



The Central Okanagan Parent Advisory Council

General Meeting Minutes

Date: September 9th, 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**), Jeanette Watson (**OKM** alternate), Leslie Atwell (**DRK**), Deannie Zahara, Simon Adams (**CMS**) Nathan Hind (**BCE** alternate)

In Attendance: Danielle Ferguson-**BHE**, Brittany Ryder-**ELE**, Kellie Garcia-Bunting-**GME**, Kristy Lamont-**GRE**, Carmen Classen-**OKM**, Jill Glassford-**HGE**, Robin Kinney-**MJE**, Caitlin Harper-**PGE**, Amanda Davies-**QGE**, Tricia Montgomery **SRE**, Amanda Kraft-**RSS**, Sabrina Chapman-**WAT**, Amanda Davies-**SMS**, Tanya Leshuk-**GESS**, Cadre Simpson-**KSS** Roslyn Hazen **HMS**, Lisa Schechtel **RLE**, Heather Engram **DRE** Jessica Beaton **RVE**, Kay Bowering **SKE**, Ana Longman **PSE,RMS**, Shan Gill **HRE**, Jennifer Dyson **DWE**, **KLO**, Shannon Tartaglia **CTE**, Kristina Grant **AME**, Tim Lynch-**PGE**, Jenny Lachelt-**BME**, Kevin Gourlay-**SVE**

PARTNERS PRESENT:

Superintendent of Schools- Kevin Kaardal

Deputy Superintendent- Terry-Lee Beaudry

Board of Education: Trustee Wayne Broughton

COTA (Central Okanagan Teachers Association)- Susan Bauhart

CUPE (Canadian Union of Public Employees)- Teri Wishlow sends her regrets.

DSC (District Student Council)- no reps present.

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

2.0 Guest Speakers – Introductions of SD23 Assistant Superintendents and their portfolios on areas of support

Jon Rever: Rutland (*Rutland Senior Secondary and feeder schools*) **Portfolios include:**

-[SD23 Learning Technology Department \(LTD\)](#) that supports both the business operation of SD23 and educational programing in schools. Important connections for parents is the Digital Wellness programing, includes resources to support staff, student, and families to grow a Digital Learning Culture in SD23.

-Supports SD23's [Framework for Enhancing Student Learning \(COFESL\)](#) which includes School Community Learning Plans and School Community Student Learning Conversations. Encourage PACs discuss these at your PAC meetings to learn, collaborate and support your schools learning priorities.

-SD23 is a contributor to a global network through the Brookings Institute, that focuses in on family and community engagement strategies.

Raquel Steen: Westside (*Mount Boucherie Senior Secondary and feeder schools*) **Portfolios include:**

-District Student Council and assisting them with having a voice at the school district level.

-Chair of District Human Rights Committee

-oversees [Cultural Performances](#) for Central Okanagan Public Schools (includes parent representation through COPAC).

-[International Education](#) and the [Welcome Centre](#) and Settlement Services

-Anti-Racism

Jamie Robinson: Mission and Lake Country (*Okanagan Mission Secondary and George Elliot Secondary & feeder schools*) **Portfolios include:**

-Supports Director of Instruction, Jordan Kleckner with [Learning and Innovation](#)

-Supports Brenda Kirsch, District Principal of Early Learning and Childcare Early Learning and Childcare, supporting community partnership to provide childcare across our district in over 57 sites.

Alan Lalonde: Central Kelowna (Kelowna Senior Secondary and feeder schools) Portfolios include:

- Supports Inclusive Education Services with Randy Horne-Director of Instruction for Inclusive Education.
- Secondary Education, which includes Transition Programs, Post-Secondary programs, Dual Credit Programs, Career Programs, E-school and more
- Critical Incident Response Team, Health Promoting Schools and Safe Schools committee

