



<https://www.comoxvalleyschools.ca/dpac/>

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

ATTENDANCE:

Joanne Barr – DPAC Chair	Brooke Finlayson* – Highland Secondary
Jennifer Fisher – DPAC Vice Chair (Isfeld Alt)	Jennifer Vaino – Highland Secondary
Megan Cowling – DPAC Sec (Brooklyn/Highland Alt)	Carly Wintschel* – Brooklyn Rep
Dr. Jeremy Morrow – Superintendent	Emily Hanson* – Airport Elementary
Michelle Waite – Trustee Area B	Hailey Dato* – Vanier Alt Rep
Cristi May Sacht – Trustee Area C	Graeme Hahn* – Royston Elementary
Shawn Thir* – Lake Trail Rep	Kari Pratt* – Isfeld Secondary
Alycia Traas* – Puntledge Elementary	Denise Anderson – CDTA
Roxanne Power* – Huband Elementary	Ed Howard – Isfeld Parent
Julia Tabernero* – Huband Elementary	

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

**indicates DPAC Rep*

1 Call to Order 6:32pm

Recognition of Traditional Territories – We respectfully acknowledge that the land we gather on is the Unceded traditional territory of the Pentlatch, E'iksan, Satsila, and Sahtlout people, now collectively known as the K'omoks First Nation, the traditional keepers of this land.

Approval of the Minutes from June 2nd 2025 – *MOTION: to approve the Minutes from June 2nd, 2025.*

Moved by: Jenn Seconded by: Brooke **Motion Carried**

Approval of the Agenda for October 06 2025 – *MOTION: to Approve the Agenda with the Amendment as follows: Minor amendment under Trustees Report. We had Shannon as presenting, the amendment is to remove Shannon's report and have Trustees present their reports.*

Moved by: Jenn Seconded by: Brooke **Motion Carried**

2 Correspondence – Joint Letter October 6th, 2025 – Received Joint Statement, attached and see info in Trustee report.

3 Presentation: The Chair (Joanne) reviewed how DPAC plans to transition the meeting structure to a more discussion-based, supportive format with the hopes of information gathering and capacity-building for attendees.

Based on feedback we are trying a consent agenda. Committee Reports will come in advance (attached to the Agenda on the Friday before the meeting.) Please review the reports and process them ahead of the meeting. The Committee Representative will then do a brief recap of the report. It is fine if there is nothing to report, and it is ok if there is nothing to report. Fine to not ask questions as well. Hoping the meetings will transition to more supportive and collaborative meetings. Keep us posted so we can be adaptable and respond as needed.

4 Reports

Chair Report - Joanne Barr (Verbal)

Next month please notice the "Chair Report" will become the "Executive Report" and will be attached. Struggle with chair and roles as a hierarchy as all work is the same. Wrapped up in June, it has been four months. A lot has happened:

- Ceremonies, Fun Fairs, Graduations
- Exec Team jumped in presentation-building Aug 18th
- Countless hours building relationships with Exec, meeting with Supt,
- Speaker series Sept 25 "Understanding IEPs"
- IEC Meetings
- DPAC Committees
- SBO Board Meetings attended
- AI presentation full-day
- Assoc. Superintendents meetings
- AGM & EGM (each over weekends)
- BCCPAC Town Halls
- Exec meetings

If there are any areas that interest you, please let us know, we are always looking for more help. Looking forward to change in the meetings hoping to build capacity while keeping the kids at the centre

- *Question: Who are the partner groups?* CDTA (Comox Valley District Teachers Association), CUPE (Comox Valley Union of Public Employees), IEC (Indigenous Education Council), BOE (Board of Education), PVP (Principals Vice-Principals Association.)

DPAC Treasurer- Kendall Packham

Kendall couldn't make it, Joanne presents.

Update was included in the Consent Agenda. No income, expenses that came out were mostly related to IEP Presentation. Balance is \$4522.97 Gaming \$3885.39 Fiscal year needs review, mid-year budget review coming this fall.

Does the Annual budget timeline make sense for everyone?

Question: Is that normal for most PACs? All PACs vary and have different reasons for calendar options.

DPAC Gaming grant will be \$2500 and will be used for parent education and admin. \$2500 from District must be used for parent education. No targeted fundraising as our mandate is parent education.

Subcommittees: - Full Reports Attached

A) Anti Racism Committee - Carly Wintschel

Like the reports format, we had our first meeting on Thursday and it was very long. It was good and filled with robust discussion. Karen McKinnon came from the CVCJC and discussed restorative justice principles. Policy procedures options to come alongside. [CVCJC](#) and [Wachiay](#) presentations discussed status and how it had been funded. We did not get to talking about school codes of conduct.

