

**Minutes of the
Kitsilano Secondary Parent Advisory Council and AGM**

Online with Zoom

Tuesday, September 28, 2021

Meeting held on Zoom. Zoom room opened at 6:59 PM

Meeting opened at 7:06 PM with 54 participants

PRESENT:

PAC Executive (2020/21 school year)

Chair: Daniela Girard

Vice-Chair: vacant

Secretary: Charlotte French

Treasurer: Catherine Hicks

DPAC Representative: Alan Patola Moosmann

Members at Large: Norma Biln (Fundraising Chair), Corrina Hammond (Arts Liaison),
and Patricia Thiel

Guests: Benita Kwon (Principal) and Carol-Anne McMillan (Teacher Rep)

1) Introduction and Opening

Daniela G. opened with a welcome to all parents and thanked them all for making this time to support PAC and being partners in the school community.

D. Girard reminded everyone to keep their mute on and to ask questions in the chat or put up their hand for a turn to speak indicating everyone will be given a chance to speak.

2) Approval of Agenda

Daniela G. provided an overview of the agenda

Motion: to approve the agenda as provided

Moved: Norma Biln

Seconded: Alan Patola Moosmann

3) Chair's Report – Review of events / activities from 2020-21

Daniela opened with a welcome to new parents and the statement the purpose of PAC.

Daniela reminded everyone about the Kits PAC website and the newsletter that is sent

out twice a month encouraging parents who would like to subscribe to the newsletter to sign up on the Kits PAC website.

Daniela indicated that this is her last PAC meeting as Chair after three years in the position. Daniela reported that, although it had been a lot of work at times, she had a good team to work with and would not have been able to do it without the contributions of the PAC Executive. This last year particularly, it was a team effort. PAC was able to move to online meetings allowing PAC to keep going and not miss any PAC meeting thanks to the support of DPAC. We were able to stay very connected with the school by being able to keep our regular monthly meetings and having strong attendance.

Guest speakers at the PAC meetings last year included

- SACY
- Family Smart – see resources on the Kits PAC website
- Kits Neighbourhood House
- Big Sisters of BC Lower Mainland about their Study Buddy program
- Kelty Mental Health Resource Centre

Daniela commented that Norma Biln was the PAC Chair when Daniela joined PAC and she found Norma inspirational. Norma made her want to be more connected. Daniela has experienced and come to truly appreciate the difference that we as parents can make in the school and in the students' lives.

There is a lot of work done in the background. If you can, stay committed to PAC and bring your experience and expertise to support the students at Kitsilano.

4) Treasurer's Report

Catherine H., Treasurer, introduced herself as the parent of a grade 9 student who joined PAC last year to be more aware of what was happening at the school and how things work at the school. Catherine reported that it has been a great opportunity to meet other parents through the PAC meetings and executive.

Kits PAC raises funds to support activities and initiatives at the school. There are three main sources of funding for the PAC to use for this purpose during the year:

- BC Gaming Grant Funds that we apply for each year
- Parent Donations

- Fundraising activities

Requests are received for funds from teachers at the school. There are specific uses for which the Gaming Grant funds can be used so this is a consideration when approving funding and distributing funds.

At the beginning of the year there was some carry forward due to funds that couldn't be used at the end of the 2019/20 school year due to COVID. Last year, 2020/21, we committed all of our available funds to teacher requests, some of which have yet to be reimbursed. Teachers were given until the end of October 2021 to submit their expense claims.

Donations through School Cash Online are held by the school board and Catherine works closely with the school accountant to manage those funds.

As examples of what PAC funds have provided to the school, last year the basketball teams bought new uniforms, athletic team championship banners were mounted in the gym, the wood working club bought equipment, two \$1000 scholarships for graduation students, and a camera was purchased for the theatre club.

Requests are being received from the teachers at the school now for funds. We work closely with the principal and the school to fill as many requests as we can. The details of the past requests and expenditures are included on the Kits PAC website.

62 participants in attendance

5) Fundraising Report

Norma B. welcomed everyone and especially the new grade 8 parents.

Norma B. also expressed her support and excitement that there are more activities happening at the school and that clubs and activities starting up already.

Norma B. indicated that parents may have already seen a notice come from the school requesting a donation through School Cash Online. If parents make a donation through School Cash Online you will receive a receipt right away.

Chair-ity is an initiative to raise funds by donors purchasing a plaque to be put on a chair in the new theatre. It is a great legacy for the school.

