

**AGENDA** for the Annual General Meeting of the **SD71 District Parent Advisory Council**, held Isfeld Library & via Zoom, on **MONDAY, January 5th** at 6:30pm.

**ATTENDANCE:**

Joanne Barr - DPAC Chair  
Jennifer Fisher\* - DPAC Vice Chair (Isfeld Alt)  
Megan Cowling - DPAC Sec(Brooklyn/Highland Alt)  
Kendall Packham\* - DPAC Treasurer (Glacierview)  
Cristi May Sacht - SD71 Trustee  
Shannon Aldinger - SD71 Trustee  
Dr. Jeremy Morrow - SD71 Superintendent  
Erika Davis\* - Arden Elementary  
Catherine Crowe\* - Ecole Robb Rd  
Jacqueline Simmons - CDTA  
Kristine Salzmann - Puntledge/Isfeld Parent

Brooke Finlayson\* - Highland Secondary  
Jennifer Vaino - Highland Secondary  
Lyn Crompton\* - Airport Elementary  
Kari Pratt\* - Isfeld Secondary  
Rae Walsh\* - Vanier Secondary  
Graeme Hahn\* - Royston Elementary  
Danell Hunter\* - Miracle Beach  
Roxanne Power\* - Huband Elementary  
Julia Tabernero\* - Huband Elementary  
Sara Schouten\* - Denman Island Community School  
Thea Cockerton - SD71 Food Service Coordinator

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

*\*indicates DPAC Rep*

**1 Call to Order**

Recognition of Traditional Territories

AGM - Find our Constitution and Bylaws [HERE](#)

Introductions

Approval of the [MINUTES](#) from December 1, 2025 Motion to Approve Minutes Moved by: Graeme Seconded by Jenn: Motion Carried

Approval of the Agenda for January 5, 2026 Motion to accept Agenda as presented. Moved by Danelle. Seconded by Catherine. Motion Carried

**2 Correspondence**

- None

**3 Building and Sharing**

- AP Review - [AP 102 School Improvement Plans \(2019\)](#) Note: "2. The Principal must ensure that school improvement plans and results reports are prepared in collaboration with staff, the Parents' Advisory Council, and, where appropriate, students"
- Note that AP Review is in progress and updates are coming, also this is connected to the upcoming Open [Committee of the Whole](#) on the topic of [School Growth Plans](#)
- From the December [Agenda Package](#):  
Next Open Committee of the Whole Meeting:  
TOPIC: School Growth Plans  
DATE: January 13, 2026  
TIME: 7:00 pm  
LOCATION: School Board Office: 2488 Idiens Way, Courtenay

Reps: send us your questions about School Growth Plans to [DPAC@SD71.BC.CA](mailto:DPAC@SD71.BC.CA)

## **4 Reports - Included Below**

### **Executive Report - Year In Review**

#### District Event Invites:

- Two Exec members consulted with the January Careers Program Review
- One Exec member on the panel for March PVP Pool Interviews
- One Exec member on the panel for May Principal Interviews
- Two Exec members for the May Budget Consultation
- Two Exec members for October "Shifting the System: AI's Impact on People, Pedagogy and Policy"
- One/Two Exec member for Oct/Nov/Dec Calendar Committee
- Four Exec members for Organizational Review consultation with Scott Stinson
- One Exec member for IEC Capacity Days & Big House Teachings
- Four Exec members for SOGI Masterclass
- Two Exec members for the November Budget & LRFP Consultation

#### Representation on Monthly Committees:

- Indigenous Education Council (Jan/Feb/Mar/Apr/May/June/August/Sept/Oct/Nov/Dec)
- Food Advisory Committee (Feb/Mar/Apr/May)
- DPAC Anti-Racism Committee - Carly Wintschel (Jan/Feb/Mar/Apr/May/Sept/Oct/Nov/Dec)
- Gender-Based Violence Committee - Brooke Finlayson (monthly w/ additional community outreach)

#### Monthly Meetings:

- Superintendent meeting monthly
- Board of Education monthly
- Committee of the Whole (when Open)
- Partner connections
- DPAC Meetings
- PAC Meetings

#### Presentations & Partnerships:

- Principals Presentation August - presented to 40+ PVP
- IEP Presentation September - organized 150+ event

