



The Central Okanagan Parent

Advisory Council

General Meeting Minutes

Date: September 11, 2023, 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: Simon Adams, Nicola Baker (CLE), Roslyn Hazen (HMS), Deannie Zahara (KSS), Leslie Atwell (DRK), Nathan Hind, Jeanette Watson (OKM)

In Attendance: Amanda Kraft-SRE & RSS, Amanda Davies-QGE, Caitlin Harper-PGE, Maureen Kilcullen-RVE, Brittany Ryder-ELE, Robin Kinney-MJE, Janelle Shultz-OKM, Heather Engram-DRE, Melissa Tesche-GME, Tanya Leshuk-GESS, Eduardo Martinez-DWE, Kristy Lamont-GRE, Jennifer Dickie-PSE, Lisa Shechtel-RLE, Nicole Codispoti-BCE, Olena Gololobova-MBSS, Ingeborg Keyser-CAS, Kelly Doanne-SLE, Sabrina Chapman - WAT
Camilla Biffard-KSS parent

PARTNERS PRESENT:

Superintendent of Schools-Kevin Kardaal

Deputy Superintendent of Schools-Terry Beaudry

Board of Education: Trustee Leanne Tiede

COTA (Central Okanagan Teachers Association)- Susan Bauhart

CUPE (Canadian Union of Public Employees)-Teri Wishlow

DSC (District Student Council)- Cayden Jensen, Co-President

1.0 Call to Order

Greetings/Introductions- COPAC President Nicola Baker gave a welcome back & introduction of the new COPAC executive and partners present. Gratitude was expressed for all of the local emergency services and support services for the fires burning in and around our district. COPAC also expressed abundant appreciation for SD23 staff, particularly senior staff and operations staff for all of the work completed over the summer and extra efforts required due to the fires in our region.

2.0 Guest Speaker – NONE

3.0 Establish Quorum (10 Voting Members) Established with 25 school PACs.

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

4.0 Agenda: Additions/Approval

Motion: To accept the September 11th, 2023, COPAC Agenda as presented.

Motioned by Roslyn H., second by Leslie A.

All in favour: **Motion carried**

5.0 Minutes: Additions/Approval

Motion: To accept the June 5th, 2023, minutes as circulated.

Motioned by Roslyn H., seconded by Nathan H.

All in favour: **Motion carried**

6.0 SD23 PARTNER GROUP REPORTS

Trustee Update – Leanne Tiede

- Trustee Tiede shared a recap from June with the two Ministerial visits: Minister of Health Adrian Dix and Minister of Education and Child Care (MECC) Rachna Singh toured several of our SD23 facilities.
- The Board is busy bringing awareness to the MECC of the unique needs of our district. SD23 is over capacity so we need more space, we need land to build more schools, lots of projects underway and operationally there's lots of updates.

Superintendent Update- Kevin Kardaal

- Shared that in October Board Chair Tiede will be attending an advocacy day in Victoria with other board chairs from across the province, where they will be meeting with MLAs to express our needs as a school district that's at 107 % capacity at this time. The intent is to increase advocacy ensuring awareness of the capital projects our growing district needs.
- Lots of work that's been going on in support of the emergency operation center and emergency social services group. Highlights include work around fire preparation, plans put in place but thankfully not required and ultimately SD23 was **able to open all schools** at school startup, even though 6 were under alert.
- Emergency plans are in place if we need to evacuate, continue to work with EOC regularly with updates to ensure we are prepared to move if need to. The fire is ongoing which is one of the challenges.
- Schools opened with considerable effort, not just from our operations & custodial staff, but also by our transportation staff who had to build new routes and find staff to support with moving students all the way through Vernon and back into West Kelowna due to road closures.
- At the time of the COPAC meeting, still have over 400 homes in West Kelowna on evacuation order with staff and students impacted by this. Supporting those families where possible with food support using the Student and Family Affordability funding if they need resources. Teams of Principals, Indigenous Advocates reaching out to these families offering support.
- The landslide that closed Hwy 97 between Peachland and Summerland created more challenges getting staff to school, some enterprising groups developed a water taxi and moving people around that landslide until the road opens.
- **Superintendent Kaardal will give his full school opening report at the Board Meeting, encourage all parents to either attend in person or via Zoom.**
- District Theme this year is Together We Inspire WONDER
- Kaardal shared that with the ongoing wildfires each year, it's something we need to address and think about as a community and the Province needs to think about more of a prevention standpoint. This will be ongoing work and conversations that Superintendent Kaardal is having with government officials and MLAs.
- Kaardal commended the amazingly courageous efforts that the firefighters took to save Rose Valley Elementary, noting the fire burned right up to the fence.