Question: Do you know what yours is and have you looked at it? Reach out to Carly at: antiracismcommittee.sd71@gmail.com

Rep Question: *When does your school talk about Code of Conduct?*

CDTA Rep: Also can have a classroom code of conduct as well.

Carly identified that Brooklyn's Code of Conduct needs to be more inclusive, specific and equitable. Each community has to be invested and build theirs to create investment.

Note: Find your school's Code of Conduct by going to the SD71 site for your [school](#) and locating it in the dropdowns. Find the District Code of Conduct:

[Administrative Procedure 350 - District Student Code of Conduct.](#)

B) Sexual Health Committee - Brooke Finlayson

Gender-Based Violence Committee - Highlight for BCCPAC [EGM](#) that DPAC put forward (in Consent Agenda.) Brooke sits on the [GBV](#). Also with a P, VP, 2 counsellors, CUPE, DPAC, IEC, CDTA reps. GBV has been meeting for almost a year and focused on peer-to-peer sexual misconduct, staff and anyone in the schools. Meet this Wednesday. Report coming. Revisions and all the body of work will be reported at a regular Board Meeting. Had amazing conversations and sharing about on the ground work and the care and attention that goes into the work. Coming from DPAC as a parent who has kids and also as someone who works in the community in GBV support. The report will contain recommendations

Committee question: did anyone see anything about consent in their schools?

Brooklyn and Highland well-represented. Huband got a lot of emails about consent week and they feel well-informed. Isfeld had just a line in an email. Another school with a line in the email. Reps shared there were lots of great dinner table conversations around Consent Week.

C) School Food Subcommittee – Shawn Thir

Attended the CVFPC in August, nothing to report.

D) Speaker Series Committee – Megan Cowling

Large package of documents, most of this is the Inclusive Education information from the [IEP Parent Presentation](#). This year's intention of the Committee is to highlight the internal subject matter, showcase staff expertise, and to assist with navigating our District. Based on the interest we found an area of information that parents are really looking for.

Options for this year – please share your interest:

- 1) [Comox Valley Child Development Association](#): Parent Mental health opportunity highlighting parent mental health, and how to unload the backpacks we carry from our own childhoods. Watch the [Trailer for the documentary SEEN here](#).
- 2) [CVCJC](#) & [WACHIAY](#)– Active Witnessing presentation
- 3) CV RCMP – Did a presentation in conjunction with high school parents regarding the local drug scene. Looking at working with them, AVI Health Services

Question: Ways to incorporate prevention with harm reduction? Any options for education around delaying substance abuse. Yes, that would be excellent. Let's work together to highlight Preventure.

E) Emergency Preparedness Committee – Shawn Thir

Emergency Replenishment supplies: water, granola bars, fruit cups. Result of meetings after fifteen years. If you have a chance, Oct 16th (10:16AM) is the [Great Shakeout](#) and check out the SeaCan, still in boxes? Totes? Goal is a basic supply of food. The Province of BC has a [Master of Disaster](#) website with [free teaching kits](#) for grade 4 – 7. This summer, with the fires close to home, this should be on your mind and prepared. Recently there was a serious accident by the KIA dealership and all roads blocked and crosstown gridlock, hours to cross town.

Question: Are you looking for more people to join the committee? Yes absolutely (Email DPAC to be in touch with Shawn.) CVRD disaster scenario – waiting for that to happen again.

CDTA Rep Comment: Each school has a [JOSH](#) Committee and will have gone over SeaCan readiness, you can check with your school's JOSH Committee.

Questions? Emergency contacts up to date?

Discussion: CLEVR did not actually work well this year, many hiccups for parents. First class to get it all done got a pizza party. Emergency contacts: please think seriously about where they are geographically located and make a strategy reflecting the potential congestion, bridges that may/may not hold, and other barriers.

Superintendent Report – Dr. Jeremy Morrow

Shawn's tenacity regarding Emergency Preparedness connected to updating the Sea Cans. Committee work is influencing and improving systems.

Question: How has startup been at your school?

Thursday presentation "Understanding IEPs for Parents and Caregivers" amazing coffee cake, great amount of detail, seating arranging in a new way, and a different configuration than past uses. Appreciates the perspective of parents.

Enrollment update this year, the strategies used for determining potential school populations are done by 3rd parties, example: there is a metric of ".4 students per townhome", as the whole year's budget built on projections.