#### DPAC Consultation Work with Representatives and Partners:

- Emergency Preparedness Committee consultation re: funds use, Seacan stock, APs
- Consulted on In-Service Funds AP for greater equity, transparency and usability
- Parent advocacy work
- PAC support
- Consulted with Associate Superintendents on multiple occasions
- Anti-racism policy work (flow chart, resources, attending Wachiay/CVCJC presentations)
- Collaborative Advocacy Committee development

#### BCCPAC

- BCCPAC AGM 2.5 days online [AGM May 24 & 25](#)
- BCCPAC Advocacy training [Resources](#)
- BCCPAC Resolution Committee (Online Townhall Meeting)
- BCCPAC EGM 1.5 days online [EGM August 23 & 24](#)
- BCCPAC Leadership Summit [Summit Nov 15th](#)

SD71 DPAC took a resolution amplifying the work of the Board and the resolution they took to BCSTA 2025. The resolution can be found in this full [BCCPAC AGM Booklet 2025](#) on page 65, as Resolution 2025.15. It reads as follows:

**"2025.15 Action to Address Misogyny and Gender-Based Violence (Ordinary Resolution)**

*Submitted by: SD71 DPAC (Comox Valley) Be it resolved that BCCPAC advocate for the Ministry of Education & Child Care to develop, promote, implement and fund a K-12 Action Plan to address misogyny & sexism (akin to the K-12 Anti-Racism Action Plan, released January 2023) and which specifically includes strategies for educators and for students to identify and respond to gender-based biases and sexual harassment."*

The BCCPAC AGM did not see the majority of resolutions moved through for consideration of the Membership. As a result, the [EGM \(pg. 33\)](#) was convened in August, where the Motion passed with more than 92% approval. [BCCPAC EGM 2025 Minutes](#).

**DPAC Treasurer Reports:**

Monthly Report: Nov 30-Dec 30

Annual Report: (below) Jan-Dec 2025

Income Statement Jan 25 to Dec 25		
As of Nov 5, 2025		
	General	Gaming
<b>Income</b>		
District Funds	2500.00	
Gaming Grant		2500.00
Opening Balance	6231.78	4136.89
<b>Total Income</b>	8731.78	6636.89
<b>Expense</b>		
BCCPAC Membership	0.00	200.00
BCCPAC AGM/Conference Costs	75.00	250.00
Speaker Series	569.49	0.00
Informational Materials for Parents	541.42	0.00
Stationary	0.00	0.00
Incidentals/Gifts	491.33	0.00
Website & Admin Fees	275.38	0.00
Bank Fees	25.50	0.00
Per Diem For BCCPAC \$25/day 4 attendees	0.00	0.00
	0.00	0.00
<b>Total Expense</b>	1978.12	450.00
<b>Total Income for Jan 25 to Dec 25</b>	<b>6753.66</b>	<b>6186.89</b>

Monthly Report		
Nov 30 to Dec 30		
	General	Gaming
<b>Income</b>		
SD71 Payment	2500.00	
Opening Balance Nov 30	4518.47	6185.39
<b>Total Income</b>	7018.47	6185.39
<b>Expense</b>		
BCCPAC Membership	0.00	200.00
BCCPAC AGM/Conference Costs	0.00	0.00
Speaker Series	0.00	0.00
Stationary	0.00	0.00
Incidentals/Gifts	261.81	0.00
Website & Admin Fees	0.00	0.00
Bank Fees	3.00	0.00
Per Diem For BCCPAC \$25/day	0.00	0.00
<b>Total Expense</b>	264.81	200.00
<b>Balance</b>	6753.66	5985.39

Question: How are our bank fees so low?

Response: as a non-business member we do not pay for transfers and we cancelled the paper statement option to save costs.

**Subcommittees:**

A) **Anti Racism Committee** - Carly Wintschel (submitted report in [Consent Agenda](#))

Verbal Report: Megan Cowling/Kristine Salzmann

Our next committee meeting will be in February. We look forward to hearing how the sharing of our anti-racism resource sheet goes at your next PAC meetings. Did anyone have a chance to share with their PACs?

Response: Four reps responded, feedback was positive noting the info it was concise with QR codes for accessibility. Check it out when it has the option. The anti-racism resource sheet can be found [HERE](#).

