



# District Parent Advisory Council

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District 43: Coquitlam, Port Coquitlam, Port Moody, Anmore and Belcarra

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## DPAC General Meeting Wednesday, April 30, 2008 Gallery Room, Winslow Centre

Richard Stewart called the meeting to order at 7:12 p.m.

DPAC Executive in attendance: Richard Stewart - President, Darren Rosenthal – Treasurer, Dina Rodriguez – East Zone Rep, Tracy Crawford – Newsletter Editor, Heidi Gable – Member at Large

### 1. Approval of Agenda

**MOTION** made by Kristina Harvey, seconded by Janine Corrado, to accept the agenda as presented. **CARRIED**

### 2. Approval of Previous Minutes

**MOTION** made by Cathy Clelland, seconded by Marie Odam-McCabe, to accept the minutes of the March 26, 2008 General Meeting as presented. **CARRIED**

### 3. President's Announcements

- Richard Stewart

- School District Budget:
  - For the first time DPAC got together with the other Partner groups (CUPE / CTA / SLC / CPVPA) and put together joint recommendations for the District budget
  - District Budget was adopted
  - Joint recommendations will be emailed out to the DPAC Reps.

### 4. Treasurer's Report

-Darren Rosenthal

- Income Statement to 31Mar08 vs 2007/08 Budget; Assets
  - Financial statements received and will be filed into records as presented for review at the end of the year.

### 5. Superintendent's Comments

- Tom Grant

- Superintendent sent his regrets that he was unable to attend
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### 6. Emergency Preparation Planning/Development - Wendy Bennett/Mike McGlenen

- gave a presentation on Emergency Preparedness in our District that included:
  - Background
    - Committee formed in 2006
    - Changing context of emergencies
    - Long term planning
    - School surveys & results
    - Have meet with municipalities
  - Multi-year plan
    - Rapid damage assessment training for District Maintenance Dept. & Principals/Vice Principals
    - Development of Emergency Procedure Handbook
    - Development of Comprehensive Emergency Response Resource Package (one for each school)
      - Binder of information for command centre
      - Individual job responsibility packages
      - Folder for each orange bag in every school
  - Emergency release

- Test of the procedures will be conducted on May 7 at all elementary & middle schools in our District @ 1:15pm
  - Asking that parents treat it as an actual emergency and that students will only be released to their parents or their specified emergency contact
  - As children are picked up the name of the person picking them up & where they will be going will be recorded
  - Asking that those picking up children walk to the school as in most actual emergencies roads will be closed to everyone except for emergency vehicles
- Pilot of release procedures was conducted at 4 elementary schools in the 2006/2007 school year
- Test release of all secondary schools will be conducted during the 2008/2009 school year
- Preparation, communication, de-briefing
- Staff responsibilities – are responsible for students at the school until they are released from their duties
- Supplies & equipment (EPrep Supplies)
  - An Excel spreadsheet has been developed that lists all emergency supplies. You enter the # of students & # of staff for your school & it calculates & gives the estimated required amount for each item on the list. This EPrep Supply list/calculator will be distributed to the schools shortly.
  - Recent District budget included a \$23,000 line item to be allocated to help support the acquisition of needed emergency supplies

## **7. AGM Election Review**

**- Claude Hrycaiko**

- Claude sent his regrets that he would be unable to attend, so no presentation made
- Reminder to everyone to get their Proxies/Voting Instructions on the resolutions for the BCCPAC AGM taking place on May 3/4.
- DPAC's AGM will be held on Wed. May 28 – everyone was ask to make sure they get any nomination forms completed and in to our office, preferably by May 14.

## **8. Action Plan For Learning**

**- Maureen Dockendorf & Martine Duby**

- School Improvement Plan has been revised as the ministry revised the time line
- Action Plan for Learning (APL) is focused on school goals
- Principals must have the completed document into the Board Office by June 2
  - Parents are to be included in development of this document
- The School Action Plan is an important part of APL
- Elementary & Middle schools use the same format for their APL
- Secondary Schools use a bit different format as they have access to more data

## **9. Networking**

- DPAC Social
  - DATE: Tuesday, May 13/08
  - TIME: 7:00p.m.
  - PLACE: Boathouse Restaurant
  - Invitations & how to register for this event to be sent out
- Facebook – DPAC has a group, please join us

## **10. Adjournment**

**MOTION** made by Cathy Clelland seconded by Marie Odam-McCabe, to adjourn the meeting at 8:50 pm.

**CARRIED**