

# DRAFT

**Minutes of the  
Kitsilano Secondary Parent Advisory Council (PAC)  
In the School Theatre  
Tuesday, September 26, 2023**

Meeting called to order at 7:06 pm with 45 participants (43 parents; two guests).

**PRESENT:**

**PAC Executive**

Vice-Chair: Philip Coldrey  
Secretary: Sheila Kirkby  
Treasurer: Tina Pfeifer

**Members at Large:** Maureen Prentice (Member at Large/Newsletter Editor).

**Guests:** Benita Kwon (School Principal), Michelle Barille (West Broadway Business Improvement Association)

**PAC Executive Regrets:** Ishi Dinim (DPAC Rep), Ray Miya (Member at Large/Website Coordinator)

*We acknowledge that we live, work, play and learn on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) peoples.*

**1. Welcome from the Vice Chair**

**2. Approval of the Agenda**

**MOTION** To approve the Agenda as presented, with the addition of items: Approval of the Agenda, the Minutes of May 30, 2023 and the Election of Executive Officers.

**Moved:** Maureen Prentice

**Seconded:** Tina Pfeifer

**APPROVED**

**3. Parent Advisory Council Purpose & Introductions - Philip Coldrey**

The purpose of the PAC is to represent parents with the goal of enhancing the education and well being of students in Kitsilano Secondary School.

We enhance the education experience for students by allocating funds to extracurricular activities as well as hosting meetings and webinars to keep parents informed on post-secondary choices and other challenges.

PAC Meetings are held on the fourth Tuesday of the month from September through May.  
**PAC Meeting Dates - 4th Tuesday of the Month.**

October 24, 2023

November 28

(December - no meeting)

January date tba \*

February 27 (Collaborative Day 10am start the next day)

(March - no meeting)

April 23 (Collaborative Day 10am start the next day)

May 28

For reference: [Kitsilano School Calendar](#)

<https://media.vsb.bc.ca/media/Default/frf/55/Kitsilano%20Secondary%20Calendar%202023-24-1.pdf>

*\* January 23, 2024 is Fine Arts Night, Gr. 7 Parent Info. Night and Grades 8-11 Program Planning Night.*

Executive members present introduced themselves and their roles. Half of the 2022-23 PAC Executive graduated last year so there are many roles to fill, including Chair. The Secretary has a student in Grade 12 and would like to mentor someone to take over.

Some volunteer commitments are ongoing (What's Next Post Secondary presentation series, Arts & Athletics Liaisons). Other tasks are short term, planning special events (December Cookie Bash for Staff, June Staff Appreciation Lunch, PAC Socials).

The "What's Next" Committee organizes evening information sessions for parents about post-secondary options to supplement the daytime presentations students can attend at school. New volunteers are needed to continue the work of this committee. There is a very good contact list and planning information available to handover.

Please contact kitspac@hotmail.com if you would like to volunteer.

Usually the school updates will include reports from the Student Council President and a Teacher Representative, but in the interest of time this month there will only be a report from our Principal.

#### **4. School Update: Principal's Report - Benita Kwon**

Our principal introduced herself and gave a brief background of her experiences before becoming a secondary school principal, including teaching science, chemistry and math, and being an elementary school counsellor.

We are all invited to help keep Kitsilano a kind and welcoming place for all staff, students and parents. Our motto is **Kind Inclusive Thoughtful Successful.**

##### **4.1 Staff Changes 2023-24**

###### New Staff:

Pasquale Cazabon-Sansfacon

French, French Immersion

Rene Cherrie

SSW - Mainstream

Tanaz Dhanani	SBRT, Skills
Duyen Diep	Receptionist
Katrina Ellis	Art
Bernardo Facundo	Evening Custodian
Lamia Hanosh	Science, Math
Hanna Happeney	SSW – Life Skills
George Kanavos	Vice Principal
Mark Lieberman	SCSD Support
Hannah MacNeil	French Immersion
Jennifer McLean	Counsellor
Laurel Mitchell	SSW - Mainstream
Chrisoula Poulos	Home Economics
Rachel Prior-Tsang	Career Life Education
Max Serviss	SBRT, Skills
Adam Shoenmakers	English, ELL
Camille Underwood	English, Social Studies

On Leave:

Cathy Aguilar	Receptionist
Sharon Fritz	Art
Adam Lipsky	Technology Education
Vafa Nejad	SSW - Mainstream
Mona Penner	English, ELL
Scott Ramsay	English, Media Arts

