



DPAC General Meeting February 25th, 2021 (7:00PM)

Held via Zoom

Meeting ID: 610 8333 9145

Passcode: 657300

1) CALL TO ORDER – 7:00 PM

1.1 Call to Order

- Welcome and Introduction
- Collection of DPAC Rep Registration forms
- Ensure Quorum

1.2 Adoption of the Agenda

- (THAT the agenda be adopted as circulated.)

1.3 Approval of the Minutes

- (THAT the minutes of the January 28th General Meeting be approved as circulated.)

2) SPECIAL PRESENTATION – Budget/Finance Presentation (Secretary Treasurer Slykhuis & Assistant Secretary Treasurer Friesen)

3) REPORTS

- Trustee Report
- Committee Reports
 - CYC Committee
 - CHC Committee
 - Inclusive Education Committee
 - Budget Committee
 - EPAC
- BCCPAC Report
- Treasurer's Report
 - MOTION:** That DPAC spend \$60 from the GENERAL Account to purchase a card & gift card for Ian from Water Wealth as thank you volunteering his time for our Trans Mountain Pipeline Hearing.
 - MOTION:** That DPAC spend \$350 from GAMING on one years Dropbox so we have the ability to store and share files amongst the executive.
- Chair's Report

4) UNFINISHED BUSINESS

- None

5) NEW BUSINESS

- 5.1 New ideas or concerns – DPAC Facebook Page
- 5.2 Amendment to DPAC Constitution & Bylaws (Voting Privileges)
- 5.3 DPAC Website

6) DATE OF NEXT MEETING

- DPAC General Meeting April 29th, 2021, 7:00 pm via Zoom



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7) ADJOURNMENT

Michelle McGrath

DPAC Chair



DPAC Meeting Minutes January 28, 2021 via Zoom

| | | |
|-------------------------|-----------------------------|---------------------------------------|
| Members Present: | Michelle McGrath | DPAC Chair and SSS Rep |
| | Diane Braun | DPAC Vice Chair |
| | Jessica Clarke | DPAC Secretary |
| | Heather Attridge | DPAC Treasurer and ADR Rep |
| | Alicia Fleetham | DPAC BCCPAC Rep and LME Rep |
| | Meghan Reid | DPAC Member at Large |
| | Elizabeth Beacom | DPAC Member at Large |
| | Jennifer Roy | DPAC Rep Cheam Elementary |
| | Pamela Fox | DPAC Rep Promontory Elementary |
| | Katie Bartel | DPAC Rep F.G. Leary Elementary |
| | Hollee Wark | DPAC Rep McCammon Elementary |
| | Jill Luesink | DPAC Rep Vedder Middle |
| | Alexis Boothby-Young | DPAC Rep Bernard Elementary |
| | Anders Lunde | DPAC Rep Chilliwack Middle |
| | Kyla Campbell | DPAC Rep GWG Secondary |
| | Erica Hansom | DPAC Rep Evans Elementary |
| | Amy Kelly | DPAC Rep Unsworth Elementary |
| | Stacie Floris | DPAC Rep Robertson Elementary |
| | Angela Wilkinson | DPAC Rep Vedder Elementary |
| | Kendy Michaloski | DPAC Rep Sardis Elementary |
| | Samantha Clarke | DPAC Rep Tyson Elementary |
| | Sarah Featherstone | DPAC Rep Watson Elementary |

Trustee Liaison: **David Swankey** **School District 33**

Guests: **Cindy Dalglish** **Chair, EA Standards of Practice**
Carin Bondar, **Parent**

1. CALL TO ORDER – Zoom

1.1 Call to Order

- Michelle McGrath, Chair, called the meeting to order at 7:04pm
- Quorum of 6 voting members met with 18 DPAC members present

1.2 Adoption of the Agenda

- 5.2 Transition Program added to new business, agenda adopted as amended

1.3 Approval of the Minutes

- Minutes of the December 10th meeting approved unanimously

2. Special Presentation – EA Standards Presentation, Cindy Dalglish

- The EA Standards of Practice Working Group is made up of many different groups, including Education Assistants (EA), parents, and post-secondary instructors
- The group is committed to advancing the establishment of provincially mandated



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standards of practice for EAs in BC as there are currently no standards of practice.