No Questions for Superintendent Kaardal, **COPAC President Baker echoed Superintendent Kaardal encouragement of attending Board Meetings especially via Zoom to stay informed.** Public Board Meeting agendas can be accessed through the [District's Electronic Board Meeting](#) site.

COTA – Susan Bauhart, President

- Echoed much of what has already been said and applauds everybody for their efforts on getting staff and students back into schools. Sadly, the only thing new that they are starting hear about, is the emergence of COVID again. Not sure where that is going, how widespread and just wanted to put that on everyone’s radar. Teachers are excited to see their students, and get to know your children
- Susan expressed appreciation to COPAC having COTA as a partner group.

CUPE – Teri Wishlow, President.

- CUPE supports all the support staff from K to 12 in SD23; bus drivers, clerical staff, trades staff, Noon Hour supervisors and everybody else that you see in your schools.
- Teri thanked COPAC President Baker for the thoughtful message of gratitude with projects being done and all the work that goes into getting schools cleaned and ready for back-to-school startup. Teri shared the message with Operations, custodial and trade staff, and they appreciate the recognition.

DSC – Cayden Jensen, Co-President

- Nothing to report as they haven’t had their first meeting yet.

No further Questions or Comments for Partner Groups

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*

- KSS parent asked about brought up several parents concerns with SD23 bussing arriving late to school, inquired if this is just back to school transition or if this is a normal occurrence.
 - Superintendent Kaardal said he’ll look into this with KSS Principal.
- GME Rep share many parent concerns that have been spreading around on Facebook regarding the state of the school field and the irrigation.
 - Superintendent Kaardal responded that operations is aware of the situation with the broken irrigation system, staff have been having to hand water the fields. Unfortunately, due to the fires, staff have been pulled away to do more crisis management and safety planning. Spring Valley was recently in a similar situation with their irrigation system and spent AFG funds fixing that and the fields look great now. This will be the future for Glenmore Elementary, but unfortunately it just not right now. Operations is very aware and will be looking into the solutions. Superintendent Kaardal will be getting back to the Principal and PAC President on that and what plans are in place, if any that we can mitigate so that playground is usable.
 - Kardaal shared that one of the things to consider in our district is all weather fields which last better.
this would be discussed at a Planning & Facilities committee to explore the possibility of these pea gravel fields. these are more in the lower mainland because grass get destroyed and they become muddy messes. These are things that we need to consider with our ability to maintain some of these older irrigations systems that are wearing out. Unfortunately, there is no quick fix.

Nicola encouraged parents to bring their concerns to their PAC Executive, bring concerns to the PAC meetings, to their Principal, write emails to their school liaison trustee and even attend planning and facility meetings, and keep an eye out for Budget season to make sure that parent voice is heard.

- WRE rep asked question regarding PACs paying BCCPAC membership fees.
 - COPAC President Baker suggested PACs register BUT hold off paying fees until after the October

COPAC meeting, so that there is more time to consult with SD23 PACs regarding the fees and proxy votes.

- 29 of our 45 PACs registered with BCCPAC for the 2022/2023 school year
 - [Click Here](#) to view whether your PAC has registered in previous years
- **At the October 16th COPAC meeting we will go into more details regarding BCCPAC, and will help guide next steps**
- Treasurer recapped BCCPAC rules, in order to vote at the AGM in the Spring, or to give your proxy vote to COPAC, PACs must be registered as members and membership dues paid by December 31st.

8.0 COPAC 360

- **Treasurers Report** - *Roslyn Hazen* (see attached Treasurer Report)

Roslyn shared the bank statements from over the summer months showing that accounts aligned with her reports.