**4.2 School Enrollment and Staffing**

School Enrollment (Sept. 26): **1610**

**4.3 School Goals 2023-24**

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

#### 4.4 School Schedule 2023-24

Semester 1	September 5, 2023 – January 31, 2024
Semester 2	February 5 – June 27, 2024

	M/Th	T/F	W
Period 1	8:40 - 10:00	8:40 - 9:40	8:40 - 10:00
Break	10:00 - 10:10	9:40 - 9:45	10:00 - 10:10
FIT		9:45 - 10:25	
Break		10:25 - 10:30	
Period 2	10:10 - 11:30	10:30 - 11:30	10:10 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:20	12:20 - 1:40	12:20 - 1:40
Break	1:20 - 1:25	1:40 - 1:50	1:40 - 1:50
FIT	1:25 - 2:05		
Break	2:05 - 2:10		
Period 4	2:10 - 3:10	1:50 - 3:10	1:50 - 3:10

	Collab. AM	Collab. PM
Collab. Time	8:40 - 10:00	
Break	10:00 - 10:05	
Period 1	10:05 - 10:45	8:40 - 10:00
Break	10:45 - 10:50	10:00 - 10:10
Period 2	10:50 - 11:30	10:10 - 11:30
Lunch	11:30 - 12:20	11:30 - 12:20
Period 3	12:20 - 1:40	12:20 - 1:00
Break	1:40 - 1:50	1:00 - 1:05
Period 4	1:50 - 3:10	1:05 - 1:45
Break		1:45 - 1:50
Collab. Time		1:50 - 3:10

#### 4.5 Reporting Schedule 2023-24

	Semester 1	Semester 2	Linear Course
INTERIM REPORT	October 13	March 8	November 23
MID-SEMESTER REPORT	November 23	April 26	
PARENT/TEACHER CONFERENCES	November 30	May 2	Nov. 30/May 2
FINAL SEMESTER REPORT	February 9	June 27	
MID-YEAR REPORT			February 9
FINAL LINEAR REPORT			June 27

#### 4.6 Graduation Assessment Schedule 2023-24

- **GNA 10 - [Graduation Numeracy Assessment 10](https://curriculum.gov.bc.ca/provincial/grade-10-numeracy-assessment)**  
<https://curriculum.gov.bc.ca/provincial/grade-10-numeracy-assessment>
- **GLA 10 - [Graduation Literacy Assessment 10](https://curriculum.gov.bc.ca/provincial/grade-10-literacy-assessment)**  
<https://curriculum.gov.bc.ca/provincial/grade-10-literacy-assessment>
- **GLA 12 - [Graduation Literacy Assessment 12](https://curriculum.gov.bc.ca/provincial/grade-12-literacy-assessment)**  
<https://curriculum.gov.bc.ca/provincial/grade-12-literacy-assessment>

	<b>GNA 10</b>	<b>GLA 10</b>	<b>GLA 12</b>
<b>Grade 10</b>	October 30 – November 3	April 15–19	
<b>Grade 11</b>	October 30 – November 3*	April 15–19*	
<b>Grade 12</b>	October 30 – November 3*	April 15–19*	January 22–26

*\*Gr. 11 and 12 students who have not written the exam(s) will need to write to meet graduation requirements.*

#### **4.7 Health Awareness**

- Stay home if sick
- Respect personal space
- Wash your hands often
- Cover coughs and sneeze with your elbow
- Wearing a mask is a personal choice

#### **4.8 School Parking Lot and Street Safety**

- the 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 11<sup>th</sup> Avenue
- use calmer streets such as 10<sup>th</sup> Avenue or Larch Street to drop-off/pick-up your child
- consider drop off/pick up at off peak times – earlier before start of school and later after the end of the school day

#### **4.9 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 X [@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 [kittswitchboard@vsb.bc.ca](mailto:kittswitchboard@vsb.bc.ca) for any updates; be sure to include your child's name and student ID number.

#### **4.10 Q&A with the Principal**

Q - Could you please explain more about Flexible Instructional Time (FIT)? Do students have to sign up every week?

A - Yes, students have to sign up each week to declare where they plan to be during FIT. Classrooms can only hold 30 students. They can use this time to do homework, see teachers with questions, and work on group projects. If they haven't signed up ahead of time, they can go to any classroom with space available and sign in there. This is not a time to wander in the halls.

Q - Why is there so much FIT? (Four 40-minute blocks per week). Is this taking away from academics?

A - The goal of FIT is to give students agency and choice, to learn to plan how to use their time.

Q - Is Kitsilano popular with International Students?