- For more information, visit their website at <http://eaststandardsbc.ca/>, Facebook at <https://www.facebook.com/EASStandardsOfPracticeBC/> or Twitter: @EaWorking

Cindy left the meeting

3. REPORTS

- **Trustee Report – David Swankey**

- The Board met on January 12 & 26:
 - School calendar approved (2021/2022)
 - Imagine High consultation is ongoing
 - School District Equity Plan is happening
 - Amended budget received first reading
 - Terms of reference for inclusive education committee will be updated and brought back to the board for approval
 - Childcare policy will be drafted by board as per the Ministry of Education
- Two special advisors have been appointed to assist the board
- The report to the Minister is due February 26, 2021, and there is no requirement for the report to be made public

- **Committee Reports**

- **Child and Youth Committee (CYC) – Diane Braun**

- Nothing to report

- **Chilliwack Healthier Community (CHC) – Jill Luesink**

- Last meeting was January 26, 2021
 - Chilliwack Financial Literacy Committee going to reach out to students regarding income taxes
 - Free food programs in Chilliwack: https://doc-14-2k-apps-viewer.googleusercontent.com/viewer/secure/pdf/p1c70lm2neb83hsq49h6po4hmab63a53/d2onldmc1j89ppcma204d64hui996q2c/1611883575000/gmail/08780160005839364894/ACFrOgBZn-dkSyny_G-XzuSzLS6KTC2jZP-rRPLTBMD4dskhSZ7w_HZ21L_bFo34qJkC_astWnPcy0H5EYOuF2_W1ZbboN7E7xokj1Ia-FE-kvSEp4L4ny05GjYmss=?print=true&nonce=ip5v8hj8e4koe&user=08780160005839364894&hash=ka37e0dodp1jnm6li2i9hg682kgrqe7h
 - Pathway Community Services Directory online now: <https://chilliwack-fraserhealthrural.pathwaysbc.ca>
 - CYC Family Resource Guide: https://mcusercontent.com/4916fe8cc2c72a6dc6843b96a/files/a427b965-3bcb-4f12-afc9-b4fcd44a45c/Family_Resource_Guide_2021.01.pdf



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Inclusive Education Committee – Alicia Fleetham

- Questions came up about filling vacancies on the committee after the November meeting and there were discrepancies
- An update to the terms of reference was suggested and it went to the board for discussion
- Meetings are postponed until the terms of reference are updated

Budget Committee – Heather Attridge

- Last meeting was on January 21, 2021
- Emergency funding breakdown was requested by some members of the committee
- District was required to submit a report to the Minister of Education on January 21, but everyone is being referred to the original report
- \$923,000 reduction in revenue due to lack of international students
- No new portables in the budget
- Funds are being transferred into the Capital reserve to pay for new capital projects a year ahead of schedule

Education Policy Advisory Committee (EPAC) – Jessica Clarke & Megan Reid

- Nothing to report
- **BCCPAC Report – Alicia Fleetham**
 - Many surveys and scholarship opportunities can be found on the BCCPAC website
 - Representative for Children and Youth presented at the legislature and the report can be found on the website
 - BCCPAC is lobbying the Province to increase the allowable spending for PAC gaming grants
 - BCCPAC Membership fees were due December 31 for voting rights at the BCCPAC AGM on May 1, 2021. Five schools in our district did not renew and one new school purchased a membership
 - Special resolutions deadline is January 31, 2021
 - Regular resolutions and award nominations are due February 28, 2021
- **Treasurer's Report – Heather Attridge**
- As of December 31, 2020
 - Gaming Account Balance (after commitments) \$8,275.30
 - General Account Balance (after commitments) \$1,982.84
- DPAC reps were asked to consult with their PACs to determine what presentations they would like that DPAC can facilitate



DPAC Meeting Minutes January 28, 2021 via Zoom

- **Chair's Report – Michelle McGrath**

- December 18 2020 phone call with Education Minister Jennifer Whiteside in regards to the letter DPAC drafted to the Minister & her intentions of appointing Special Advisors.
- January 6 2021 meeting with the CTA to discuss the Foundation Skills Assessments. DPAC usually meets with the CTA on a monthly basis to discuss happening in the district.
- January 14 monthly DPAC Executive meeting to prepare for our meeting with the Special Advisors.
- January 19 Diane Braun and Michelle were interviewed by the Special Advisors. The questions followed the Ministry Mandate closely. The advisors will report back to the Minister of Education at the end of February.
- Michelle has been working on the all candidates questions. The full PDF document is available on the DPAC Facebook page and will be sent out with this meeting's minutes
- The DPAC Executive is going to meet with the District Superintendent in February
 - Items on the agenda will be determined shortly
 - Please send any suggested topics to Michelle
- DPAC is planning to meet with the Board after the trustee by-election

