



SKSS PAC Executive Committee
Cory L. Chair, Tanya P. Vice-Chair, Erin M
(Secretary/Treasurer), Julie R (Past-Chair)

**SKSS PAC Meeting
 Minutes**

Thursday February 11, 2021 7pm via Zoom

What exactly is PAC?
 The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school.

- What is the role of PAC?**
- To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
 - To organize PAC activities and events and endeavour to provide parent education.
 - To encourage parent involvement in the school, and to support programs that promote parent involvement.
 - To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
 - To assist parents in accessing the system and to advocate on behalf of parents and students.
 - To provide financial support for the goals of the PAC, as determined by its membership.
 - To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).
 - The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

1. **Call to order at 7:04pm. Quorum present with all executive members in attendance.** 8 parents in attendance, plus Mr. Kirschner and Mr. Simpson from SKSS admin.
2. **Presentation – Course Selection and the MyEd Parent Portal** (Mr. Simpson). Thank you to Mr. Simpson for the excellent overview of the student course selection process. Reminder to parents: ***Start at the SKSS website to access MyEd*** (otherwise you might end up at the myEd from a different school, or the test site that is not "live"). From MyEd, scroll down to the big green login at the bottom left. From here the student will enter their Login ID and password. Go to "My Info", then "Requests" at the lower left. There will be instructions for the students to follow to fill out course requests. **IMPORTANT!!!** Fill out the "notes for Counselor" with anything you would like the Counselor to know, like: *We are interested in TNT, or We Need Grade 11 PE, not Grade 10 since we already took that through KOOL, or Interested in TRU English, or Please Help Choose the Right Math for a child who is interested in UBC Sciences.* Counselors will then see these notes and be able to help students choose the right courses. Remember to pick courses AND alternates in case the first choice of elective does not fit in the timetable. After the child is done, click "post" to save all the selections. You are essentially done at this point. REMINDERS: If you do not complete all fields before you click "post", you can go back until Feb 26 and update. After that, blanks will show up on an admin-generated "error" list to trigger the counselors that they need to meet with that student to do a bit of work completing the selections. Because the timetable is student request driven, parents access the child's course selections through the STUDENT portal, not the parent portal. Final timetables will be ready by the end of the school year.
3. **Review of the Agenda.** Accepted as submitted. Moved by Tanya. Seconded by Erin.

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4. Minutes from the Previous Meeting. Accepted as submitted. Moved by Tanya. Seconded by Erin.

5. Administration Report (Mr. Kirschner). Highlights of the admin report included:

- *Capstone Projects:* Jan 27/28 presentations. Invite only, spread out through the hallways afterhours, as well as at the front of the school. Wonderful presentations by students, and thank you to staff leadership.
- *Enhanced Safety Measures for COVID:* Over the last week, new enhanced safety measures were presented by ministry of health. Fairly seamless transition in our building. Expectations around masks was consistent with our current practice. We have a new checklist from the Ministry to look at areas to improve upon. Kids tend to congregate in the cold, so that created a bit of a log jam this week at the doors, but we are really hoping to get kids out again when it is warmer next week. We continue our work with the Health and Safety committee.
- *Course Selection:* Course selection starts next week. There was a good turnout of about 80 people at the Zoom meeting. Similar school population expected of approx. 900 students. If the borders open up next year, we anticipate 35 international students. We have had a few students come in this week with letters of support from the Federal Government (and after quarantine).
- *Dress Code Update:* 34 people submitted surveys with feedback. Dress code committee will be meeting next Thursday to go through a summary. Very positive response overall. Committee will be happy to look at ratification and dress code completed for April and in place in the spring. We will have to see how the school district will address their admin procedure.
- *Feedback on Mr. Kirschner:* Thank you for the 200 surveys completed. Mr. Kirschner will use this to help create his professional growth plan.
- *Course Fees:* Generally, the February PAC meeting is when we ratify course fees, but no changes are planned for next year. All fees will remain as they are for the next school year. We are keeping as much as possible going with the COVID restrictions, and great work by teachers and kids.
- *Outstanding invoices:* Reminder there are cheques awaiting signature (Cory to follow up)
- *Money received from SD73 for PAC:* Barb and Erin to connect on where these few hundred dollars came from and if there are spending restrictions on them.