B) **Sexual Health Committee** - Brooke Finlayson (submitted report in [Consent Agenda](#))

Verbal Report: The next GBV committee meeting is Jan 28th. This gives our two co-chairs time to meet with the Superintendent before the next School Board meeting on Jan 27th. I will provide a more fulsome update in February. Expand on the White Hatter note, I would like to highlight the harms of a phone in a room late at night and contracts. Look for the teachable moments, this article prompted another conversation about no phones in your rooms overnight. When talking to kids, try to be free of judgement and more of a give and take about

the dangers and the expectations. Digital safety for families can incorporate screens in shared spaces, where parents can see what you're working on and using in a family space. Family device use contracts are great, there is one on the White Hatter site, including knowing the passcode for all devices. No phones in bathrooms, bedrooms, and private spaces late at night. Lens through work and ways to be curious about what they are seeing online both peer-related and otherwise.

Find the White Hatter website at [The White Hatter | Digital Literacy](#) and the article link here: [The White Hatter "A Teachable Incident for Parents & Caregivers"](#)

C) **Speaker Series Committee** - Megan Cowling (submitted report in [Consent Agenda](#))

[FoodSafe Level 1](#) Class for School Food Volunteers - Sunday January 11th

This class usually takes approximately seven/eight hours, and if passed successfully, will result in a [certificate](#) of Food Safe Level 1 that is good for five years. DPAC is funding the instructor's time and location, with PACs or the parents themselves purchasing the \$30 booklet/certificate processing for their volunteers. Thank you to Courtenay Community School for hosting the event. This class is being funded with our DPAC funding, which is mandated specifically for parent/caregiver education (no student registrants.) We have asked that PACs or parent/caregivers cover the cost of the \$30 booklet/certificate (theirs to keep) to ensure commitment to attendance. Deadline to register is Monday, January 5th, (12am midnight.)

To Register:

Step 1: an email must come to DPAC that includes the volunteer's name and PAC;

Step 2: the PAC contact email must also be cc'ed;

Step 3: include name of volunteer attending and;

Step 4: include who will be funding the \$30 booklet/certificate processing fee.

We currently have four parents registered, there is still lots of space if you would like to attend. Please connect with any questions.

ii) [SEEN](#) Documentary Partnership with [Comox Valley Childhood Development Association](#)

Met with the CVCDA and we have refined our location options, we continue to look for a space that is accessible for all ages of parents/children/babies but also close to amenities for parents.

iii) Drugs/Prevention: In discussions.

D) **Emergency Preparedness Committee** - Nothing to Report

**7 Superintendent Report** - Dr. Jeremy Morrow

- Verbal report: Gratitude for a smooth break, buildings all good and a smooth start. Aligned with the calendar enrollment projections due February, start planning in January.
- District updates: we were short on a couple key positions. The [posting](#) for the [Director of Human Resources](#) went out today, in the absence of Secretary Treasurer, we have a commitment for ST support from a retired professional to assist with operational needs.
- Commitment renewing of the APs which is a substantive amount of work.
- Privy to the hundreds of volunteer hours, I would like to acknowledge the engagement of our PACs and DPACs in this district.

**8 Trustees Report**- Shannon Aldinger and Cristi May Sacht ([see submitted report HERE - attach PDF](#))

Verbal Report: Shannon Aldinger:

Thanks to everyone for coming out, after sitting on such PAC executives, and DPAC, the number of parents present is exceptional. Noting the comprehensive agenda and number of hours estimated volunteered. Would

like to thank all of you for your time and engagement. The more we are able to communicate, the better and bolder the work we can do for the kids.

Verbal Report Cristi May Sacht: IEC updates on positions that have been hired. Exciting to have these new resources available and discussing the Nala'atsi expansion. June 6th Indigenous Graduation ceremony. One giant ceremony at the Filberg this year.

Shannon: In the attached report, please see the updates from the most recent Board Meeting (linked [Agenda](#) here), including: Policy Committee, GBV Committee, Statutory Right of Ways, SOFI, highlight of the last board meeting, district progress report. The District Progress Report sets out all of the different work in the district, very comprehensive document, pg. 166 of the [Agenda](#). Also discussed: unexpected health emergencies, new AP about early FI (lottery with exception of siblings), early childcare partnership, letters to MOEC re: GBV, next COTW January 13th at 7pm, regular Board Meeting end of the month at 7pm. February 10th Partner Engagement Session - 6pm Focus on Student Voice. Third year with District wide Student Voice forum. Each year it changes a little bit, students invited to attend to answer questions from partner groups. Also included is Information on Erase Sessions.

Cristi - Student reps from grades 10, 11, 12. DPAC has been contacted to submit questions? February 1st have to have all questions in for the Student Voice (February 10, 2026 at 6 pm)

Question: FI report question ERR family they have a large age gap gr 12 gr 10 sibling is that at Isfeld with a child just entering Kindergarten - does that sibling guarantee then apply to a family in this situation? Emails have been sent to the District and Principal with no clear answer. DPAC will send this to Jeremy to follow-up.