4. UNFINISHED BUSINESS

- **Trans Mountain Pipeline Expansion Update – Alicia Fleetham**

- January 21 2021 DPAC and School Board submitted a written argument in response to Trans Mountain's response to what the City of Chilliwack submitted
- Received a supplemental reply tonight during the meeting. Will report what was said at the next meeting after the document is reviewed

5. NEW BUSINESS

- **5.1 New Ideas or Concerns**

- **FSAs (Foundation Skills Assessment)**

- Parents can opt their child out of the FSAs, regardless of what they are told by administrators
- This year's letter from the Superintendent was worded to suggest it was not a choice, which caused a lot of discussion among parents
- The superintendent suggested the FSAs as a presentation topic at a future DPAC meeting if parents are interested

- **Presentation for February Meeting**

- Please let Michelle know about any presentations you want to see at future meetings

- **Suggestions**

- It was suggested that DPAC consider advocating to the Minister of Education regarding EA standards



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- **5.2 Transitions Program**

- Motion: THAT DPAC request the school board fund the transitional learning program until the end of the 2020/2021 school year.
Motion made by Heather Attridge. Seconded by Anders Lunde. Motion defeated (4 in favour, 3 opposed, 12 abstained)

6. Date of Next Meeting

- DPAC General Meeting February 25, 2021, 7pm via Zoom

7. ADJOURNMENT

The meeting was adjourned at 9:07pm

Jessica Clarke

DPAC Secretary

Minutes Temporarily Approved by:

Michelle McGrath

DPAC Chair



DPAC Meeting Minutes January 28, 2021 via Zoom

CHILLIWACK SCHOOL DISTRICT
PARENT ADVISORY COUNCIL
STATEMENT OF REVENUES AND EXPEDITURES
JULY 1, 2020- JUNE 30TH, 2021

| | | | Gaming Account 1465970 | General Account 1465954 |
|--|-----------------|------------|---------------------------|----------------------------|
| Bank Balance as at July 1st, 2020 | | | 6,033.98 | 1,482.84 |
| 2020/21 Province of BC DPAC Grant | | | 2,500.00 | |
| Donation | | | | 500.00 |
| Total Funds Available | | | 8,533.98 | 1,982.84 |
| Expenditures Paid | | | | |
| <u>BCCPAC Membership Fees</u> | | | | |
| BCCPAC | DPAC Membership | Cheque #80 | 150.00 | |
| <u>DPAC Workshop Costs</u> | | | | |
| <u>Miscellaneous Expenses</u> | | | | |
| Diane Braun | Printer Ink | Cheque #79 | 70.55 | |
| Alicia Fleetham | BCED Conference | Cheque #81 | 38.13 | |
| Total Expenditures | | | 258.68 | - |
| Closing Bank Balance December 31, 2020 | | | \$ 8,275.30 | \$ 1,982.84 |
| <u>Expenditures Committed:</u> | | | | |
| Total Commitments on Account | | | - | - |
| NET Adjusted Bank Balance | | | \$ 8,275.30 | \$ 1,982.84 |

DPAC PRESENTATION

February 25, 2021

**Gerry Slykhuis, Secretary Treasurer
& Mark Friesen, Assistant Secretary Treasurer**



**Chilliwack
School District**

AGENDA

| | |
|---|---|
| 1 | 2020-2021 Amended Budget Review |
| 2 | School Financial Transparency : Admin Reg 804.1 |
| 3 | Current and Next Year Budget Pressures |
| 4 | 3 Year Budget |
| 5 | Financial Statement Discussion Analysis |
| 6 | Public Budget Presentation Planning |