PAC usually hold pub nights during the year that support special initiatives for the year. Last year we were able to hold one virtually. Hopefully, we will be able to have a pub night in person this year.

Last year we were able to do a very special project in purchasing new equipment for the weight and fitness room in the new school. Students, who can access the facility during lunch and spare blocks will have new equipment to use. Norma B. played a thank you video from the athletics department with pictures of the newly equipped weight room. Hopefully, this year we will be able to have some in person parent / teacher nights so we can do some fundraising activities again.

6) What's Next Committee Report

Alan PM reported that the What's Next committee was started in order to address the need of parents for information. Even though the students are getting good support from the school and sessions from post-secondary institutions to look into their options after graduation, parents, who are supporting them in these decisions, were not getting much information. So, we started to invite speakers to discuss different options including post-secondary institutions and other options such as Gap Year programs. Last year we had a panel of alumni speak about their experience in post-secondary during COVID.

We have started this year out again with a speaker from Education Planner BC and there will be more throughout the year. The sessions are geared toward grades 10, 11, and 12 but everyone is welcome and please watch for the announcements.

If you are interested in helping out or have ideas of speakers, please let us know.

7) District PAC

Alan P. described the district advisory council. There are representatives from each school PAC on DPAC. The role of DPAC is defined in the Schools Act and its role is to be the parent voice at the district level. It isn't a governing body over other PACs. It does have a role in supporting PACs with their work. DPAC reports back to parents at the schools on what is happening at the district level and they bring concerns forward to the district especially on issues of concern to more than one PAC.

Vancouver's DPAC are offering a PAC 101 and Treasury 101 webinar for those coming on to PAC executives to help new executive members find out more about their roles and a reminder for those who have served before.

The Kits PAC representative to DPAC also represents Kits PAC at the BC Confederation of Parent Advisory Councils (BCCPAC) which is responsible for advocacy at the provincial level. There is a membership fee for BCCPAC and Kits PAC has been a member for a number of years and has paid their annual fee so we are members again this year. We at Kits PAC have run a monthly newsletter with updates from DPAC and BCCPAC to the member of Kits PAC to help keep parents informed of issues and activities at the district and provincial level.

Alan P. advised that he has had a very rewarding experience as DPAC representative and encourages others to get involved at the DPAC level. Alan has completed his term as the Kits PAC representative to DPAC and PAC thanks him for his dedicated work in that role. He will continue at DPAC on the executive as Treasurer.

8) Arts Liaison Rep Report

Corrina H., Kits PAC Member at Large on the executive and Arts Liaison, submitted a written report as she was not able to attend in person.

This is the beginning of my 4th year attending PAC meetings and my 3rd year as a PAC executive/member at large. One of my “jobs” is arts department liaison. Each year I contact the art / drama / music departments at Kits and ask if they’d be willing to share student achievements /events etc. They contact me with news of their upcoming events and we then post on them on our Kits PAC website at the following URL under the subheading Arts at Kits and share in our PAC newsletter as well:

<http://kitsilanopac.ca/school-life/>

The arts departments have current and informative websites at the following URLs:

<https://kssmusic.wixsite.com/kssmusic/home-1>

<https://www.kitsilanotheatrecompany.com/>

9) Kits Pac Executive Elections

a. Call for Candidates for Executive offices

Daniela G. confirmed that she is not going to stand again for Chair and that Alan P. has completed his allowable terms as the Kits PAC Representative to DPAC. The former Vice-Chair has moved and is no longer in the district. In accordance with the Kits PAC By-laws, Daniela G. will continue on the executive as Past Chair. Catherine H. offered to continue in the role of Treasurer.

Daniela G. called for nominations or volunteers for the positions of Chair, Vice-Chair, and Kits DPAC Representative. Daniela G. nominated Charlotte F. for the position of Chair. Charlotte F. indicated she would accept the nomination if there were volunteers / nominees for her current roles as Secretary and Newsletter Editor.

Maureen P. volunteered to be Newsletter Editor.

Sheila K. volunteered to stand for Secretary.

After further discussion Erin A. volunteered to stand for Vice-Chair and Ishi D. volunteered to stand for Kits DPAC Representative.

