee. Upcoming meeting Wednesday. More updates coming.

Speaker Series Committee - Megan Cowling

- Huge thanks to Jenn & Joanne for stepping in to be the DPAC reps for Parental Digital Dive with Shannon, Jane and Kara. There is a recording but is cell-phone quality, still provides decent walkthrough.
- Boundary Consultation hybrid meeting that evening at Brooklyn was a timing conflict.
- In the queue and coming, Drug Presentation with Cst. Paul Jones, Dyslexia presentation, and potential lunch presentation opportunity with & through an Island Health Dietician.

Transportation Committee- Joanne Barr

- Nothing to report at this time.

School Food Subcommittee - Shawn Thir

- Nothing to report at this time.

Emergency Preparedness Committee - Shawn Thir

- Shawn met with Jeremy regarding Emergency Preparedness. The meeting was at a time where they needed coffee to stay awake, but could have used whiskey by the end.
- February 2010 DPAC Letter to the BOE about emergency preparedness - see attached letter below that was read aloud.
- Goal is to make sure there is logic behind preparations. Shawn met with previous superintendent about a Sea Can audit. Previous Superintendent mentioned looking at buying some kind of food. Shawn was given a sample of this and used it to pound a nail into wood. Noted it is pure carbs but also crumbly and edible for a child or elderly person.
- Courtenay EI practiced the Student Release Drill. The drill was a disaster but that meant there was a lot to learn. Collective freak-out. Talked about staying the night at the school. Geographically we do not get earthquakes that people feel to be familiar with the situation. Looking in MotionSafe earthquake truck. Great Shake Out.
- **Homework for Reps: SeaCan - what's in your SeaCan?**
Release drill - practice.
- Parent Rep Note: Natural disasters are not just earthquakes. Could also be a forest fire, floods, chemical spill.
- Alternate communication example: power went out at MB that is only connected to WIFI, so when you have parents that can't reach the school, and students that can't be released. School Admin Assistant

standing on Square D for cell service to be able to communicate with families. 25 students got picked up early. Radio drive to Merville store to use.

Homework: What's in your SeaCan? Who is on your list and do they have their ID to pick up kids when they come? Release drill in general that could incorporate PAC Volunteers. Lucinda Wolters as a staff connection for PVP.

(Cristi & Justyne leave 8:03)

Anti-Racism Committee - Dan & Carly Wintschel

- First meeting coming up. For now, it has been very personal, as the mother of a racialized child we are experiencing racism on an ongoing basis. We are actively trying to navigate the system and I hope to use these experiences to inform my work with the committee.

Superintendent Report - Jeremy Morrow, sends regrets, Sean Lameroux reported the following

- Dr. Morrow sends his regards. The monthly PVP Dinner is held on the same evening as DPAC meeting and he is attending that.
- Good Halloween week.
- Youth Climate Action week with 300+ students from all over the island (PR, Nanaimo, CR, etc.)
- Guest speakers, art and projects.
- Boundary Catchment - up to 3500 responses. Increased enrollment brought up at VV. If you haven't put your input in, it's open until the 8th

Trustees Report - Michelle Waite

- November 12th Open Committee of the Whole that is less formal with information to be shared. Topics will be numeracy and literacy and the Boundary Adjustment Process. Closes on the 8th, they will be busy all weekend to collate all the information to have the information ready for the BOE at the open COW. Public meeting on the 26th, that is where the decisions will be made. Opportunity in-between to hear and inform the decision-making.
- The numeracy and literacy presentation will be quite extensive. My guess is that the district has been doing quite focused work on these issues and the effect of covid. Live-Streamed presentation.
- Conversation with MLA-elect Josie Osbourne, where she expressed thanks for being able to come to a forum on solely education and noted it was the only forum that she attended with more than just herself as a candidate.
- Parent Rep Question: Have you met Brennan Day?
 - Reaching out to MLA-elects to inform relationships if we don't already have them.
- Tribune Bay Outdoor Education Centre- the BOE made a difficult decision as could not financially continue while recognizing that we needed to be there for every student in our district. Park Permit held, rite of passage for Gr7 students to go to that centre. Qualicum SD made decision in June that they would not continue. Our SD had a business case done and we made the decision a couple of weeks ago that we would not pursue the application.
- Parent Rep Question: What happens now with Tribune Bay? BC Parks goes through the process and we are hopeful that it will still be for educational purposes.

6 New Business

- Nothing at this time

7 Upcoming Events

- Nothing at this time

8 PAC Sharing

- Catherine Crow - Playground Grant & wheelchair playground committee.
- Karyn: Question: What makes a good DPAC rep? How much info? Discussion re: how much information to share. Some reps just share agenda and ask if there's anything. Consider your

placement on the agenda and if most things have been covered by Trustee Report or fatigue.

- Joanne: PAC means Parent Advisory Committee and not Parent Fundraising Committee.

9 **Next Meeting:** Monday, December 2nd 2024

10 **Adjourned at 8:37 Motion: Joanne Seconded by: Jen S**

Comox Valley District Parent Advisory Council

February 15, 2010

Trustees
School District 71
Cumberland Rd,
Courtenay, BC

Dear Board of Trustees

Over recent years, DPAC has expressed concern on the part of parents regarding the state of District Emergency preparedness. On behalf of parents in the district, DPAC requests that implementation of an effective, comprehensive program be given higher priority by the district.

Last year, DPAC followed up its letter of 2007 requesting action on Emergency Preparedness. Two senior staff were assigned to review, update and reinvigorate the District Emergency Preparedness program. School checks revealed most schools are under-resourced and ill-prepared. A district Emergency Preparedness Committee was convened and DPAC participated in several meetings. Once again, however, Emergency Preparedness seems to have fallen off the agenda.

After the first round of flooding this fall, PACS have renewed their calls for the district to commit to a comprehensive review and implementation process. In summary, the necessary steps include the district:

- recognizing its responsibilities for care of children and seeking legal clarification of this issue;
- completing a comprehensive risk assessment for each school site (risk factors vary considerably);
- establishing an alternate communication system;
- undertaking regular practice drills;
- adopting the North Shore emergency manuals and effectively implementing this program;
- establishing a standing committee to ensure ongoing compliance;
- allocating the financial resources to maintain a program that meets the Board's responsibility.

This last point is especially important. The present procedure of providing an empty C-can to each school and expecting PACs to fundraise for supplies cannot continue. Many schools do not have the capacity to undertake this and all PACs are now more strapped for funds than ever. This approach does not satisfy the Board's liability/risk management responsibilities. A detailed three-year Emergency Preparedness budget should be developed.