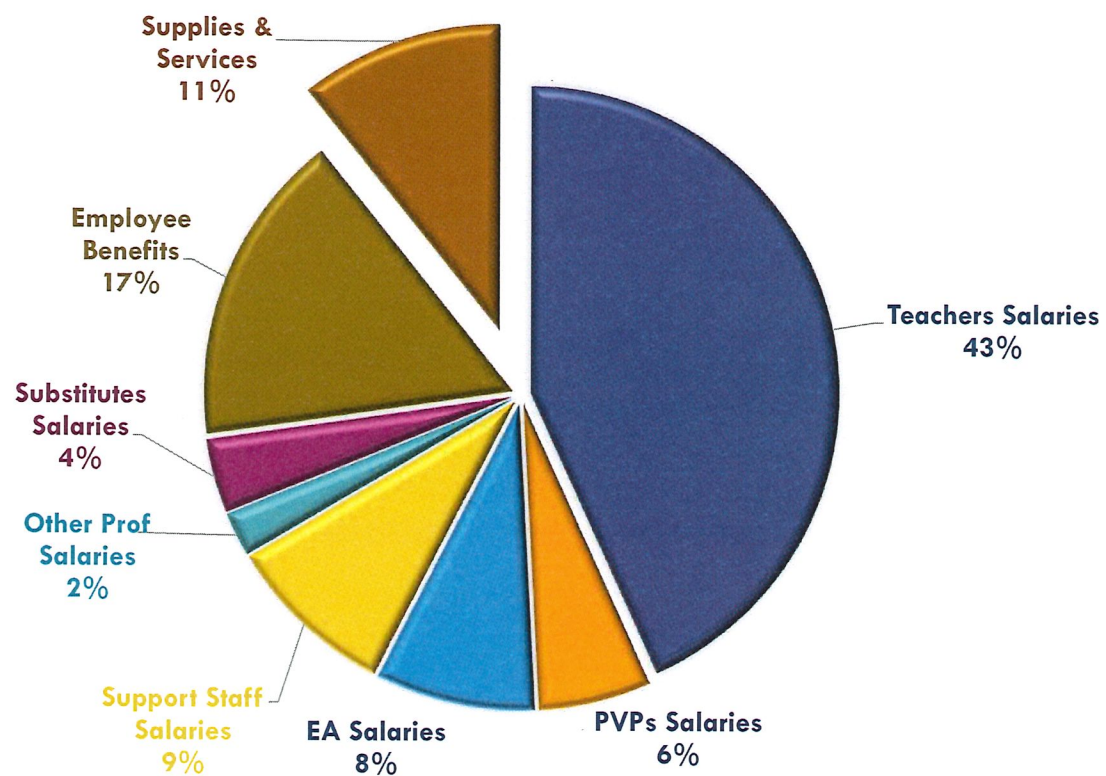
2020-2021 AMENDED BUDGET Budget Review

“The Board of Education has a duty to govern the district in a fiscally responsible manner, while supporting the priorities and strategies of its Strategic Plan. .”