Partners for Inclusive Education (PIE)- NEW Parent Volunteer Lead- Sarena Smith

- *safe place where families, staff, and community partners can connect to improve support for learners with diverse abilities. We strive for open communication about inclusive education. This effort requires education, teamwork, and empathy to maximize wrap-around supports and celebrate the differences that make our children individuals.*
- PIE Poster & links have been distributed and/or sent out in school newsletters for several years.
<https://www.sd23.bc.ca/partners-for-inclusive-education-inclusiveeducation>
- Please add your name for the info on: [agenda and zoom link](#)

3.0 Establish Quorum (10 Voting Members) Established with 30 school PACs.

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

4.0 Agenda: Additions/Approval- move up the 360 portion of “New Personal Digital Device language”

Motion: To accept the September 9th, 2024, COPAC General Meeting Agenda as presented.

Motioned by Shannon T., seconded by Cadre S.

All in favour: **Motion carried**

5.0 Minutes: Additions/Approval

- **Motion: To accept the June 3rd, 2024, minutes as circulated.**

Motioned by Leslie A., seconded by Jeannette W.

All in favour: **Motion carried**

6.0 SD23 PARTNER GROUP REPORTS

Trustee Update – Trustee Wayne Broughton

- Parents/guardians are encouraged to attend School Board meetings, these are **public meetings** and the business portion of meetings are available to view via zoom. Agendas, Meeting minutes, and zoom link can be found on [SD23 website](#).
- Lots of meetings occurred over the summer regarding staffing, and policy work.
- School Trustees get a lot of requests from parents and community regarding building new schools, or expansion of childcare spaces. The MOEC is where this funding comes from, school boards are reliant on this funding.
- Reminder of upcoming provincial election: contact or lean on the Ministry because they make these decisions!

Superintendent Update – Kevin Kaardal

- Smooth start-up of year for all kids across our district schools
- Working out final student numbers as some students have appeared to have migrated out
- incredible work with the most capital projects over the summer in SD23 history. Which include fields at Glenmore, Watson Rd enhancement agreement, new prefabricated modular additions at N. Glenmore and Chief Tomat and many more capital projects underway.
- “Personal Digital Device restrictions”-implemented the new mandate from MOEC for provincial school code of conducts. All SD23 schools have updated theirs; simplified language is they are to be put away ‘Bell to Bell’. Reports have been that so far, it’s going well.
- Bill 40- Indigenous Education council is now responsible for the direction of approx. \$5-6 million of targeted Indigenous funding. Central Okanagan Public Schools IEC Terms of References have been held up as an example to the province. Updates will occur at future Education and Student Services meetings, public is welcome to attend, keep an eye out for agendas regarding this.
- Over 4,000 students are using SD23 buses, staff recruitment ongoing process.
- **Superintendents 2024 School Opening Report PowerPoint presentation will be posted on the school district website.**

Questions from membership

1. COPAC President Baker asked Superintendent Kaardal for update regarding school safety zones and protestors. “ [Access zones](#) are in place at K-12 schools and police can arrest or issue tickets to anyone found impeding access, disrupting or interfering with educational activities, or attempting to intimidate an individual within 20 metres (66 feet) of school property. The zones will be in effect on school days from 7 a.m. until 6 p.m. and during extracurricular school activities at all of B.C.’s K-12 public and independent schools, with limited exceptions. **-Superintendent commented if parents/guardians witness any disruptions to speak to your school Principal and the RCMP can be contacted.** ”
2. CTE question regarding construction work safety...
 - a. SD23 has strict rules regarding site work safety with in-depth strict process, if any concerns please reach out to Superintendent
3. HMS question regarding Daycare center school site updates...
 - a. Ellison, OKM, Ann McClymont, Black Mountain, North Glenmore are all open; Hudson Rd. is almost completed
 - b. **Deputy Superintendent Beaudry shared a great [website resource](#) for families with Childcare BC Programs, Information for families, Information for Partners and Providers, Communications & Engagement**

Deputy Superintendent Update- Terry-Lee Beaudry

- No further additions, lots of work underway and more update to come.

COTA - Susan Bauhart

- Everyone is excited to get back to school, teachers are immersed in getting to know students, create an inspiring environment and setting up a great school year. Parents are welcomed to connect anytime with COTA President Bauhart with any questions.