- Motion: To accept the September 2023 Treasurers report
 - Motioned by Tanya L., seconded by Camilla B.
 - All in favour: **Motion carried.**

- **2023/24 COPAC Budget** – *Roslyn Hazen* (see attached Budget)

Draft budget was presented at June meeting

- Motion: To adopt the 2023/24 COPAC Budget as Presented
- Motioned by Melissa T., seconded by Tanya L.
- 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

- Housekeeping and Information Items – *Nicola Baker*

- **October 2023 COPAC Meeting date – October 16th**
(3rd Monday in October due to holiday on October 2 and October 9)
- PAC Contact information (Presidents & COPAC Reps)
 - reminder that all PACs have district provided email account, including a COPAC rep account. **Requesting that PAC presidents complete the below form to ensure up-to-date contact info and access to accounts.** <https://forms.office.com/r/nJMqFzhsLm>
 - Zoom Licenses – SD23 having been paying for PAC zoom licenses, IT department is asking if you're no longer using your PAC Zoom account please email copac.president@sd23.bc.ca so that we can remove the account to reduce the expense.

- **Parent Education & Communication Update** – *Jeannette Watson*

- ADHD Presentation by Dan Duncan –October 17th via Zoom
Save the Date and stay tuned for more info and the registration link
- Treasurer 101 with Roslyn Hazen COPAC Treasurer, October 3rd via Zoom
30 minute presentation and 30 minute Q&A. Stay tuned for more info
- President Baker received a request from a PAC inquiring about having guest speaker Paul Davis come to our district. *Last year SD23 provided the funding to host Paul Davis's Social Networking*

Safety presentations at KLO and MBSS for students and parents.

COPAC Executive will investigate possibly collaborating with SD23 to bring Paul Davis in again.

What Parent Education opportunities would parents want COPAC to host/sponsor?

Please email your suggestions to Jeannette Watson copac.atlarge3@sd23.bc.ca

- Discussion and request for input: **Proposed changes to Policy 703 – Relations with Parents of Students** (see attached Policy and Amendments) – Nicola Baker
- Discussed the proposed amendments for the upcoming Policy committee meeting on October 4th many COPAC reps shared concerns with the proposed amendment to this policy, citing often in smaller communities their PAC executive is comprised of sd23 staff, reps shared their experiences of communicating with school Principal and always disclosing for any potential of “perceived bias”.
- Superintendent Kevin Kaardal stated that if more time is need to review this policy it could be deferred to a future Policy meeting.

COPAC President is requesting PAC Executives and interested parents to complete [THIS SURVEY](#) to provide feedback

SURVEY opening statement: At the October 4 Policy Committee meeting, the SD23 School Board Policy Committee will be discussing amendments to Board Policy 703 - Relations with Parents of Students. COPAC is seeking input from our member PACs to appropriately represent the needs and concerns of PACs with regards to this issue.

Proposed amendments include the following underlined statement:

Policy 390 – Conflict of Interest and Confidentiality will apply when parents/guardians are also employees of the School District.

Parents, who are also employees of the School District, are able to be members, but are not able to be executive members of a school's Parent Advisory Council or Central Okanagan Parent Advisory Council (with the exception of Student Supervisors or positions of ten hours per week or less).

- **COPAC Focus 2023/2024 – Nicola Baker** (see attached)
 - Nicola shared the COPAC Executive goals for this school year, highlights include:
 - create a calendar guide/timeline of items that PACs should be aware of to have authentic and meaningful conversations and consultation with their school admin and school district (ex. Academy fee annual review, school discretionary budget, School Community Learning Plans, SD23 Calendar feedback, SD23 Annual Budget.)
 - increasing COPAC’s voice and advocating for our district at the provincial level through amplified participation and collaboration with our colleague district PACs across the province and BCCPAC.

It was asked to share the COPAC Focus 2023/24 document to the PAC Executive slack channel and to Senior staff.

Nicola offered Partner groups to excuse themselves if they wish.

- SD23 Board Standing Committee COPAC Representation Update– Simon Adams
School Board, General Affairs, Planning & Facilities, Education & Student Services, Finance & Audit, and Policy
(see attached and will be updated on [COPAC website](#))

Simon shared information about these committees and COPAC’s official role as a partner group.

- SD23 District Committee Representation: Expressions of interest – Simon Adams
District Safe School, District Human Rights, Public Education & Awareness, District Early Years Partnership, District Health Promoting Schools, Partners for Inclusive Education (PIE), and Calendar Committee
(see attached and will be updated on [COPAC website](#))

9.0 Other Business – Simon Adams summed up some really great work that has been happening with our colleague DPACs in the province and out of the parent community through the VanDPAC around long-term decision making and use of school land property and disposition of those assets. Connect with COPAC VP Simon Adams for more details.