No further nominations were received.

b. Election of Executive officers (Chair, Vice-Chair, Secretary, Treasurer)

Treasurer: Catherine Hicks elected by acclamation

Secretary: Sheila Kirby elected by acclamation

Vice-Chair: Erin Arnold elected by acclamation

Chair: Charlotte French elected by acclamation

c. Volunteers for Members at Large

Member at Large – Arts Liaison & What’s Next: Corrina Hammond

Member at Large – Fundraising: Norma Biln

Member at Large – Grad Parent Liaison: Patricia Thiel

Member at Large – Newsletter Editor: Maureen Prentice

Member at Large – Website Coordinator: Ray Miya

Member at Large – What’s Next & Meeting Host: Alan Patola Moosmann

d. Nomination and Election of Kits PAC Representative to DPAC

Ishi Dinim was elected by acclamation

e. Recognition of Service

On behalf of all of Kits PAC, Charlotte F. and Norma B. expressed thanks to Daniela G. for her four years of service as the Chair of Kits PAC. Daniela has provided thoughtful, considered, and encouraging leadership during a tenure that included such challenges as the school renovations and the COVID-19 pandemic. Kits PAC will be having a plaque installed on one of the chairs in the school theatre to recognize Daniela’s service.

10) What's Next Committee Report

Corrina H., Kits PAC Member at Large – What's Next committee member, submitted a written report as she was not able to attend in person.

My other job is as an organizing member of the PAC subcommittee – What's Next?. We book the What's Next? presentations. These presentations aim to help students and their families plan for and navigate some post-graduation options. You may have received those invitations in your email box. Look for the What's Next? "Knowledge Is Power" invitations from us! We host presentations given by college and university coordinators, as well as working professionals and trades options. We are now in our 3rd year of these special presentations. Our first presentation this year was with Education Planner BC, with 56 in attendance! We will be posting their presentation on our PAC website here:

<http://kitsilanopac.ca/parents-post-secondary-education/>

In the past we've had live presentations, but are currently hosting all presentations online, for the foreseeable future. Some of our presenters include but are not limited to: Gap Year specialists; University students and how they are coping during the pandemic; Most of the colleges and universities in the lower mainland; Film, theatre and television technicians; tradespeople and other professionals. You will find information or contacts about the above presentations at that same website.

We will be emailing out the schedule for the online virtual tours for Capilano University and Simon Fraser University soon - there are many times and dates on offer, (very accessible) throughout October and November, plus we'll be hosting an upcoming evening with Emily Carr University of Art + Design.

Sign up to receive our news if you haven't already!

<http://kitsilanopac.ca/subscribe-to-pac-eneews/>

11) School Updates (began at 8:22 PM)

a. Teacher's Report

Ms MacMillan introduced herself. She is an English teacher with a background in Arts so she is teaching the English new media course. She loves to sponsor clubs, come to PAC, and teaching grade 8s. She emphasizes to students that no matter what they do later they need to be able to write.

Ms MacMillan advised that student council has not started yet as they are getting a new teacher sponsor. Clubs are also getting started.

Ms MacMillan loves the semester structure. It is working well for her. The FIT block is working well and students are seeing the value of having 2 hours built into their schedule to do their homework. She thinks they will be able to dial back on the supervision during these periods as students are using the time well. The students seem to be liking the semester system and only needing to track requirements for four courses at a time

Ms McMillan will be coordinating and looking for sponsorships for a Holiday Hamper program later this Fall. They will want to include gifts and food for families at the school in need of additional support. She will be bringing a request to PAC about donations and sponsorships.

Question. What is FIT?

Answer. It is unstructured instructional time. Students have to be supervised and it has to be educational time but it is not formally scheduled; not a specific course. Students may sign up to be with which ever teacher they wish. Ms MacMillan has had 27 students sign up to be with her during FIT blocks. It allows time for students to work on group projects, complete homework, or get help from teachers. It is basically the old morning tutorial time but in nice big chunks of time built into the school day.

b. Principal's Report

Benita Kwon, the new Principal at Kits Secondary, introduced herself.

Ms Kwon was a science teacher, then counsellor, then administrator. She went to school in Vancouver and graduated from Tupper Secondary.

Ms Kwon provided a powerpoint presentation for parents at the meeting and submitted the following written report for inclusion in these meeting minutes.