[Board Policy 234](#)
Budget Monitoring and Reporting

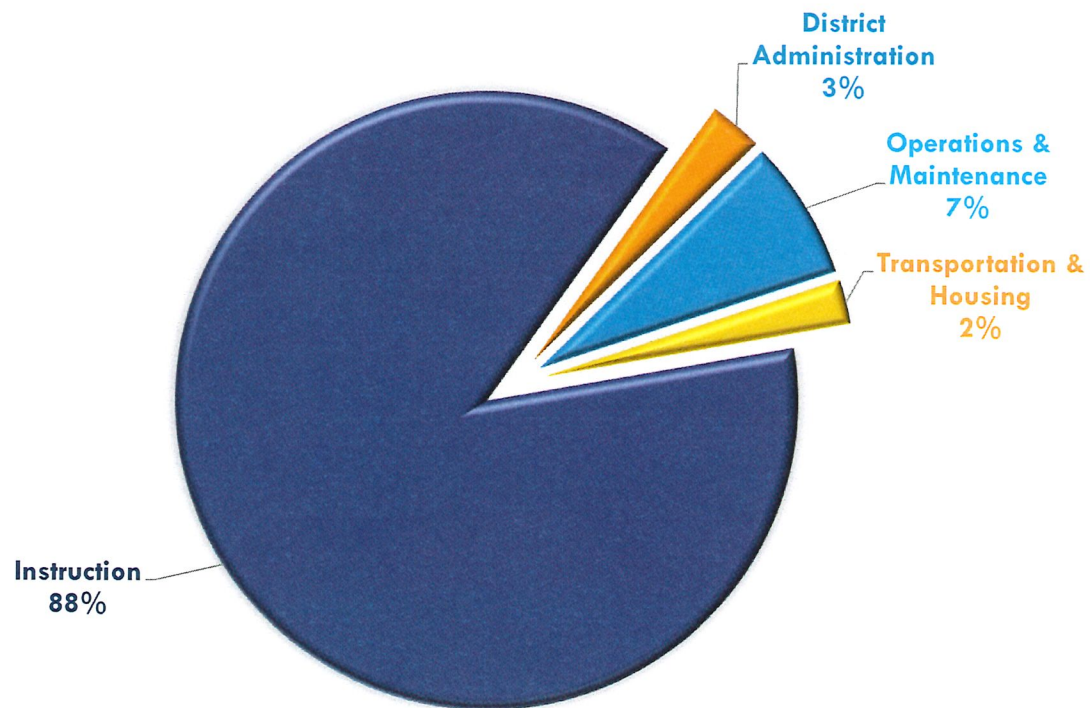
SCHEDULE 2C

OPERATING EXPENSES BY CATEGORY



SCHEDULE 2C

OPERATING SALARIES BY FUNCTION



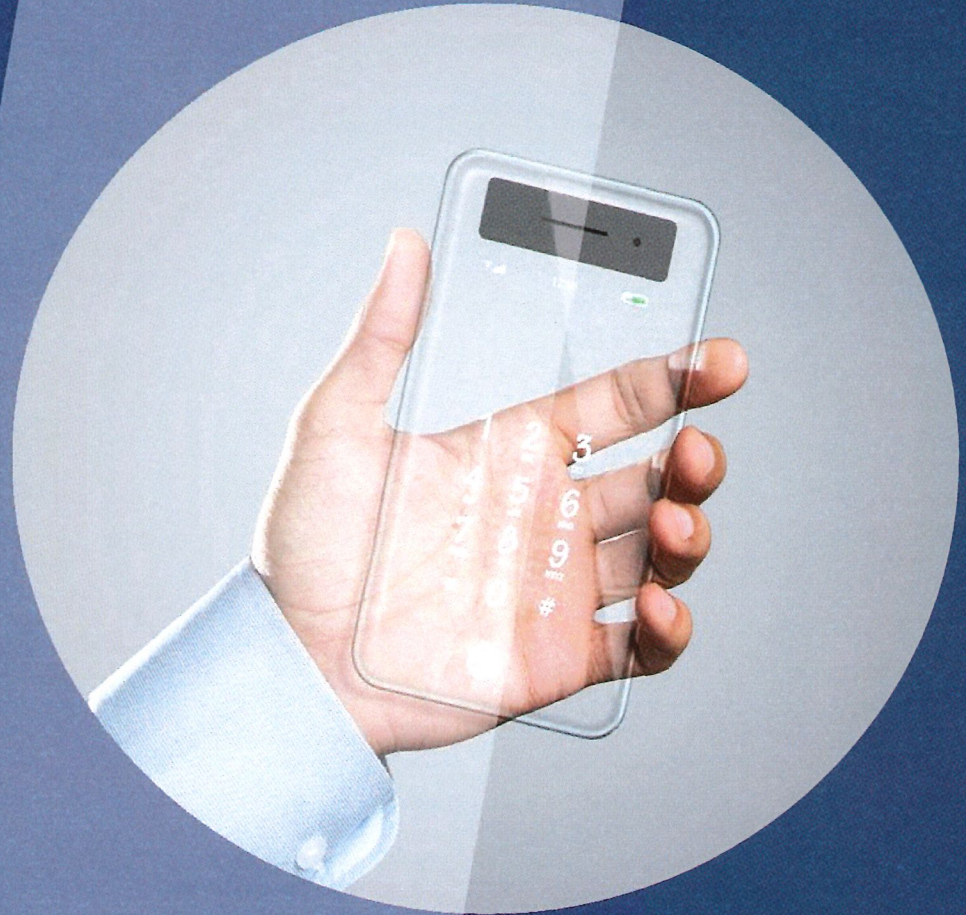
Reserve Summary

| Reserve Summary | Ending Balance Jun.30/17 | Ending Balance Jun.30/18 | Ending Balance Jun.30/19 | Ending Balance Jun.30/20 | Budgeted Balance Jun.30/21 |
|--------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|
| UNRESTRICTED: | | | | | |
| Unrestricted Surplus | 4,650,712 | 5,272,913 | 2,208,342 | 1,969,168 | 707 |
| Restricted Local Capital | 1,357,588 | 292,715 | 1,293,334 | 2,293,334 | 5,028,301 |
| | 6,008,300 | 5,565,628 | 3,501,676 | 4,262,502 | 5,029,008 |

