



The Central Okanagan Parent

Advisory Council

General Meeting Minutes

Date: February 5th, 2024, at 7pm

Location: Zoom

The Central Okanagan Parent Advisory Council acknowledges that this meeting is being held on the unceded, Traditional Territory of the Okanagan People

COPAC Executive: Nicola Baker (**CLE**), Simon Adams (**CMS**), Roslyn Hazen (**HMS**), Deannie Zahara (**KLO**), Leslie Atwell, Nathan Hind, Jeanette Watson

In Attendance: Nicole Codispotti-**BCE**, Ingeborg-**CAS**, Sara Lebeter-**CTE**, Heather Engram-**DRE**, Jenifer Dyson-**DWE**, Brittany Ryder-**ELE**, Jill Glassford—**HGE**, Shan Gill-**HRE**, Victoria Thew-**OTS**, Caitlin Harper-**PGE**, Amanda Davies-**QGE**, Amy Smith-**RVE**, Lisa Schetel-**RLE**, Kelly Doane-**SLE**, Roen-**SKE**, Amanda Kraft-**SRE**, **RMS & RSS**, Caitlyn Harrington-**SVE**, Sabrina Chapman-**WAT**, Amanda Davies-**SMS**, Camilla Biffard-**KSS**, Carmen Klassen-**OKM**
Trustee Wayne Broughton, Trustee Lisa Guderyan, Rob Drew-SD23 Director of Operations, Barry Gerding-Black Press Media

PARTNERS PRESENT:

Superintendent of Schools-Kevin Kaardal

Deputy Superintendent- Terry-Lee Beaudry

Board of Education: Trustee Chantelle Desrosiers

COTA (*Central Okanagan Teachers Association*)- Susan Bauhart

CUPE (*Canadian Union of Public Employees*)- George York

DSC (*District Student Council*)- no reps present.

1.0 Call to Order -Greetings and Introductions Nicola Baker, COPAC President

2.0 Guest Speaker – Delta Carmichael Secretary Treasurer/CFO & Kate Cumming Assistant Secretary-Treasurer presented the background and high-level summary for the draft 2024/2025 SD23 Budget

- **4 Focused Directions for [SD23 2021-2026 Strategic Plan](#)** (*approved by the Board of Education June 9th, 2021*)
 - Equity & Excellent in Learning
 - System Wellbeing
 - Transformative Leadership
 - Family & Community Engagement
- **SD23 Funding driven by FTEs** (*full-time equivalents*) as defined as a student taking a full course load, and not by head counts as defined as how many employees/students in a building/a particular school
- **4,495 staff serving 49 schools/sites** (5th largest district in the province) and serves over **25,500 students**
 - 32 elementary, 8 middle, 5 secondary, 1 alternative school, 1 online learning (K-12)
 - 3 learning centres
- **SD23 Financial Income Sources – 3 SEPARATE FUNDS**
 1. **Operating:** Main operating expenditures. comprises of approx. 83% of budget (*incl. Instruction, District Admin, Operations& Maintenance, Transportation*)
 2. **Special Purpose:** Targeted funding for a particular purpose– comprises approx. 12% of budget. (*includes Feeding Futures, Student & Family Affordability, Classroom Enhancement Fund, CommunityLINK, Annual Facility Grant, School Generated Funds.*) *Classroom Enhancement Fund based on Supreme Court decision in 2017/18 to assist SDs with implementation of the restored class size and composition limits. Total Special purpose budget is \$43,230,121 (2023=\$38,113,113).
 3. **Capital:** This fund includes the capital assets of SD23 and in 23/24 accounted 5% of total budget (*i.e. land, buildings, equipment, vehicles and Refresh program*).
A Five-Year Capital Plan is approved by the Board of Education on an annual basis. Total budget is \$19,211,478 (2023=\$16,751,194) ****MECC will announce funding for 2024/2025 budget in March 2024****

NEXT STEPS:

1. Get involved! Attend any or all upcoming public meetings [Finance and Audit](#) and [Public Board](#)
2. Provide feedback or ask questions at your school or the School Board Office
3. Provide feedback online via survey that will be available on the district website and distributed through school messenger application.