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FEBRUARY 11TH SKSS PAC MTG: PRINCIPAL'S REPORT

CURRENT ENROLLMENT IS: 900

- Student/School events:

- Jan 27/28th CLC 12 Capstone presentations. Invite only. Outstanding examples of student work.
- Very happy with the tone and support for all of our H&S controls and measures. We are undertaking a mid-year review guided by a check list from the Ministry of Health to continue to identify and have targeted plans for growth.
- Our Q2 transition into Q3 was seamless and teachers/classes have targeted plans to support students/families that were self-isolating.
- 21/22 Student Course Selections: timeline and process
- 21/22 projections: 900 students/35 International students if allowed
***Congrats to announced retiree: Ms. Schiller
- 21/22 Parent Course Selection. Zoom meeting was attended by 80 parents and well received.
- Dress Code update: Parent/student consultation survey closed on Feb.5th (34 surveys will be reviewed by committee in preparation for March ratification).
- Mr Kirschner evaluation: Thanks to all parents/students/staff for your survey completion. Just over 200+ to review by Assist Supt. Hamblett. Intricate for my Professional Growth Plan moving forward.

DISCUSSION:

- 21/22 SKSS School Enhancement Fees: **no course fee changes**
*** I will forward to SBO for final review and submission***

SPECTFULLY SUBMITTED,
alt Kirschner- Principal

6. Old Business

- a. Legacy Grant – (Mr. Kirschner). No news yet on an exact date Sue's machine will arrive. PAC will be invoiced for their half a that point. Plan for end of Feb.
- b. Dress Code Project Update - (Mr. Kirschner). Covered in admin report.
- c. Educational Components to PAC meetings
 - *March: Leadership Students – Dress Code*
 - *April: Art Students (Art Calendar)*
 - *May: Link Crew*

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7. New Business

- a. **Lotteries Application (Randine Mariona):** Dry Grad 50/50 Draw. Erin will work to support Grad Committee as PAC rep.
- b. Legacy Grant – Spring Submission: We will do some work around putting forth a proposal for funds to improve the weight room/gym space. Erin to follow up with admin on creating this.

Parent Advisory Councils and Family of Schools groups may apply for funding of playgrounds, recreational or social space, cultural enhancement projects or sustainability projects. Funds are available from a School District No. 73 business company dividend, which have been put aside to assist with capital projects beyond the scope of School District funding.

Approved projects may qualify for matching funds to a **maximum of \$10,000**. Applications must support the purchase of technology, capital equipment, or construction costs. Applications requesting release time will not be considered. Applications as a whole will include representation of rural, urban, secondary and elementary schools.

The following criteria will be used to consider applications:

- Ability to sustain the project
- Evidence of collaboration among groups, schools, Family of Schools groups and the community
- Demonstration of alignment to the District Strategic plan, District Learning Plan, School Learning Plan, Aboriginal Enhancement Agreement
- Incorporates learner-centred experience
- Is accessible to a diversity of learners

Applications are reviewed twice a year. Spring application deadline: March 31. Fall application deadline: September 30. The Board of Education will determine the successful applicants, who will be informed by April 30 and October 31 of each year. Applicants will agree to participate in communicating about this project in the form of presentations and media interviews.

Applications are now closed for the Fall. Successful applicants will soon be notified.

The next deadline [application is](#) March 31, 2021.

8. Treasurer's Report. (See below)

Funding requests:

None new. We still have over \$5000 to disburse. Recommend we open up to new round of funding requests.



SKSS PAC FINANCIAL REPORT – FEBRUARY 2021

Gaming Account	Details	Debit	Revenue	Balance
December 31, 2020				\$17,922.42
January 12, 2021	Drama Club – Table and Chairs	\$871.39 (out of \$1,500 approved)		\$17,051.03
January 12, 2021	Spirit Week/Leadership	\$164.99 (out of \$300 approved)		\$16,886.04
January 26, 2021	Supplies for Mind Health Matters	\$17.81 (only \$2.17 left to be disbursed from approved \$40)		\$16,868.23
January 26, 2021	Leadership – food drive pizzas for winners	\$101.21 (only \$33.80 left to be disbursed from approved \$300)		\$16,767.02
January 26, 2021	Leadership – spirit week prizes	\$29.70 (only \$4.10 left to be disbursed from approved \$300)		\$16,737.32
January 26, 2021	Peer tutor hoodies	\$193.07 (only \$36.78 left to be disbursed from approved \$250)		\$16,544.25
January 31, 2020	Monthly Plan Fee	\$2.50		\$16,541.75
February 9, 2021	Art Club – Light box	\$203.23 (Full \$1500 has now been disbursed)		\$16,338.52
Est. Balance – Feb 2021**				\$16,338.52
Total Commitments so far this year: \$14,888 (including bank fees)		Total still available to be committed: \$3,112 + \$2000 transferred from general fund		

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

General Account	Details	Debit	Revenue	Balance
December 2020				\$2,515.88
January 12, 2021	Dessert for staff Xmas Lunch	\$328.75		\$2,187.13
January 29, 2021	Monthly Plan Fee	\$2.50		\$2,184.63
Est. Balance February, 2021				\$2,184.63

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

Interior Savings Account	Balance
Est. Balance - July 1 2017	\$100.93

*This amount is not included in any overall balance calculations. After 3 years of bank fees, it is likely that this account is almost zero at this point.