10.0 Adjournment – motioned by Roslyn H. at 8:36pm

Future Meeting

COPAC General Meeting- Monday, **October 16, 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#/=>

Recording Secretary: Deannie Zahara

COPAC President: Nicola Baker



Proposed Budget July 1, 2023 to June 30, 2024

GENERAL ACCOUNT		
Opening Balance as of July 1, 2023	\$	3,204.49
General Revenue:		
SD#23 Grant		5,000.00
Total General Revenue	\$	5,000.00
Total funds available for Expenditures	\$	8,204.49
General Expenditures:		
Conference Fees		1,500.00
Travel		1,500.00
Communication Resources		2,500.00
Education		2,500.00
Total Expenditures	\$	8,000.00
General Account Over / Under		204.49

GAMING ACCOUNT		
Opening Balance as of July 1, 2023	\$	523.87 Needs to be used by September 28, 2023
Gaming Revenue:		
BC Gaming Grant		2,500.00
Total Gaming Revenue	\$	2,500.00
Total funds available for Expenditures	\$	3,023.87
Gaming Expenditures:		
BCCPAC DPAC Membership		150.00
PAC Community Building		1,100.00
Presenter Fees		1,250.00
Total Expenditures	\$	2,500.00
Gaming Account Over / Under		523.87

COPAC SPENDING SUMMARY (2022-2023)

Current To: 2022-06-30

EXPENSES		BUDGET	EXPENSES	VARIANCE
General Account	Return of unused SD#23 Grant	\$ 12,000.00	12,000.00	-
	Conference Fees	\$ 1,000.00	280.11	719.89
	Travel	\$ 1,000.00	1,000.00	-
	Communication Resources	\$ 2,500.00	478.23	2,021.77
	Education	\$ 1,000.00		1,000.00
TOTAL EXPENSES		\$ 17,500.00	\$ 13,758.34	\$ 3,741.66

Gaming Account	BCCPAC DPAC Membership	\$ 150.00	150.00	-
	PAC Community Building	\$ 2,000.00	937.78	1,062.22
	Presenter Fees	\$ 1,000.00	2,369.40	- 1,369.40
	Administrative Costs	\$ 100.00		100.00
	Child Care	\$ 100.00		100.00
TOTAL EXPENSES		\$ 3,350.00	\$ 3,457.18	-\$ 107.18

ACCOUNT	STARTING BALANCE	EXPENSES	REVENUE	CURRENT BALANCE
General	\$ 12,517.68	14,528.28	5,215.09	3,204.49
Gaming	\$ 925.05	3,393.48	2,992.30	523.87
TOTAL	\$ 13,442.73	17,921.76	8,207.39	3,728.36

Printed as of: 2023-08-30

Central Okanagan Parent Advisory Council Treasurer's Report

Account Balances as of **JUL 31/2023**

General Account:

HSBC

Balance Forward		\$ 3,204.49
Deposits ()		-
Cheques written ()		10.40
Interest		0.03
Service Charges		
Balance		\$ 3,194.12

Deposits to general acct

Description	Amount
Total	\$ -

Cheques from general Account

Description	Amount	Chq #
Bank Charges	\$ 10.40	
Total	\$ 10.40	

Gaming Account:

HSBC

Balance Forward		\$ 523.87
Deposits ()		-
Cheques written ()		-
Interest		
Service Charges		
Balance		\$ 523.87

Cheques from Gaming Account

Description	Amount	Chq #
TOTAL	\$ -	

Outstanding Commitments

Central Okanagan Parent Advisory Council Treasurer's Report

Account Balances as of **JUN 30/2023**

General Account:

HSBC

Balance Forward	\$	3,746.38
Deposits ()		214.18
Cheques written ()		756.11
Interest		0.04
Service Charges		
Balance	\$	3,204.49

Deposits to general acct

Description	Amount
Transfer from Gaming	\$ 214.18
Total	\$ 214.18

Cheques from general Account

Description	Amount	Chq #
COPAC Planning Meeting	\$ 141.25	666
Mailchimp	\$ 122.80	667
Transfer to Gaming	\$ 492.06	668
Total	\$ 756.11	

Gaming Account:

HSBC

Balance Forward	\$	354.74
Deposits ()		492.06
Cheques written ()		322.95
Interest		0.02
Service Charges		
Balance	\$	523.87

Cheques from Gaming Account

Description	Amount	Chq #
COPAC Social Event	\$ 108.77	167
Transfer from General	\$ 214.18	168
TOTAL	\$ 322.95	

Outstanding Commitments

COPAC Focus 2023/2024

To strengthen public education, school communities, and the student experience across SD23 by harnessing the power of parents and by working in a collaborative spirit with our education partners.

