

**Minutes of the Kitsilano Secondary Parent Advisory Council (PAC)
Annual General Meeting
Kitsilano Secondary School Theatre
Tuesday, September 29, 2026**

Meeting called to order at 7:00 pm with 15 participants and 4 guests.

PRESENT:

PAC Executive:

Tina Pfeifer (Chair & Treasurer), Maureen Campbell (Social Media), Jessica Qui (International Liaison), Chris Abrams (Arts Liaison), Kerry Kenwood (Secretary & Athletics Liaison)

Members:

Amel Bellouche, Nina Rolt, Christie Stephenson, Dawn Joseph, Laurie Hume, Barbara Arenson, Gaya Murthy, Ivy Friesen, Emilia Doro, Erika Cedillo

Guests:

Benita Kwon (School Principal), Carol-Anne McMillan (Teacher Rep), Bernice Ma (Student Council President), AJ Dowla (Music Teacher)

PAC Executive regrets: Jana Tesar (IT/website), Jennifer Sanchez (Newsletter)

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

1. Approval of agenda

MOTION: to approve the agenda as presented.

Moved: Maureen Campbell

Second: Emilia Doro

APPROVED

2. Approval of last meeting minutes

MOTION: to approve the May 26 2026 meeting minutes as posted.

Moved: Maureen Campbell

Second: Chris Abrams

APPROVED

3. Welcome and Introduction

What is the purpose of the PAC?

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.

PAC year at a glance (as held in the 2025-2026 school year)

Monthly PAC meetings (in person, online, hybrid).

Grade 8 coffee welcome - meet lots of new parents, always love their enthusiasm.

AGM & welcome new PAC members.

Grade 8 night for parents & students at the school - we support by helping school give out refreshments.

Parent social @ Wolf & Hound pub - about 40 parents participated, dinner, drinks, music trivia.

Organized and ran cookie bash around holidays - cookies are given to Kits Staff.

Arts night - Fall and Spring semesters, we host a table to support Kits Art.

Teacher appreciation luncheon at the end of the year- feed Kits Staff.

PAC Funding

We have secured \$32,000 from BC Gaming Grant - How? We have at least 2 elected executive members, we follow gaming guidelines, we apply for the grant every spring.

We also manage parent donations by directing where this money goes based on needs of school and teacher requests.

Who is presently on the PAC?

Tina Pfeifer – Chair & Treasurer *youngest child in gr 12 this year, is last year.

Ishi Dinim - DPAC Representative (although he is running for School Board so will have to step down if elected).

Kerry Kenwood – Secretary & Athletics Liaison *youngest child in gr 12, is last year.

Jana Tesar – IT & Website.

Maureen Campbell - Social Media.

Jessica Qiu - International Students Liaison *youngest child in gr 12, is last year.

Chris Abrams - Arts Liaison.

Jennifer Sanchez – Newsletter.

Open - Social & Events.

Open - Co Chair.

Open – Treasurer.

Open - What's Next.

Openings - Grad Committee.

Openings - Social & Events.

We volunteer to 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. We could all tell you the many reasons why we are on the PAC, but it comes down to

how do you want to spend these next 5 years or less? It's going to go by really fast! What are you going to do with your short time here - how are you going to make the most of it?

How to join?

If you're interested in joining us, raise your hand during elections later in the meeting, come and chat with us after the meeting or email kitspac@hotmail.com to express your interest.

The time commitment is roughly around 3 hours each month (role depending).

PAC Meetings are held the last Tuesday of each month. The next one is on October the 27th, 7-8pm. Then: November 24th - January 26th - February 23rd - April 27th - May 25th. All TBD whether in person, online, or hybrid.

4. School Updates

Student Council President – Bernice Ma

Club day this Thursday, Oct 1 at lunch – diverse clubs for every interest.

Grade 8 elections on Friday, lots of interest – in person vote.

Spirit Week coming soon – will include white lies, pink Tuesday, etc.

For Halloween will be doing Spookilano – events TBD.

Canley Cup in Nov/Dec – donate canned food, details to come.

Toonie Tuesday – more details to come as well.

Council meets weekly every Tuesday.

Teacher report – Carol-Anne MacMillan

1) Drama - Ryan Parker

We have the senior production coming up in December as auditions have already taken place and 50 students are on this project. We also have auditions for the staff and students for the TV series five episodes and it will have over 200 students performing in it as we film throughout the year. Junior production auditions will take place in January and will be performed in March. All juniors are welcome to audition and will land a role in the various sitcoms we put on each year.

2) National Day of Truth & Reconciliation

Students have contributed to a meaningful outdoor memorial that runs along the fencing of the bike locker beside the garden. Ms. Cross and Ms. McMillan put together a school-wide lesson focussing on bearing witness and generational healing, highlighting Wab Kinew and master carver, Carey Newman.