See below for our SD23 Budget participation opportunities.

CENTRAL OKANAGAN PUBLIC SCHOOLS 2024/2025 BUDGET TIMELINE

February 5th SD23 Budget Presentation at COPAC General Meeting via zoom

Feb 21st at 4:00 pm, Finance and Audit Committee Meeting

March 2024/2025 Ministry of Education and Child Care, [District Funding Announcement](#)

April 3rd at 4pm- Finance and Audit Committee Meeting- [Superintendent Budget PROPOSAL Report Presentation](#)

April 17th at 4pm- Finance and Audit Committee Meeting- [Superintendent Budget Report Presentation](#)

April 24th at 6:00 pm. Public Board Meeting. 2024/2025 Tentative Annual Budget Bylaw Set

June 19th at 4:00 pm, Finance and Audit Committee Meeting-Review 2024 2025 Annual Budget Bylaw

June 26th at 6:00 pm, Public Board Meeting, **ADOPT** 2024/2025 Annual Budget Bylaw

3.0 Establish Quorum (10 Voting Members) Established with 27 school PACs.

AME		ASM		BHE		BGE		BCE	X	BME		CAS	X	CTE	X	CLE	X	DRE	X
DWE	x	ELE	x	GME		GRE		HGE	x	HRE	x	MJE		NGE		OTS	X	PLE	
PSE		PGE	x	QGE	x	RAY		RVE	X	RLE	x	SLE	x	SKE	x	SRE	x	SVE	X
WAT	x	WRE																	
CMS	x	CNB		DRK	X	GMS		HMS	x	KLO	x	RMS	x	SMS	x				
GESS		KSS	x	MBSS		OKM	x	RSS	x										

4.0 Agenda: Additions/Approval

Motion: To accept the February 5th, 2024, COPAC Agenda as presented.

Motioned by Roslyn H., seconded by Leslie A..

All in favour: **Motion carried**

5.0 Minutes: Additions/Approval

Motion: To accept the January 8th, 2024, minutes as circulated.

Motioned by Brittney R., seconded by Jeanette W.

All in favour: **Motion carried**

6.0 SD23 PARTNER GROUP REPORTS

Trustee Update – Trustee Chantelle Desrosiers

- Thanks to the voting members of Finance and Audit committee for being present during this year’s annual public presentation of our school district budget during COPAC general meeting
- Several water main breaks in our district in January, Trustee Desrosiers highlighted AME and extended thank you messages to the AME families for their patience and understanding, AME staff & administrators with the complexities of moving students to other school sites, the neighbouring schools that opened their doors and welcomed AME in, and our operations department for getting it up and running. And special thank you to one of our custodial staff without their quick thinking and ingenuity there would have been a lot more damage to AME.
- Next Policy meeting will include some recommended changes to SD23 policies:
 - Policy 405 Student Placement, reflects the new legislation regarding Bill 40 providing indigenous students with school of choice.
 - Policy 630 around Naming of schools. Recommendations are around naming of **FUTURE** schools around historical, geographic or operational characteristics VS. individuals.
 - Policy 703 Relations with Parents and Students- recommendations came back to COPAC for review regarding parent/guardians filling PAC executive positions that are employed with SD23 for 10 hours or more.