Est. Balance - February, 2021				\$18,523.15
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2020/2021 SKSS PAC Gaming Funding Requests – February 2021 – as of Feb 9, 2021

Requested By:	Department/Club:	Amt. Requested:	Amt. Approved:	Description of Request:	Cheques written to date	Still to be disbursed	Notes:
Susan Dumbrell	Mind Health Matters Club	\$40.00	\$40	For tea, hot chocolate and snacks for meetings	\$20.02 + \$17.81	\$2.17	
Susan Dumbrell	Peer Tutors Group	\$250.00	\$250	Rewards, supplies etc.	\$20.15 + \$193.07	\$36.78	
Amy Fonseca	Drama Club	\$4276.77	\$1,500	Drama room table & chairs	\$871.39	\$628.61	
Mrs Hay	Math Dept	\$250.00	\$250	Games etc., Rubik's Cubes	\$0	\$250.00	
Ione Boelzer	Math	\$1000.00	\$1,000	Math Contests	\$0	\$1000.00	
Sue Scallon	Technology Ed	\$10,000.00 approx	\$5,000	CNC Laser cutter/engraver	\$0.	\$5,000.00	
Corey Yamaoka	Athletics	\$19,391.00	\$5,000	Equipment & Uniforms	\$980.00	\$4020.00	
Lisa Yamaoka	Art Club	\$1966.57	\$1,500	Printing Calendars & Art Supplies	\$1,296.77 + \$203.23	\$0	
NSF Fee		\$48.00	\$48		\$48	\$48.00	
S. Barker	Spirit Week/Leadership	\$300	\$300	Funds for running school spirit events (prizes and materials) and cover the costs of hot chocolates being given out to those in need	\$164.99 + 101.21 + 29.70	\$4.10	
Total Commitments			\$14,888 (+\$30 in bank fees)				

9. DPAC Report

-Next meeting is on February 16 at 6:30pm via Zoom

-BCCPAC President Andrea Sinclair will present at the February DPAC meeting

Next Virtual General Meeting: March 11 at 7:30pm via ZOOM



Understanding Parent Stakeholders in Public Education

Session Description:

During this session Andrea will provide an overview of BCCPAC and its role at the provincial table and number of key things PACs should be aware of and practicing, such as: the importance of the PAC/DPAC and their role within the school and the district including advocacy; why an updated Constitution and Bylaws is critical; why communication and transparency are important and can be done easily; there's more to PACs than just fundraising; benefit of being involved at DPAC level, and a few general tips and tricks for ensuring your PAC is more knowledgeable

-Askable Adult presentation for the parents of highschool students coming in March 4 via zoom.

Email sd73dpaczoom@gmail.com to register

-Covid continues to be top of mind. See below for letter from Dr Sullivan on Feb 5th

Dear Parents and Guardians:

Today's update includes several exposures and confirmed cases of COVID-19 in our schools, most notably at Sa-Hali Secondary School, but at other secondary and elementary sites as well including Arthur Stevenson Elementary, David Thompson Elementary, Twin Rivers Education Centre, and Valleyview Secondary.

We have been working with Interior Health to ensure notifications of the exposures and self-isolation occur promptly, and we have been addressing the concerns of parents, students, and staff involved.

As part of our efforts to ensure the community has the information it needs, we will be hosting a virtual Town Hall next week. Dr. Carol Fenton, Chief Medical Officer for Interior Health, will join with me and Board Chair Ms. Rhonda Kershaw to answer your questions. More details will follow soon – in the meantime, you can email your questions to superintendent@sd73.bc.ca.

Yesterday, the Ministry of Health and the Provincial Health Office announced enhanced safety measures for K-12. All middle and secondary students and all K-12 staff will now be required to wear a mask in all indoor areas, except when:

- sitting or standing at their seat or workstation in a classroom
- there is a barrier in place
- eating or drinking

Next Virtual General Meeting: March 11 at 7:30pm via ZOOM



For elementary students, wearing masks indoors or on buses is not required. Elementary students' mask use should be based on their personal preference or family/caregiver's choice. Masks are one of the many important layers of protection against the spread of COVID-19. For more, visit: gov.bc.ca/safeschools

Throughout this pandemic, we have followed the guidelines established by the Ministry of Health through the Ministry of Education and WorkSafeBC, and we will continue to do so until this pandemic ends. The provincial health guidelines for schools, including the enhancements announced yesterday, will continue to be our reference point.

We know that what happens in schools mirrors what happens in communities, and while we've seen increased school exposures, the transmission rates inside our schools remain lower than what we are seeing in the broader community. We believe that school is still the best place for students to be and keeping schools open and safe is our priority.