3) Carol-Anne McMillan - AI Literacy - Ethos Lab

In the English 11 New Media classes this year, as an intro to large-scale AI Inquiry projects, Ethos Lab will be providing an intro to the unit. They will give the history of AI and walk students through ethical, human-centred uses of AI as they work in table groups. For more info, here is their site: <https://ethoslab.ca/>

4) Music Program Update – AJ Dowla (in person)

- Music programs are only officially being offered in semester 1 which requires a lot effort in a lot less time.
- Trying to bring music across the entire year – running music club/groups to give the students the opportunity to do music throughout the year.
- Also trying to grow the music program – ex. Incorporating a digital component by creating a contemporary music lab, sound engineering, instruments, etc.
- Open to question about the program at any time – come and visit.
- Needs support:
 - Will take donations of instruments – contact Benita.
 - Financial – need funds specially to develop digital aspect.

Principal's Report – Benita Kwon

1) Staff 2026-27

Marcia Cubbon	Counsellor, Grade 8 (for S. Gordon)
Sian Dowle	Inclusive Education
Karina Jimenez	Spanish
Mark Lieberman	YFW – Vinery
Charlene Myers	EA - Deaf & Hard of Hearing
Jessica Sale	Indigenous Education Worker
Janet Thompson	Vice Principal
Sydney Walton	Educational Assistant - Mainstream

2) School Enrollment

School Enrollment (Sept. 29):	1549
School Projection (June):	1550

3) 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>
- 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.

4) School Schedule 2026-27

Semester 1	September 8, 2026 – February 2, 2027
Semester 2	February 3 – June 29, 2027

	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

Reporting Schedule 2026-27

	Semester 1	Semester 2	Linear Course
INTERIM REPORT	October 16	March 5	November 27
MID-SEMESTER REPORT	November 27	May 7	
PARENT/TEACHER CONFERENCES	December 3	May 20	Dec. 3/May 7
FINAL SEMESTER REPORT	February 5	June 29	
MID-YEAR REPORT			February 5
FINAL LINEAR REPORT			June 29

5) Graduation Assessment Schedule 2026-27

- GNA 10 - [Graduation Numeracy Assessment 10](#)
- GLA 10 - [Graduation Literacy Assessment 10](#)
- GLA 12 - [Graduation Literacy Assessment 12](#)

	GLA 10	GNA 10	GLA 12	FLSI 12
Grade 10	November 2–6	April 12–16		
Grade 11	November 2–6*	April 12–16*		
Grade 12	November 2–6*	April 12–16*	January 11–22	Jan. 11-22 June 7-18

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

6) Personal Digital Device Policy

In January 2024, the Province of B.C. mandated all school boards to update their Codes of Conduct to limit students' use of personal digital devices during school hours. Below in blue is the policy in our school code of conduct. Last school year, we implemented the new PDD policy. This year, we will continue implementation of the PDD policy with the goal of consistent application and compliance of the PDD policy by all students and staff. It is expected that every member of the community will know what the PDD policy looks like in our community and be able to follow it and demonstrate that in their decision making and behaviour.

Personal Digital Device Usage To foster a safe and focused learning environment for students, the use of personal digital devices, that distract from learning, such as cell phones, tablets and electronic devices, are restricted during school hours and on school property. Educators and school staff will continue to model digital citizenship in the classroom and avoid the use of personal digital devices for non-instructional purposes.

Personal digital devices must be turned off or placed on silent mode before entering the classroom and remain silent during the school day. Personal digital devices are not permitted for use during class time unless an educator has given permission.

The use of personal devices is permitted under the following circumstances:

- For educational purposes, as directed by the educator in the classroom.
- For health and medical purposes as outlined in an Individual Education Plan or Student Safety Plan.
- To support special or diverse educational needs, such as assistive technology related to Individual Education Plans or Student Support Plans.

The expectation is that students will follow the personal digital device policy and school guidelines.

The Vancouver School Board is not responsible for the loss, damage, or disappearance of personal digital devices that students decide to bring to school.

How can parents/caregivers help?

- talk to your child about strategies to manage use of personal devices in general
- talk to your child about the PDD policy; expectations of use in school
- do not call/text your child during class time; if you need to speak to your child, call the school office

7) 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
- consider drop off/pick up at off peak times – earlier before start of school and later after the end of the school day

8) Safety Reminders: Electric Scooters and Electric Bikes

With the growing popularity of E-scooters and E-bikes as transportation choices, we want to remind families of the current City of Vancouver and Province of British Columbia regulations and to ask for your support in ensuring students travel safely and within the law.

Electric Scooters

Under provincial legislation and the [Electric Kick Scooter Pilot Project Regulation](#), as well as City of Vancouver bylaws, electric scooters are permitted only under specific conditions:

- Riders must be 16 years of age or older
- Helmets are mandatory for all riders
- Scooters may be used on designated roads and bike lanes, but not on sidewalks
- Riders must follow the same rules of the road as cyclists (e.g., obey traffic signals and signage)
- Scooters must not exceed prescribed speed limits (generally up to 25 km/h where permitted)

For more information, please visit: [E-scooters | City of Vancouver](#) and [Electric kick scooter rules and safety - Province of British Columbia](#).