Trustee Update continued

-Policy 135 regarding suspension of the second question and comment period at regular School Board meetings

- Next Planning & Facilities February 7th - Annual Facilities Grant (AFG) 3 year submission will be presented

Superintendent Update- Kevin Kaardal

- Added thanks to the senior team regarding the frozen waterline at Anne McClymont Elementary school and planned move to find spaces, our TTOCs-providing relief in 3-4 classes in gymnasiums supporting teachers, and Bus drivers that took on extra bus routes. And thank you to CUPE staff for assisting / procuring materials from outside sources.
It took a community to make sure our kids continued to be educated during this challenging time.
- Premier Eby announcement: restriction of Cell Phone Use in schools- SD23 is waiting for further direction from the MECC prior to the September 24th deadline to establish policies on restrictions on cell phone use in classrooms from the MECC.
Current Technology Policies in place for SD23.
-[Policy 486](#)- Student Use of Network Services and Digital Technologies
- [Policy 455](#) and [455R](#)- Discipline and Regulations

More resources can be found here <https://www.sd23ltd.com/privacy-security>

COTA - Susan Bauhart

- Everything has already been reported regarding teachers. COTA is always grateful to be included in these meetings with parents (COPAC).

CUPE – George York -Nothing urgent to report.

DSC – No representative

No further Questions or Comments for Partner Groups

Brief notes from District Committee Representatives (PEAC, HPS, Safe Schools, Early Years Partnership). *Reminder that, Past meeting minutes are posted to school district website; links to all the committees are on the [COPAC website](#)*

Human Rights- Deannie Zahara

*Encourage parents to review the [BC K-12 Anti-Racism Action Plan](#), which includes six priority areas of action: Community Voice, Removing Barriers, Raising Awareness, Collaborative Change, Capacity Building, and School Support. *“Removing Barriers” area of action: "A co-developed [Parent Engagement Plan] with BC Confederation of Parent Advisory Councils to inform parents of Action Plan initiatives and provide supporting details and information that will promote parent and guardian understanding and welcome their involvement in planning school anti-racism initiatives."* stay tuned for more info on this

*Kelowna Community Resources (KCR) has funded the Anti-Racism Reminder posters to be put in all SD23 schools, they are also linked to all SD23 school websites.

There are 9 posters <https://antiracist.gov.bc.ca/>

Early Years Partnership- Nicole Codispotti *“The committee’s mandate is to promote and coordinate the ongoing expansion of early childhood opportunities (including daycare, preschool, StrongStart, and out of school care), in adherence with Board of Education policies and procedures.”*

January meeting highlights: for the first time this year had Aboriginal and Metis representatives. The Metis Community services of BC is opening a FREE afterschool program. 2 school buses will be transporting children from various schools to the Rutland location. If any indigenous/Metis families interested please reach out <https://mcsbc.org/>

Health Promoting Schools- Leslie Atwell

Sent out invitations to all the schools to see if there were any interest for HPS liaison volunteers (COTA, CUPE, TTOC). Received 26 volunteers excited to be the liaison to their school to bring back the info from HPS committee. An HPS monthly bulleting that will be sent to them with hyperlinks to the three different health areas; Physical, Social, and Mental

7.0 PAC 360 – Nicola Baker *(A quick opportunity for PACs to briefly discuss topics they may need assistance with from COPAC or SD23 or topics that might be relevant to other PACs)*

- HMS rep Roslyn H. shared info on “Faisons un Boeuf” –Canada wide event where French Immersion middle school students come together to review French music videos in pop culture and celebrate French culture.
-Challenges last year with not enough volunteers to assist with the food distribution during the meal break, looking for parent volunteers from French Immersion middle schools to help make this event successful for students
-Email Roslyn Hazen (copac.treasurer@sd23.bc.ca) if you can assist in May for an hour and a half
- Wat Rep- Sabrina asked about PST rebate process. Guidance document on [COPAC website](#)
- Asked about procedures on PAC finance auditing and how often they should be done.
 - Simon answered that since PACs are not registered as non-profit charities there is no set requirement. PACs should operate their finances with transparency annual budget approvals and reporting to their membership.