Happy to report we are slightly higher than what we projected, with modest growth. NIDES is at 2000 full-time equivalent students.

Some changes to structure:

Elementary PAC – your schools are connected to the Associate Superintendent to Vivian Collyer

Middle & Secondary – your schools are now connected to Jay Dixon

We have some medical leaves to fill at the SBO in important roles.

Recognizing a long September as families, the grind has started, would like to kindly remind everyone if you require support please reach out.

Continuing the Equity Scan process. On Oct 16th Indigenous parents were invited to the SBO to share stories.

Professional development session on conflict resolution "Navigating Difficult Conversations" more energy where it should be, improving outcomes for kids.

Start-Up Discussions: fees, school supply fees, CLEVR.

Trustees Report– Michelle Waite & Cristi May Sacht

Michelle Waite:

- Come to this work as a Trustee, and as a grandparent.
- Hats off to our consent agenda.
- Preventure was provincially trialled at Lake Trail, among the students, results were seen. [More about Preventure here.](#)

- Anecdotal story sharing re: successful resource-sharing Foundry.
- The motion passed at the BCCPAC EGM was the same motion that was brought forward by our Board and passed at [BCSTA AGM](#), next steps to send another letter to the MOEC on what we can do to create that provincial action plan.
- At the September meeting Michelle was re-elected as the Board Chair and Sarah-Jane Howe re-elected as the Vice-Chair. [Find the outcomes of the Board elections here and a full list of positions.](#)
- Surplus funds from the budget news, $\frac{1}{3}$ being focused on student safety, which works out to \$400k for student safety.
- Safe & Active (SAS) schools bylaw for the pathway along Lake Trail to Arden; City of Courtenay working on infrastructure solutions to support safe and active transportation starting with three schools: Courtenay El, Puntledge, and Valleyview. Open house last Friday and each school will get information and partnership with their PACs. [\(More info here\)](#)
- Approved interim [Enhanced Student Learning](#) report, which runs on a timeline rotation of larger and smaller reports recognizing the workload associated with the larger report.
- Career Education Plan - Program Review to find out what is working well and what could work better. The report starts on page 160 of the [September Board Package](#).
- Two public engagement sessions planned for this year: Nov 18 and March 10, finance lens, both budget-focused. November will be an introduction to the process including information on the Long Range Facilities Plan, and March will be a deeper dive into the budget.
- [Joint Statement](#) Regarding Harassment and Discrimination in Comox Valley Schools. Last year was the first year it happened. The message is that together we will work to keep our workplaces safe and harassment-free. In September, we also did a [joint statement](#) regarding 2SLGBTQIA+ inclusion and support.

Cristi May Sacht:

Thank you for having us. News from the most recent Board meeting:

- [CRCL](#): presentation was awesome, they are the people to call if there is a youth in crisis, (ages 13+.) CIRCL mobilize immediately and will begin talking through or waiting with the youth for other services and targeted outreach available. More information with slideshow available in [August Board Package](#). (starting at page 15) or viewable here: [Comox Valley Schools Youtube August 26 2025 Meeting](#).

- [Women In Trades \(Oct 21 event link\)](#) and [Youth In Trades](#), excellent program for women & girls to explore trades in a different environment. Individuals going into trades, coding, and culinary industry, [SD71 Careers Instagram](#).
- Five of our Trustees attended a Vancouver Island School Trustees Association event in [Campbell River SD72](#), the theme was "Journeys to Success" ([More about the event here](#))
- A main theme consistently important is to honour the gifts of the kids and connect with them when you see them, because it just takes one person to connect to make a difference.
- The nature of rural communities' specific charm and some barriers associated to being rural (e.g. accommodations, ferry travel, and housing), was great to meet other communities around the Island to compare and contrast the unique natures of all.

5 Building and Sharing

Information sharing – PAC handout from beginning of school year deep dive.

All Principals have received this, please make sure you are sharing this with your PAC. Find the handout attached, please note the Treasurer section has budget template links that BCCPAC is updating.

6 New Business – (Tabled until next meeting due to time)

- Exploring APs by theme: PACs and Fundraising
- Homework Literacy information gathering in preparation for Nov. 3rd meeting.

7 Upcoming Events

8 Next Meeting: Monday, November 3rd 2025

9 Adjournment: Motion to adjourn at 825

Moved by: Shawn Seconded by: Jenn Meeting Adjourned.

Any questions or comments please don't hesitate to [contact us](#)