A - Yes. There are spaces for 120 International Students and there is a waitlist.

Q - How should students prepare for the Literacy and Numeracy Assessments?

A- Students are not expected to study for these assessments. The assessments are not based on a particular subject matter or course, but rather on learning across multiple subjects from kindergarten to Grade 10/12. See above links for sample questions and information videos.

Q - Will there be a list of school clubs?

A - There is a list of [clubs](#) on the school website:

<https://media.vsb.bc.ca/media/Default/frf/55/Kitsilano%20Clubs%202023-24.pdf>

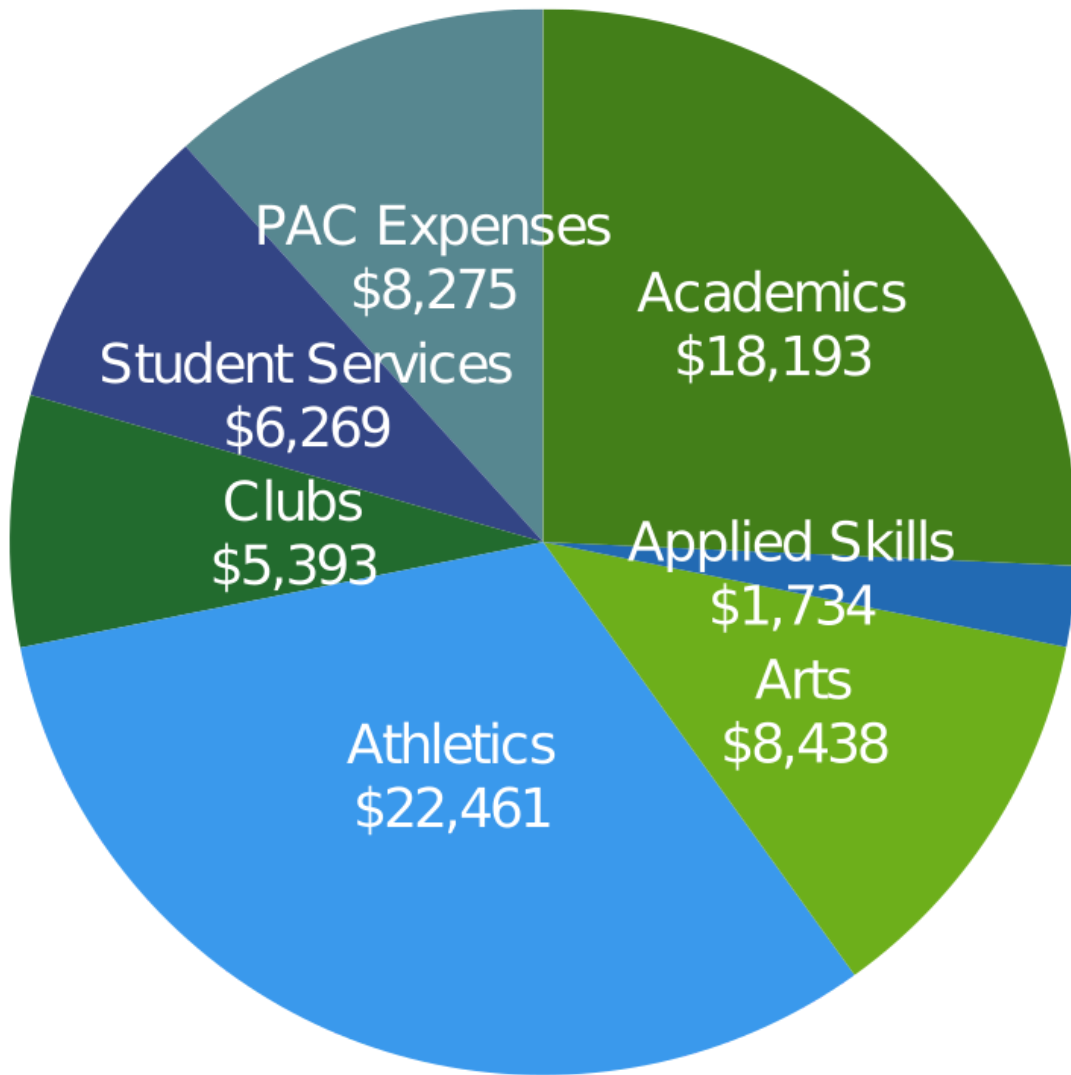
Q - Do clubs have teacher sponsors or can parents volunteer with clubs like they do in elementary school?