Electric Bikes

Under provincial legislation and City of Vancouver bylaws, electric bikes are permitted under the following conditions:

- Riders must be 14 years or older for a light e-bike and 16 for a standard e-bike
- Helmets are mandatory for all riders
- Light e-bikes must not exceed 25 km/h and standard e-bikes 32 km/h
- E-bikes may be used on designated roads and bike lanes, but not on sidewalks
- Riders must follow the same rules of the road as cyclists (e.g., obey traffic signals and signage)

For more information about e-bikes, please visit: [E-bike requirements - Province of British Columbia](#) and [Motor Assisted Cycle \(E-Bike\) Regulation](#).

Securing Bikes/Scooters

The theft of bikes and scooters continues to be a concern across Metro Vancouver, and we have also experienced incidents of bike and scooter theft affecting members of our school community. To help reduce the risk of theft, students are encouraged to use a sturdy lock, such as a U-lock, to secure bikes and scooters to designated bike racks at all times, including while on school grounds. At Kitsilano Secondary, bikes and scooters can be secured to racks located in the bike cages or to the bike racks outside of the cages. Please note that bike cages are locked during regular school hours, from 9:00 AM - 3:00 PM, on school days. While the bike cages provide an additional layer of security, theft can still occur. Students should ensure that their bikes and scooters are properly secured with high-quality locks at all times

9) Questions & Added Comments

Vaping in washrooms update

- Administration continues to monitor washrooms – they walk in and check regularly to ensure kids are not congregating (especially in large wheelchair stalls).
- They confiscate vapes and check what is in them (THC can be used in vapes).
- If THC then parents are called.

- Try to talk to the kids 1) to explain that congregating and vaping in groups can be intimidating to other students who are just trying to use the washroom and 2) to get a sense if there is something else going on in their lives and possibly using vaping as a coping mechanism – if the situation warrants, they will connect kids with resources to get help.

Semester vs. Linear system

- Has there been any talk with the District regarding changing from semester to a hybrid system?
- Benita is not aware of any talk about changing from the semester system.
- Will ask the District and report back.
- There are some advantages to the semester system depending on the type of student, but not for others.

Grade 12 year info

- Grade12 info meeting on Thursday Oct 1 – how to navigate planning, University applications, grad, etc.
- Grad ceremony and reception planned by school and PAC grad committee.
- Prom is different and is not school sanctioned – it should be organized by parents.
- Email the PAC address If you are interested in joining a committee to help organize grad activities and then you will be put in contact with the appropriate group.

5. PAC Committee Reports

Treasurer

- \$32,000 in Gaming funds & currently \$15,000 in parent donations that have come in so far.
- A reminder - if you are able, to go to school cash online & make a \$100/student donation to the PAC - 100% goes right back to the school to support our kids & is tax deductible.
- Call for applications/forms for PAC funding will go out to all staff soon and funds will be allotted next month with a second run (donation dependent) in the early spring.

Athletics

All fall sports have started up!

Ways to find out about athletics:

- See Mr. Lefsrud in the PHE office
- Contact Mr. Lefsrud welefsrud@vsb.bc.ca
- Look for posters around school for upcoming events and tryouts
- Check the athletics board in the atrium by the Library
- Listen for school announcements
- Check the Athletics Channel of “All Students”: Page on Teams
- Ask an Athletic Leadership student
- Follow @kitsathletics on Instagram

Newsletter

PAC newsletter comes out shortly after each PAC meeting throughout the year and includes announcements, helpful links, reminders, schedule of events, etc. If you have anything you would like to add to the newsletter, please email Jennifer Sanchez.

6. PAC Executive Elections 2026-2027

The following was proposed:

Chair

- Tina Pfeifer

Treasurer

- Tina Pfeifer
- Maureen Campbell (to provide assistance & prepare for taking over next year)
- Chris Abrams (to provide assistance & prepare for taking over next year)

Secretary

- Kerry Kenwood
- Ivy Friesen (to provide assistance & prepare for taking over next year)

DPAC Representative

- Chris Abrams
- Ishi Dinim (depending on the outcome of the school board election)

MOTION: to approve the PAC Executive appointments as presented.

Moved: Tina Pfeifer

Seconded: Kerry Kenwood

APPROVED

Members at Large appointments made:

Newsletter - Jennifer Sanchez

Fine Arts Liaison - Chris Abrams

Social Media - Maureen Campbell

IT & Website - Jana Tesar

International Students Liaison - Jessica Qiu

Social & Events - Ivy Friesen

Athletics Liaison - Ivy Friesen

What's Next - Christie Stephenson

Grad Committee - Dawn Joseph, Emilia Doro, Kerry Kenwood, Jessica Qiu, Tina Pfeifer

Available for special events - Erika Cedillo

Positions that remain vacant:

Co-Chair – Vacant

Social & Events, What's Next, Grad Committee, Newsletter especially benefit from more involvement.

7. Adjournment

MOTION: to adjourn at 8:22 pm

Moved: Chris Abrams

Seconded: Maureen Campbell

APPROVED

Thank you for coming.

Follow us on Insta @kits_secondary_pac

Our next meeting is on October the 27th