Focus Areas:

- **Increase Opportunities and Awareness for Parent Engagement**
 - The Ministry of Education and Child Care - K-12 student reporting policy updated for 2023-2024 school year – parent experiences and feedback will be important this year.
 - Calendar of parent engagement opportunities (eg. SD23 budget input, annual school calendar, program reviews etc.)
 - Work with SD23 senior staff to refresh existing/old or identify new engagement opportunities.
- **Continue to build the capacity of COPAC & SD23 PACs:**
 - Explore options for communications tools and resources to maximize opportunities for engagement and information sharing
 - Deliver support and resources focused on increasing PAC capacity and effectiveness
 - Build PAC networks to increase collaboration between PACs (eg. Hot Lunch Coordinator network)
 - Maintain awareness of PAC success/stability (monitor for schools with struggling PACs and support when possible)
- **Increase COPAC Presence at Provincial Level**
 - Dedicate time from COPAC Executive towards solutions to address the current breakdown of provincial level opportunities for Parents voice/engagement
 - Increase connections and communications with DPACs across the province
 - Continue to build strong relationships between COPAC and the other big 6 DPACs
 - Work towards relationship building with provincial level partner groups.
 - Increase parent engagement through PACs and COPAC
- **Continued collaboration with SD23 Trustees and senior staff:**
 - Focused touchpoints with SD23 senior staff and Trustees centred on our priorities
 - Continue work towards a PAC playground/enhancement agreement construction road map



Section Seven: Community Partnerships

“Together We Learn”

703 – RELATIONS WITH PARENTS OF STUDENTS

Introduction

The Board of Education supports parent/guardian involvement in education.

Policy

1. As the Board believes that the best possible educational program for students will most likely be developed when parents/guardians and educators become partners, the Board encourages parent/guardian involvement in such activities as:
 - volunteer activities;
 - parent/teacher conferences;
 - school-based classroom visits as approved by the Principal;
 - School Community Learning Plans;
 - school-based Parent Advisory Councils;
 - District Parent Advisory Council;
 - school or district-level committees/councils.
2. Parent/teacher conference schedules shall be established for each student during the course of the school year.
3. Policy 390 – Conflict of Interest and Confidentiality will apply when parents/guardians are also employees of the School District.
4. The Board realizes that not all decisions made by teachers or administrators will receive the full support of students or parents. Therefore, in the event that either party disagrees with the decision of a principal or a teacher, they shall be informed of their right to appeal using Policy 460 – Appeals.



Section Seven: Community Partnerships

“Together We Learn”

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 - volunteer activities;
 - parent/teacher conferences;
 - school-based classroom visits as approved by the Principal;
 - School Community *Student Learning Plans Conversations*;
 - school-based Parent Advisory Councils;
 - District Parent Advisory Council;
 - school or district-level committees/councils.
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SD23 Board Committee COPAC Representatives 2023-24

Committee	Representative	Alternate
School Board	<i>Nicola Baker</i>	<i>Simon Adams</i>
General Affairs	<i>Simon Adams</i>	<i>Nicola Baker</i>
Planning & Facilities	<i>Nathan Hind</i>	<i>Nicola Baker</i>
Education & Student Services	<i>Nicola Baker</i>	<i>Roslyn Hazen</i>
Finance & Audit	<i>Roslyn Hazen</i>	<i>Nicola Baker</i>
Policy	<i>Leslie Atwell</i>	<i>Nicola Baker</i>

SD23 District Committees COPAC Representatives 2023/24

Committee	Representative	Alternate / second representative
District Safe School	<i>Jeanette Watson</i>	<i>Nathan Hind</i>
District Human Rights Committee	<i>Deannie Zahara</i>	<i>Open</i>
Public Education & Awareness	<i>Deannie Zahara</i>	<i>Open</i>
District Early Years Partnership Committee	<i>Nicole Codispoti</i>	<i>Open</i>
District Health Promoting Schools Committee (3)	<i>Camila Biffard (Secondary)</i>	<i>Leslie Atwell (Middle) Kristina Grant (Elem)</i>
Partners for Inclusive Education	<i>This meeting is open to any parents!</i>	
Calendar Committee	<i>Nicola Baker</i>	<i>COPAC Executive</i>