1. Staff 2021-22

New Staff:

- | | |
|-------------------------|------------------------------|
| • Ms. Shanna Albrecht | Pre-Employment |
| • Mr. Gary Bulloch | SSW – Life Skills |
| • Ms. Jennifer Carrique | Math |
| • Ms. Trysten Coblenz | Art |
| • Mr. A.J. Dowla | Applied Design |
| • Mr. Sohan Dulai | Indigenous Education Teacher |

- Mr. Robin Holburn PHE
- Ms. Camille Joseph SSW - Mainstream
- Ms. Benita Kwon Principal
- Ms. Laura Mikulec English
- Ms. Brigitte Patenaude Grade 9 Counsellor
- Ms. Kim Rebane Grade 9 Counsellor
- Mme. Marie Rolland FRIMM
- Ms. Niamh Ryan Safe and Caring School Liaison
- Mr. Renald Sans FRIMM
- Ms. Kate Veda Art
- Ms. Melanie Whorton Art

On Leave:

- Mr. Trent Gauthier Indigenous Education Worker
- Ms. Sally Leslie English
- Ms. Cari McDonald Counsellor
- Mr. Rhea Paez Art
- Mme. Marlene Perrett FRIMM

2. School Enrollment and Staffing

School Enrollment (Sept. 28): 1550

3. School Goals 2021-22

1. To increase belonging and engagement in the school community as a means of increasing social and emotional wellness as well as academic achievement.
2. Aboriginal Enhancement Goal: To increase knowledge, acceptance, empathy, awareness and appreciation of Aboriginal histories, traditions, cultures and contributions among all students.

We are in year five of our school plan and will continue to work in these areas.

4. School Communication

Communication of school information and events contributes to strong partnerships with parents/guardians in the support of their children in school success. We have a variety of ways in which school information can be communicated and for families to keep informed about what is happening in the school.

- Bookmark the school website and check regularly.
<http://kitsilano.vsb.bc.ca>
- Follow us on Twitter [@KitsilanoSS](https://twitter.com/KitsilanoSS)
- Read the Kitsilano WAAG posted on the school website.

- Ensure that we have your correct email address. Email us at kitsswitchboard@vsb.bc.ca For any updates; be sure to include your child's name and student ID number.

5. School Schedule 2021-22

Semester 1	September 8, 2021 – January 31, 2022
Semester 2	February 1 – June 29, 2022

KITSILANO SCHOOL BELL SCHEDULE

	M/W/F	T	Th
Period 1	8:40 – 10:01	8:40 – 9:36	8:40 – 10:01
Break	10:01 – 10:11	9:36 – 9:41	10:01 – 10:11
FIT		9:41 – 10:31	
Break		10:31 – 10:36	
Period 2	10:11 – 11:32	10:36 – 11:32	10:11 – 11:32
Lunch	11:32 – 12:17	11:32 – 12:17	11:32 – 12:17
Period 3	12:17 – 1:38	12:17 – 1:38	12:17 – 1:13
Break	1:38 – 1:45	1:38 – 1:45	1:13 – 1:16
FIT			1:16 – 2:06
Break			2:06 – 2:10
Period 4	1:45 – 3:06	1:45 – 3:06	2:10 – 3:06

FIT – Flexible Instructional Time

- two days a week for 50 minutes each day on Tuesday mornings and Thursday afternoons
- designed to support students' personalized learning
- builds in flexibility and choice within a student's schedule that allows them to determine how, when and where their learning takes place, to access extra help from teachers, collaborate with peers and pursue other learning activities.
- all staff will be on site and students will be supported in determining how to use this flexible instructional time

- FIT lesson to prepare students: metacognition, time management, goal setting
- students sign up for a learning space using the *Kitsilano Secondary FIT Weekly Planner*

6. School Parking Lot and Street Safety

- school parking lot is for VSB Staff only; parents/guardians are asked to not drive through or use the school parking lot
- adhere to the street and traffic regulations around the school perimeter
- directly in front of the school, there is a no stopping zone on Trafalgar St. and 11th Avenue
- use calmer streets such as 10th Avenue or Larch Street to drop-off/pick-up your child
- coming – painted zebra crosswalk in front of school at Trafalgar and 11th Avenue

7. VSB Education Plan 2026

District is developing a new Educational Plan for next 5 years

- Process

asking students, families, staff, public to share their expectations and aspirations for Vancouver schools

- Next Step

survey about values and goals that VBE should consider

survey is open September 27 – October 11

survey link: edplan2026.vsb.bc.ca

Additional notes:

School Communication – please book mark the website, twitter will be used for reminders, and the WAAG will be posted on website on Fridays and emailed on Sundays, Please make sure the school has your correct email address.