We will continue the daily monitoring of COVID-related matters across the district. I am hopeful that the measures we are taking, including the strengthening of mask policies, will help to reduce the cases in our schools and in our communities.

I want to thank you again for your ongoing support as we continue to meet the challenges provided by this pandemic.

Terrence S Sullivan, Ph.D.
Superintendent of Schools

10. BCCPAC Report – Update for K-12 – February 4

Changes to Health & Safety Guidelines, BCCDC Website, New K-12 App

On behalf of members and parents, BCCPAC has been present and vocal in all the Steering and Health and Safety meetings. We have and will continue to raise these key issues which are being discussed at the provincial table:

- Remote and flexible learning options availability and continuance for those who have not returned to in-class learning
- Adherence to the Guiding Principles ensuring that Special Needs students are receiving a full day/full week of education
- The resolution of the existing equity gap
- Ensuring all students are receiving a full educational program in all districts
- Plans to address the reality of learning impacts being experienced by students across K-12
- Continued plans and resources to address the mental health needs of students
- Health and safety of students

Updated Health & Safety Guidelines

Based on the latest evidence and a review of school exposures to date in BC, the Provincial Health Officer (PHO) and the BC Centre for Disease Control (BCCDC) have updated their [public health guidance for K-12 schools](#) to address several key areas.

Updates include:

- Strengthened mask guidelines for middle and secondary students and K-12 staff in schools
- Specific guidance for Physical Education and music classes
- More detailed protocols regarding staff-only spaces and gatherings

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[Read the full Public Health K-12 Guidance](#)

The Ministry of Education, in consultation with the Education Steering Committee and Health & Safety Working Group, has revised the Provincial [COVID-19 Health & Safety Guidelines for K-12](#) in alignment with these updates. Changes are summarized at the front of the document and have been highlighted throughout the document.

All middle and secondary students and K-12 staff will now be required to wear non-medical masks in all indoor areas, including when they are with their learning groups. The use of masks should not reduce or replace other more effective infection prevention and exposure control measures in schools.

The only exceptions are when:

- Sitting or standing at their seat or workstation in a classroom
- A barrier is in place; or
- When eating or drinking

Prior to these changes, masks were required for middle and secondary students and all K-12 staff in high-traffic areas, like hallways and outside of classrooms or learning cohorts when they could not safely distance from others.

For elementary students, wearing masks indoors remains a personal choice for their family. These updates are part of ongoing work of the provincial steering committee and are in alignment with provincial health updates. Updated guidelines for the child care sector will be made available in the coming week.

Guidelines have also been strengthened for physical education and music classes. High-intensity physical activities are to be held outside as much as possible. Shared equipment or items, such as weight machines, treadmills or musical instruments, can be used only if they are cleaned between use, according to strict school sanitization guidelines. Students using equipment or playing instruments should also be spaced at least two meters apart and masks are to be used when singing.

Six regional Rapid Response teams, one for each health authority and one dedicated to support independent schools, with representatives from both school and provincial health staff have been established. These teams, announced by the PHO, will continue to improve the speed of school exposure investigations, so health authorities can inform school districts and families more quickly. The rapid response teams will conduct physical or virtual site inspections to ensure K-12 COVID-19 health and safety guidelines are being followed consistently. If there has been a significant exposure event or an in-school transmission, rapid response teams will be deployed to conduct a review and make recommendations, if needed.

As a result of all these changes, school districts are required to do the following by Friday, February 26:

- Update their school district safety plan, in consultation with their rights holder/stakeholder advisory teams, to ensure it is aligned with the revised Provincial Health & Safety Guidelines for K-12 then post the revised plan to their district website
- Ensure all school administrators at each school site have completed BCCDC's new COVID-19 Health and Safety Checklist with their respective health and safety committees.

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- Post their updated school district safety plan publicly to their website

The BCCDC has a [new website](#) with information and resources about health and safety measures in K-12 schools, student and staff safety, and what happens when there is a COVID-19 case in school.

Regarding school exposures, if there is a confirmed COVID-19 case in a school, public health contacts affected school community members directly. Regional health authorities also post school notifications on their websites, providing the date and type of notification (outbreak, cluster or exposure) for impacted schools.

New K-12 Health Check App

The Ministry of Education has worked with Public Health and the BCCDC to create a daily health check website and mobile app for students and their parents to complete before heading to school in the morning. The website and app will contain the most up-to-date BC health guideline information. The design of the app was developed in collaboration with BC students to create an age-appropriate user-experience. It will allow for students and their parents to make the best decisions on whether to attend school, not to attend school, or take other measures based on the information they provide.

11. Other business/Correspondence received:

None new.

12. PAC Meeting Schedule for the remainder of 20/21 (Note: All meetings will be on Zoom)

March 11, 2021 at 7:30pm

April 8, 2021 at 7pm

June 10, 2021 at 7pm