Outstanding Major Capital Commitments:

| | |
|------------------------------------|------------------|
| Southside School Project | 4,528,301 |
| Vedder Elementary Addition Project | 500,000 |
| | 5,028,301 |

SCHOOL FINANCIAL TRANSPARENCY



804.1 ADMINISTRATION POLICY

School Financial Transparency

The Board of Education recognizes that schools have been provided with a district allocation of funds to meet the goals and priorities of the school. Furthermore, schools generate trust funds from parents and community members to supplement the activities at their school.

The Board is ultimately responsible for the effective use of all funds in the district, but has delegated the management of school based funds to each school. Schools need to demonstrate, in a transparent manner, how they intend to use these funds.

Purpose:

- Ensure clear communication of information to school partners (eg. PAC, staff)
- Discuss upcoming priorities for school: how do these align with achievement goals and school growth plans.
- Align timing of expenditures with timing of revenues: is the school spending the funds collected from parents on current year students or a long term plan.

Process:

- Annually in the Fall, meet with staff and PAC to discuss financial priorities for the upcoming year.
- Annually in the Spring, meet with staff and PAC to provide an update on the priorities identified in the Fall.

School Funds Summary

| School Funds Summary | Ending Balance Jun.30/15 | Ending Balance Jun.30/16 | Ending Balance Jun.30/17 | Ending Balance Jun.30/18 | Ending Balance Jun.30/19 | Ending Balance Jun.30/20 | Budgeted Balance Jun.30/21 |
|----------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|
| Operating Surplus | 729,535 | 525,223 | 180,446 | 1,144,712 | 664,475 | 1,037,744 | 475,261 |
| Trust Balances | 1,613,146 | 1,625,093 | 1,636,888 | 1,446,113 | 1,023,229 | 981,139 | 981,139 |
| | \$2,342,681 | \$2,150,316 | \$1,817,334 | \$2,590,825 | \$1,687,704 | \$2,018,883 | \$1,456,400 |