A - The clubs have teacher sponsors, not parent volunteers. Parents are most welcome to volunteer as coaches for the sports teams. Please contact our Head of Athletics if you can help. Wes Lefsrud, [wlefsrud@vsb.bc.ca](mailto:wlefsrud@vsb.bc.ca)

## **5. Financial Report - Tina Pfiefer, Treasurer**

Tina spoke to the Financial Report Slides illustrating how PAC allocated our budget in the 2022-23 school year. We expect this year to be similar.

The PAC receives money primarily from the Provincial Government Gaming Grants and Direct Drive donations from parents as well as some funds from fundraising activities during the year. The money from the Gaming Grant and direct donations is allocated in accordance with the regulations with the focus being on support to student extra-curricular and academic activities such as: clubs, teams, and enhancements to curriculum through speakers, field trips, and equipment/supplies.



<b>KITS PAC Expenses</b>		
<b>PAC Events</b>	2023 Parent Grad Commitee	\$2,500.00
	PAC Annual Grad Scholarships* 2 @ \$1,000	\$2,000.00
	Teacher AppreciaBon	\$600.00
	Parent EducaBon Speakers	\$2,000.00
<b>PAC Opera4ons</b>	Constant Contact	\$500.00
	Quickbooks - account cancelled	\$0.00
	Banking Fees and Charges	\$100.00
	PAC AdministraBve Expenses - other	\$500.00
	BCCPAC Membership	\$75.00
<b>PAC EXPENSES TOTAL</b>		<b>\$8,275.00</b>

6. **Approval of the Minutes from Kits PAC Meeting Tuesday, May 30, 2023**

**MOTION** To approve the Minutes as posted on the PAC website.

**Moved:** Barbara Arenson

**Seconded:** Tina Pfeifer

**APPROVED**

## 7. **Kitsilano PAC Executive Elections**

### Call for Candidates for Executive Officers

No one offered to become Chair.

New volunteers stepped forward to join the executive:

Maureen Campbell, Co-Treasurer

Elena Yelizarov, Member at Large: Newsletter

Kim Thé, Member at Large: Arts Liaison

### Election of Executive Officers

Chair - *vacant*

Vice Chair - Philip Coldrey

Co-Treasurers - Tina Pfeifer & Maureen Campbell

Secretary - Sheila Kirkby

DPAC Rep - Ishi Dinim

### Additional members of the Executive Committee

Member at Large (Arts Liaison) - Kim Thé

Member at Large (Newsletter Co-Editors) - Maureen Prentice & Elena Yelizarov

Member at Large (Website Coordinator) - Ray Miya

**Motion:** To Approve the PAC Executive positions as presented, with vacancies.

**Moved:** Alex Pamir

**Seconded:** Christie Bergeron

**APPROVED UNANIMOUSLY**

## 8. **Shopping that raises funds for PAC - Sheila Kirkby**

- Stong's Market Online Grocery Delivery - [stongs.com](https://stongs.com) When you order groceries online with Stong's you can choose to support Kitsilano Secondary and they will donate 4% of your order to us. This raised over \$1000 last year!
- COBS Bakery - Broadway at Macdonald & 4th at Vine. Ask to support Kitsilano Secondary when paying and they will donate 5% of your order to us.
- Jar Bar Refillery Kitsilano - 2169 West 4th at Yew. Ask to support Kitsilano Secondary when paying and they will donate 5% of your purchase.
- FlipGive - Kits PAC earns cash back when you buy gift cards to pay for the things you already need at places like Starbucks, Home Hardware, Walmart and many more. We get paid when you shop online, dine out, book hotels or activities. **SIGN UP TODAY** at [flipgive.com](https://flipgive.com) with code RNM6H5.

Please invite your friends and family.

## 9. **Other Business**

Question from a parent if she can offer her connections in the arts community to help bring performances to the school. Yes. Referred to Ms. Kwon.



## **10. Adjournment**

**MOTION to Adjourn at 8:10 pm**

**Moved:** Kim Thé

**Seconded:** Carla Stratidakis

**APPROVED**

The meeting ended with prizes and gift bags from local merchants courtesy of Michelle Barille of the West Broadway Business Improvement Association (BIA). Thank you!

(<https://kitsonbroadway.com/>)

Thanks also to Cobbs at Broadway & Macdonald for donating baked goods for the meeting.

**Next Meeting: Tuesday, October 24, 2023 - in the school theatre**

*Minutes Respectfully Prepared by S. Kirkby, Kits PAC Secretary*

Please sign up for the PAC Newsletter: <http://kitsilanopac.ca/subscribe-to-pac-eneews/>

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