Semester system – There will be interim report cards in each semester. The chart provided in the notes is of the bell schedule. The students really understand the bell schedule and where they need to be. It is going well.

FIT – Flexible Instruction Time: This replaces the extra time in the morning that used to be part of the course schedule. It allows students time to personalize their own learning and access their teachers for help if they want it or to collaborate on work with their peers. At this time students are asked to go to their teachers for this semester and to stay in one class for the entire time. In future terms they expect to be more flexible and

allow more options. Some of the grade 12s indicated they could use the time for resumes, scholarship applications, university applications. We need to prepare the students for how to use the time effectively.

Students use the Kitsilano Secondary FIT Weekly Planner to sign up for a space to spend their FIT time. They don't have to do work related to the teacher they sign up for. Not regular classes. No new material will be presented during this time.

Parking Lot Safety – there have been issues with using the parking lot as a drive through pick-up area but this is a safety issue. Trafalgar between 10th and 12th is incredibly busy and creating safety issues for pedestrians and cycling students.

The city is intending to paint a zebra crosswalk in front of the school at Trafalgar and 11th but they may have to do it in the spring if they don't get enough good weather in the next few weeks.

The VSB Education Plan is the new name for the Strategic Plan. They are working on the Education Plan 2026 and surveys have been emailed out to parents, students, families, the public, and staff. The link will be in the upcoming WAAG.

Question. Why is there is a fee for grade 12s to have lockers.

Answer. There is no locker fee. There was a communication sent to the grade 11 and 12 students. There are not enough lockers for all students to have their own locker. The decision was made that grade 8, 9, and 10 students were assigned individual lockers and grade 11 & 12s were asked if they want a locker. Those that indicated they wanted a locker were able to sign-up for a locker. They are looking at getting more lockers in the building.

Question. A reminder to Ms Kwon about the opportunity for PAC to receive requests from Teachers for PAC funding.

Answer. She is sure there will be many requests. The department head meeting was last week and they were reminded to submit the requests and they are getting together the costs and details. At the meeting the department heads mentioned that because there are limitations due to COVID some of the requests might be lower or fewer and some of the teachers are still determining what they can do.

Question. Counsellor capacity. A few years ago there were more counsellors at the school but positions were reduced. A number of parents have indicated that they

received responses back to inquiries saying the counsellors are overwhelmed with work. Is there any additional support for the counsellors?

Answer. For this year there was a later start in September and the staff are settling in with a high level of enrollment. There were 20 students who could not be accommodated at Kits Secondary even though they live in the catchment. There was a lot of work for the counsellors adjusting schedules and trying to fit all of the students they could into the timetables.

If it is an emergency, students can see counsellors. Counsellors are teachers and so any adjustment to add to the counselling staff will take away a classroom teacher. There is always a balancing of resources. If parents have a specific issue or run into a challenge reaching counsellors, please contact Ms Kwon.

Question. Thank you very much for the WAAG. It was great to have that newsletter come out and the 2nd page with the career information. That was something we haven't seen before and appreciate.

Question. Will there be a clubs day?

Answer. There are two teachers sponsoring student council and they are getting things going. They are now collecting all the forms for who the sponsors are for the clubs and they will be putting that list together and sending it out in the next couple of weeks. They are thinking of having a clubs week so that they can be out in the atrium or a video or something of that nature because it is important to advertise to the students and especially to the grade 8 students.

Question. How do students get access to the gym and fitness centre?

Answer. There are classes for gym, fitness and weight training. In terms of extra-curricular, there is a girls fitness club. Ms Kwon is not sure what other clubs will be coming out as it will need to be supervised to use the weight room.

Question. Heard some disturbing talk of weapons in the school. How can this be addressed at the school?

Answer. If there is any talk of weapons in the school, please bring it to our attention immediately. A discreet call to Ms Kwon or the other administrators will be acted on immediately.

12) Other Business

- a. Parent Grad Committee 2021-22

Any interested parents should email kitspac@hotmail.com and Patricia T. will be in contact about getting organized.

13) Adjournment

Motion to adjourn

Moved: Alan Patola Moosman

Seconded: Norma Biln

Carried

Meeting adjourned at 9:05

Minutes respectfully submitted by C. French, Kits PAC Secretary