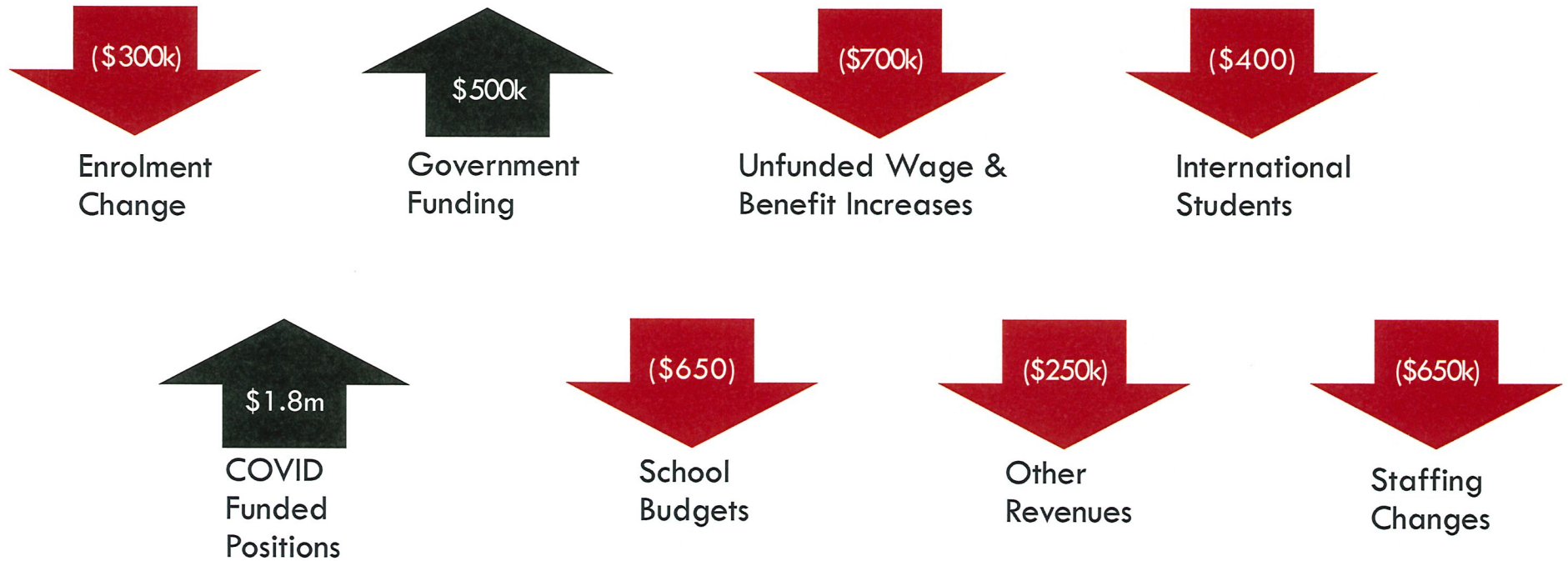
BUDGET PRESSURES



CURRENT YEAR 2020-2021

BUDGET PRESSURES

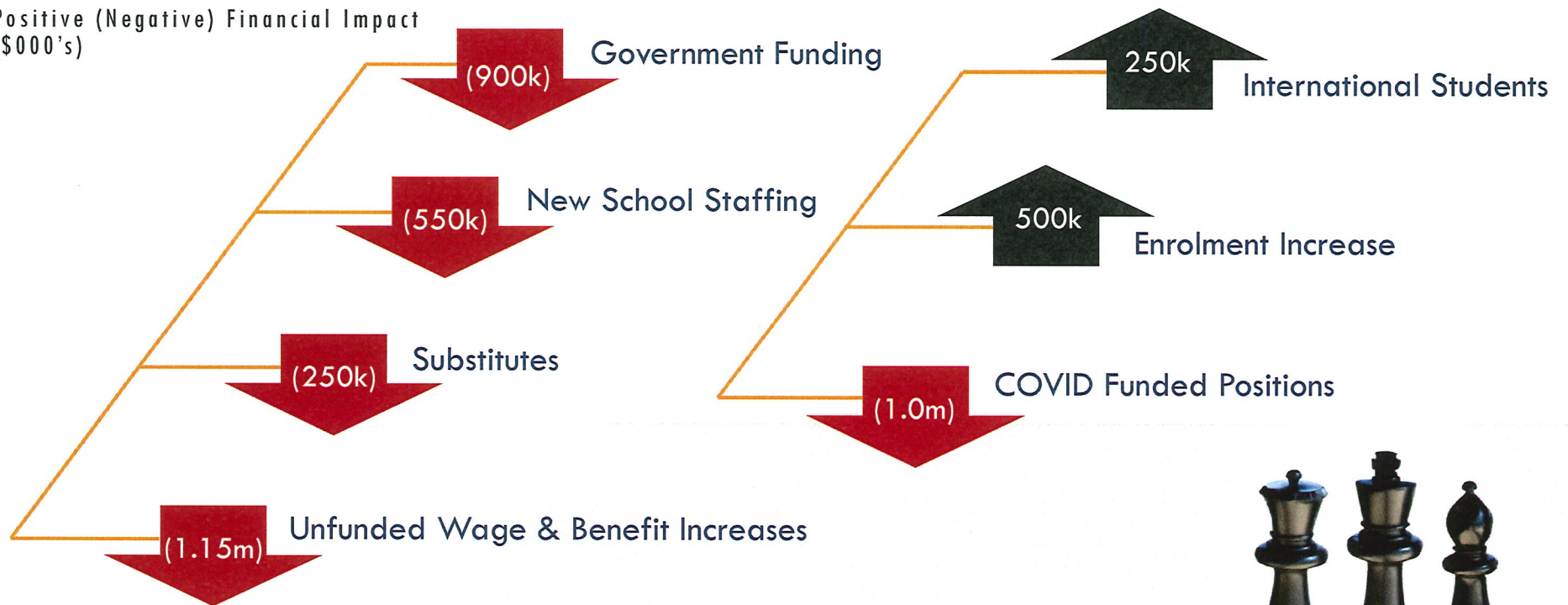
Positive (Negative) Financial Impact
(\$000's)