Question: Has the district done any cultural safety work with the [San'yas](#) program?

Question: [Open Houses for Kindergarten](#) - especially those with lottery - the invite says "families", so should kids attend or can?

Response: Kids would be welcome.

## **8 New Business: AGM Elections: See the Role Descriptions and estimated time commitments in the [AGENDA](#) and find the Constitution and Bylaws [HERE](#):**

Election - Shannon Aldinger as Parliamentarian

Review Constitution and Bylaws:

- Section 10 lists an Election in January each year
- 12 month term, ending Jan 31
- Some experience in criteria
- Restrictions e.g. representatives not all from one PAC
- Conflict of Interest adhere to SD71 Conflict of Interest policy

Parliamentarian takes the chairing role. Outline procedures of election.

**NOTE:** Add ballot and election information to the Constitution & Bylaws, as required by the School Act

Chair: Nominations: opening the floor for the 2026-2027 Term

Jenn Fisher nominates Joanne Barr. Joanne accepts. Call for nominations, second time, third time. Nomination closed, Joanne Barr is acclaimed as Chair.

Vice-Chair: Nominations: opening the floor. Brooke Finlayson nominates Megan Cowling. Megan accepts. Call for nominations a second time, and a third time. Nomination closed, Megan Cowling is acclaimed as Vice Chair.

Secretary: Megan nominates Jenn Fisher. Jenn accepts. Second call for nominations, and a third call. Nominations closed. Jenn Fisher acclaimed.

Treasurer: Open for nominations. Option to self-nominate. Calling for the second, third, and final time. Vacant for the time being.

Director At Large: Open for nominations: Danell self-nomination for role of Director At Large. Joanne nominates Kendall Packham for role of Director At Large. Kendall accepts, nominations closed. Second and third call. Danell Hunter and Kendall Packham are acclaimed as Directors At Large.

## **9 Upcoming Events:**

FREE Virtual Workshops for parents/caregivers/grandparents and youth aged 10 and up

**"Establishing Safe, Caring & Respectful Digital Communities"** Jan 21, Mar 11, and May 13

<https://pages.safterschoolstogether.com/erase-family-session>

*"This session covers all things digital, from how to be a good digital citizen, the criminal consequences of cyberbullying, and how to report and receive support in cases of sexting/sextortion. Some of the most prominent concerns currently surrounding use of social media platforms, smartphones, and artificial intelligence will be discussed."*

**NEW: "Establishing Family Practices for Safeguarding Against Cyberbullying"** Feb 18, Apr 8, June 10

<https://pages.safterschoolstogether.com/erase-family-sessions>

*"This session covers the global issue of bullying, as well as cyberbullying within the Canadian context. The presentation highlights warning signs for if someone is experiencing cyberbullying behaviours, and the steps to take if you are a victim of cyberbullying behaviours. The presentation also explores sextortion, explaining how it occurs, key apps you should be aware of, the role of artificial intelligence in this issue, as well as the necessary steps to take if you are a target of sextortion."*

**10 Next Meeting:** Monday, February 2nd, 2026 6:30pm

**11 Adjourn 8pm.** Motion to Adjourn: Jenn

This time of year can be very challenging for mental health, (e.g. [Blue Monday](#) is January 19th)

Some Resources for parents/caregivers that are handy to share:

[Kelty Mental Health through BC Children's Hospital](#) - extensive resources for families on an easy to navigate site

[Virtual Foundry BC for youth 12-24](#) - get mental health support virtually anywhere in BC

[BC Gov Help Starts Here Site](#) - Gov't site with many resources re: mental health, groups, low-cost resources

[BC Mental Health Support Line](#): 310-6789 anywhere in BC 24 hours, toll-free, through Crisis Prevention BC

[BC Crisis Line](#) - 1.800.Suicide/1.800.2433: The Network operates 24 hours a day, seven days a week and provides lifesaving crisis intervention, suicide risk assessment, and strengths-based collaborative safety planning and follow-up to vulnerable British Columbians.

[Kuu-us Crisis Line](#) - BC-Wide Indigenous Crisis and Support Line

[CRCL Comox Valley - Crisis Response Community Led](#) - 250.681.4878 Hours: Monday-Friday 10am-10pm, Sat/Sun 10am-6pm