President Baker expressed deep gratitude to COTA and CUPE staff and everyone else behind the scenes for all the hard work they did over the summer months and throughout the school year enriching public education; from custodians, bus drivers, teachers preparing classrooms and lessons and more.

CUPE – No representative (Teri Wishlow sends regrets)

DSC – No representative

Brief notes from District Committee Representatives (PEAC, Human Rights, 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](#)

-Nothing urgent to report

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)*

7.1 RLE rep shared that parents were informed at end of school year 2024 that Rutland Community School will be ending service at the end of 24/25 school year which will leave roughly 47 families with no childcare. Seeking advice of who to contact regarding these concerns.

***Superintendent recommends the community to reach out to himself and Assistant Superintendent, Jamie Robinson who supports SD23 Early Learning Partnerships to get to the bottom of the confusion. Currently have 45 childcare supports (mostly afterschool), with 6 new 0-school age.*

BHE and CTE reps shared concerns regarding school site enhancements and parents unaware of developments. *Superintendent commented that it's important to see the bigger picture by ensuring greater communication with parent community to "turn frustration into patience" as SD23 is getting unannounced government funding that we haven't received before. It's a lot easier for school communities to have patience if they are shown the conceptualized outcome and expected final dates.*

7.2 PAC Stories – An opportunity for COPAC reps to share positive stories from their school community of Authentic Parent Engagement. Looking for at least one each COPAC meeting.

8.0 COPAC 360

- **New Personal Digital Device language** – share early feedback, kudos to staff on clear instructions, and communications regarding codes of conduct updates to parents and students. No concerns have been received by COPAC or our Reps at this time.

No further Questions or Comments for Partner Groups, Nicola gave opportunity to leave meeting 8:03pm

- **Treasurer Report** – *Leslie Atwell & Roslyn Hazen 2023/24 COPAC Treasurer* (see attached Treasurer Report)
 - Progress of COPAC accounts from RBC to Interior Savings. shared the bank statements showing that bank accounts for June aligned with reports.
 - Motion: To accept the September 2024 Treasurers report as presented
 - Motioned by Leslie A., seconded by Roslyn H.
 - **All in favour: Motion carried.**
- **2024/2025 COPAC Budget** – *Leslie Atwell and Nicola Baker*
 - Motion: To accept the 2024/2025 COPAC Budget as presented
 - Motioned by Trisha M., seconded by Kristina G..
 - **All in favour: Motion carried.**

Discussion occurred regarding COPAC paying for PACs BCCPAC fees for 2024/2025 school year, last year we were able to pay the fees as we had excess funds from previous years, COPAC doesn't have a large budget and would like to ensure we have funds to book and provide parent education opportunities and have funds to send COPAC representation to BCCPAC AGM in spring. **Encourage PACs to pay their own BCCPAC fees *** (Note after the September COPAC meeting the BCCPAC situation changed and we are now encouraging PACs to budget for BCCPAC membership but not pay at the moment)**, using their gaming funds. We will have a \$1,500 budget to assist PACs that are struggling financially to pay for their BCCPAC membership. Lots more discussion regarding PAC proxy vote will occur around this to ensure that our voices together are much stronger to be heard at the provincial level.

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

- **COPAC Executive Vacancy** (*Member-at-Large, Events Coordinator*) – *if interested, please email Nicola Baker*
- **PAC Contact Info 2024/2025** (*Presidents & COPAC Rep & Treasurer*) – Nicola Baker
 - SD23 PAC/COPAC Rep Email - **Please take a moment to update your PACs info**
<https://forms.office.com/r/JZZMDLMqAg>
 - PAC Zoom Account Licenses- if you are no longer using your SD23 provided account please email so that we can update with school district. If you don't respond to the email, your zoom acct will end.