Please reach out to COPAC Treasurer Roslyn and she can help guide you copac.treasurer@sd23.bc.ca

President Baker gave Partner Groups an opportunity to leave the meeting at 8:24pm

8.0 COPAC 360

- **Treasurer Report - Roslyn Hazen** (see attached Treasurer Report)
 - Roslyn shared the bank statements showing that bank accounts for January aligned with her report.
 - Motion: To accept the January 2024 Treasurers report as presented
 - Moved by Camilla B., seconded by Jeannette W.
 - **All in favour: Motion carried.**

If anyone has any financial or treasury related questions, please reach out to Roslyn and she can help guide you copac.treasurer@sd23.bc.ca

- **COPAC Events- Jeannette W.**
 - Parent Educations series regarding online safety with [The White Hatter](#).
2 part series on digital literacy, Elementary and Middle/Highschool
This will be an online event and FREE to SD23 parents. Dates and details will be sent out via email, COPAC website and Facebook.
 - Recapped the Bylaws workshop- if anyone has questions regarding Bylaws please reach out to COPAC
 - **PAC 101** event to cover what it means to be a PAC and the role of it. Stay tuned for more details.

[Visit COPAC website for Digital Literacy resources](#) -Reminders: COPAC has funds to provide Parent Education opportunities, if you have any speakers or topics in mind to bring to our community, please email copac.atlarge3@sd23.bc.ca and keep an eye out on the COPAC Facebook page for many educational opportunities that are provided by community partners and share with your school community.

- **Public Education Awareness Committee** – COPAC seats to fill, looking for 2 more parents to volunteer (Elementary and Middle)
- **K-12 Anti-Racism Action Plan** – Deannie
* see update under Human Rights committee report

- **Cell Phones in Schools** – Provincial Announcement (*Nicola Baker*)
we are encouraging PACs to connect with their school administration to bring current school code of conduct forward. Discussion of the current cell phone policies in your schools (likely referenced in your code of conduct) as a PAC/ parent community is strongly encouraged in preparation for potential changes as a result of forthcoming MECC guidance.

- **PROVINCIAL REPRESENTATION & BCCPAC**

- **February Town Hall** – Feb 27th at 7pm (*discussion of the Advocacy Training*)
The BCCPAC Inclusive Education and Anti-Racism Committees are planning the discussion to seek feedback from membership. Join BCCPAC to brainstorm and help shape what parent advocacy training might look like! All PACs that have their membership paid can attend this [REGISTER HERE](#).
- **BCCPAC Nominations / Candidates for the AGM (March 31st is nomination deadline)**
(*Simon & Nicola discussed the positions available and other information*).
 - Great opportunity for any parents wishing to get involved at the provincial level; if your PAC has anyone wishing to step forward its important within a provincial representation level that the interested parent is aware and informed of what is already happening at the BCCPAC and COPAC level. It is not something to be jumped into lightly, for more info please reach out to copac.president@sd23.bc.ca
- **[BCCPAC Awards Nominations](#)** – February 28
“Do you know a dedicated parent volunteer or dedicated Grade 12 student? Shine a light on their achievements by nominating them today.”
- **Resolutions (Deadline for special resolutions submissions- February 24, 2024)**
- **BCCPAC AGM Proxy Forms now available**
https://bccpac.bc.ca/images/AGM/2024_Proxy_Vote_Form.pdf
(*Nicola Baker & Simon Adams will be attending on behalf of COPAC if you aren’t sending someone from your PAC and wish to send us your proxy forms early*).

9.0 Other Business – None

10.0 Brief in Camera - (COPAC Members/PAC Presidents Only)

-4 items discussed

11.0 Adjournment – motioned by Simon A. at 9:19pm

Future Meeting

COPAC General Meeting- Monday, March 4th, 2023, 7:00pm via zoom.

COPAC Website: <http://copac.sd23.bc.ca>

Facebook: <https://www.facebook.com/sd23copac/>

Twitter: @COPACSD23

School Board and Board Standing Committee Meeting Information www.sd23.bc.ca

[http://www.sd23.bc.ca/Board/boardmeetinginfo/Pages/default.aspx#/="](http://www.sd23.bc.ca/Board/boardmeetinginfo/Pages/default.aspx#/=)

Recording Secretary: Deannie Zahara

COPAC President: Nicola Baker