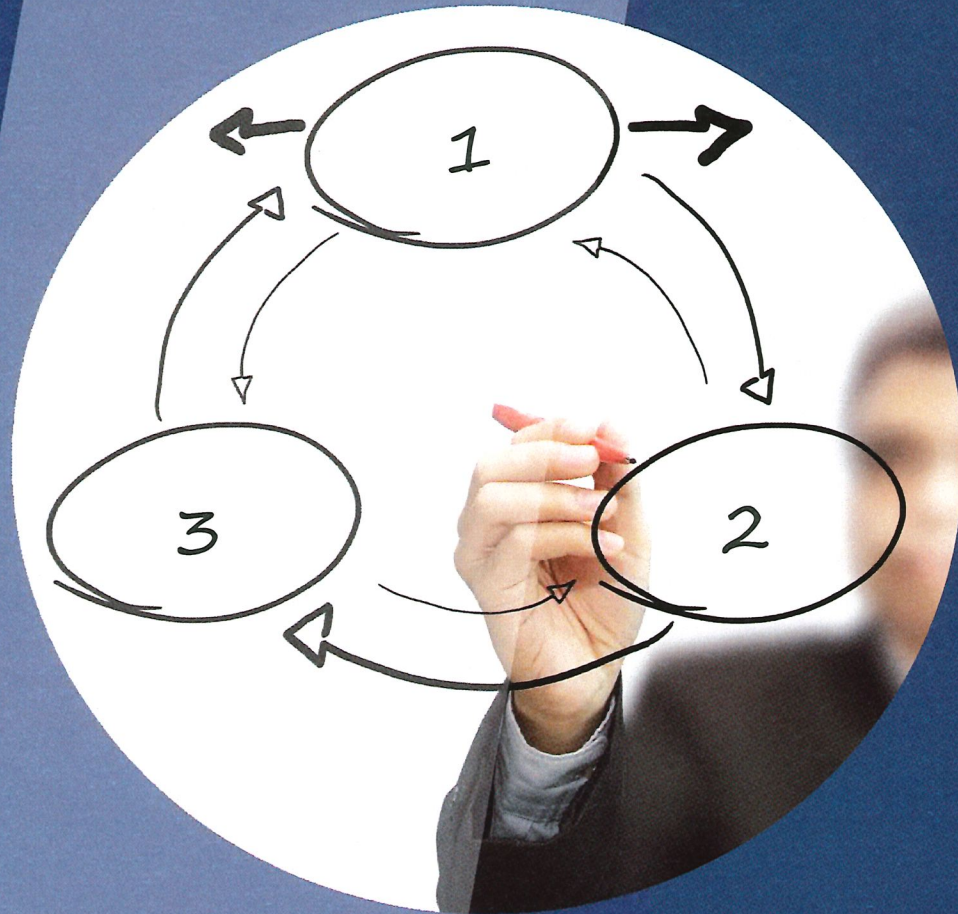
LOOKING TO 2021-2022

BUDGET PRESSURES

Positive (Negative) Financial Impact
(\$000's)



3-YEAR BUDGET





Chilliwack
School District

Financial Statement

Discussion
and
Analysis

2019/2020

School District No. 33 - Chilliwack



FINANCIAL STATEMENT DISCUSSION AND ANALYSIS 2019/2020

[Click image to view FSDA](#)



PUBLIC BUDGET PRESENTATION PLANNING

PUBLIC BUDGET PRESENTATION GOALS (*)

- Provide a simplified presentation to the public.
- Include projected enrolments, revenue, strategic plan, and the larger expenditure items.
- Educational - to help attendees understand the budget process
- Include a time for comments and questions from the public and committee members.
- Encourage parents to become aware and more involved with their PAC.
- Include Budget Risks and Funding.
- Identify 2 or 3 topics that may be of interest and could help encourage attendance. Include these topics in the advertising of the event.

(*) As identified by the Budget Committee

Public Budget Presentation Agenda

April 13, 2021 (during public Board meeting)

- Introductions
- Strategic Plan
- Guiding Principles
- Timelines
- Budget Background:
 - Where do we get our funding?
 - How do we allocate our funding?
 - Budget Risks
 - What makes a better budget?
- Other Funds
- Assumptions:
 - Enrolment
 - Revenues
 - Spending Priorities
- Questions/Comments





**Chilliwack
School District**



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