- **EVENTS & ENGAGEMENT:** *Jeannette W.*
 - COPAC Event Requests/suggestions for 2024
 - COPAC will host PAC 101 in October and Treasurer 101 early November.
virtual events-stay tuned for more info
 - Active Transportation & Safe Routes to School - March/April
 - Event suggestion – COPAC could purchase and provide access to all PACs/parents
<https://thebehaviorrevolution.com/2023-school-summit-pro-license/>
 - PAC Bylaws & Constitutions webinar – after new year
 - Leslie and Cadre are working on a Bylaw template to distribute within a couple months to be review before the Bylaw webinar
 - 2024/25 PAC Bylaws reviews & updates where needed, as it should be a living document and reviewed every year with your PAC Exec and membership
Discuss central storage; generally PAC bylaws are filed with SD23 Secretary-Treasurer
 - Please email event suggestions to copac.president@sd23.bc.ca
- **BC Provincial Election (Nicola)** – Support awareness of BC Public Education as an election issue
 - Bonnie McBride BCCPAC President will be taking the lead on this along with other DPACs across the province.
- **BCCPAC Updates/Membership** – (Simon/Nicola)
 - ******(Note after the September COPAC meeting the BCCPAC situation changed and we are now encouraging PACs to budget for BCCPAC membership but not pay at the moment due to instability of the organization)***
 - Simon shared that the new BCCPAC board has formed and provided brief overview on some of the emergent advocacy work underway and meetings with provincial government.
 - The value of PACs and DPACs paying their BCCPAC membership is that it gives PACs access to supports and it is the only organization in BC that gives parents across the province a voice and seat at the table in regard to all items related to BC Public Education.
 - COPAC Executive is committed to holding BCCPAC accountable to its membership and increasing transparency and more opportunities of connection.
 - In order for SD23 to be heard at the provincial level somebody needs to be present at the spring BCCPAC AGM to carry the proxy votes for 45 PACs, COPAC exec is committed to ensure that the voice of over 25,000 students' families are lifted and amplified.
 - Last year COPAC President carried the largest amount of proxy votes, 43 out of 45 votes
- **SD23 Board Committee and SD23 Committee Update for COPAC Representation**– (Jeannette Watson)
 - Shared the information on each committee (Public Education Awareness Committee, Human Rights, HPS, Safe Schools, Early Years Partnership, Calendar Committee and Cultural Performance Committee). See attached.
 - *Past meeting minutes are posted to school district website; links to all the committees are on the [COPAC website](#)*
 - Expressions of interest from COPAC members-please email COPAC VP if you are interested.
 - Once positions are filled the committee reps will be updated with school district and added to the committee agenda distribution lists.

SD23 District Committees COPAC Representatives 2024/25

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>Tricia Montgomery</i>
Public Education Appreciation	<i>Deannie Zahara</i>	<i>Kellie Garcia</i>
District Early Years Partnership Committee	<i>Kristy Lamont</i>	<i>Open</i>
District Health Promoting Schools Committee (3)	<i>Leslie Atwell / Camila Biffard</i>	<i>Kristina Grant (alternate Nicola Baker)</i>
Calendar Committee	<i>Nicola Baker</i>	<i>COPAC Executive</i>
Cultural Performance Committee	<i>Tricia Montgomery</i>	

- **COPAC Areas of Focus 2024/2025** – (Nicola Baker) **see attached**

- Working/Living Document that we welcome and need feedback on and at times emergent issues get triaged.
 - Increase COPAC and PAC representation/engagement at provincial level
 - Increase education and resources and support to PACs
 - Increase relevant opportunities for parent feedback, example K-12 student reporting policy, Student Learning Plan Conversations, Personal Digital device restrictions, and any emergent parent engagement opportunities.
 - Work with partner groups to enhance authentic and meaningful parent engagement

9.0 Other Business – None

10.0 In Camera- No in camera items.

11.0 Adjournment – motioned by Leslie A. at 9:02pm

Future Meeting

COPAC General Meeting- Monday, October 7th, 2024, 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



Central Okanagan Parent Advisory Council

30-Jun-2024

Proposed Budget July 1, 2024 to June 30, 2025

GENERAL ACCOUNT

Opening Balance \$ 1,716.05

General Revenue:

SD#23 Grant 5,000.00

Total General Revenue \$ 5,000.00

Total funds available for Expenditures \$ 6,716.05

General Expenditures:

BCCPAC Fees for SD23 PACs 1,500.00

Conference Fees 650.00

Education 2,500.00

Travel & Accommodation 2,000.00

Total Expenditures \$ 6,650.00

General Account Over / Under 66.05

GAMING ACCOUNT

Opening Balance \$ 1,406.24 Needs to be used by October 1, 2024

Gaming Revenue:

BC Gaming Grant 2,500.00

Total Gaming Revenue \$ 2,500.00

Total funds available for Expenditures \$ 3,906.24

Gaming Expenditures:

BCCPAC DPAC Membership 200.00

PAC Community Building 1,200.00

Presenter Fees 2,500.00

Total Expenditures \$ 3,900.00

Gaming Account Over / Under 6.24

COPAC SPENDING SUMMARY (2023-2024)

Current To: 2024-06-30

EXPENSES		BUDGET	EXPENSES	VARIANCE
General Account	BCCPAC Fees for SD23 PACs	\$ 3,375.00	3,000.00	375.00
	Communication Resources	\$ -	516.21	-
	Conference Fees	\$ 972.00	814.20	157.80
	Education	\$ -	23.06	-
	Travel	\$ 3,850.00	2,158.87	1,691.13
TOTAL EXPENSES		\$ 8,197.00	\$ 6,512.34	\$ 2,223.93

Gaming Account	BCCPAC DPAC Membership	\$ 150.00	150.00	-
	PAC Community Building	\$ 1,100.00	432.25	667.75
	Presenter Fees	\$ 1,250.00	1,312.50	- 62.50
TOTAL EXPENSES		\$ 2,500.00	\$ 1,894.75	\$ 605.25

TRANSFERS TO NEW BANK		100.00	
RECIEVED IN NEW BANK		100.00	

ACCOUNT	STARTING BALANCE	EXPENSES	REVENUE	CURRENT BALANCE
General	\$ 3,204.49	6,839.31	5,350.87	1,716.05
Gaming	\$ 523.87	1,667.78	2,550.15	1,406.24
TOTAL	\$ 3,728.36	8,507.09	7,901.02	3,122.29

Printed as of: 2024-09-09

Central Okanagan Parent Advisory Council Treasurer's Report

Account Balances as of **JUN 30/2024**

General Account:

RBC

Balance Forward	\$ 2,878.48
Deposits ()	-
Cheques written ()	1,482.99
Interest	
Service Charges	
Balance	\$ 1,395.49

Deposits to general acct

Description	Amount
Total	\$ -

Cheques from general Account

Description	Amount	Chq #
BCCPAC AGM Reg - Nicola	\$ 324.00	688
BCCPAC Expenses - Nicola	\$ 1,158.99	692
Total	\$ 1,482.99	

Gaming Account:

RBC

Balance Forward	\$ 1,511.52
Deposits ()	-
Cheques written ()	145.28
Interest	
Service Charges	
Balance	\$ 1,366.24

Cheques from Gaming Account

Description	Amount	Chq #
COPAC Social	\$ 145.28	172
TOTAL	\$ 145.28	

General Account:

Interior Savings

Balance Forward	\$ -
Deposits ()	350.56
Cheques written ()	-
Interest	
Service Charges	30.00 Apr, May + Jun
Balance	\$ 320.56

Deposits to general acct

Description	Amount
Deposit	\$ 50.00
BCCPAC Travel Subsidy	\$ 300.56
Total	\$ 350.56

Cheques from general Account

Description	Amount	Chq #
Total	\$ -	

Gaming Account:

Interior Savings

Balance Forward	\$ -
Deposits ()	50.00
Cheques written ()	-
Interest	
Service Charges	10.00
Balance	\$ 40.00

Cheques from Gaming Account

Description	Amount	Chq #
TOTAL	\$ -	