

**DPAC Extra-Curricular Choral Program Proposal**  
**Version March 6, 2022**

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## Executive Summary

The Music Working Group asks the DPAC Executive to approve advancing DPAC Extra-Curricular Choral Program from Proposal Stage to Discovery Stage.

Discovery Stage would initiate the program and determine level of interest from PACs for the Choral Program as described in this document.

On February 10 and February 28, the Music Working Group met and determined there was enough momentum – and a strong need – for musical opportunities for children.

In March, the team would like to begin communications with PACs to see what kind of demand for a choral program would be.

Given the lack of response from the VSB since Jan 19, we feel that the Music Working Group can move the needle by setting up cross-district choral music based on the VSB Music Mission Statement.

## Music Working Group Team List

Robert Ford (Team Leader) – child at Kitsilano Secondary. 13 years experience PAC Chair and executive at Henry Hudson Elementary.

Gillian Hunter-Gibbs, child at Queen Mary Elementary with a second starting in the Fall. (Also is the Executive Director for Vancouver Bach Choir, including the Children's Chorus)

Naveen Gopal, child at John Henderson

Emily Clarke, children at Simon Fraser Elementary and L'École Bilingue

Melissa Clements, Hudson PAC Chair

Vik Khanna, DPAC Vice Chair

Alan Patola Moosmann, DPAC Treasurer

### **Recent Expressions of interest include:**

Iona Bonamis child at Lord Selkirk Elementary

Yvonne, Dr HN MacCorkindale PAC

Matthew Burke, Crosstown Elementary PAC

More to come!

## Background

For many years, the VSB's music offering has declined as budget cuts were made and Principals were left to decide whether to have library resources or music teachers.

### Music Program Decline Timeline

- 2016 Elementary band and strings cancelled (<https://www.cbc.ca/news/canada/british-columbia/rally-vsband-cuts-1.3533039>)
- April 2020 Consultant Report Music Review
- December 2021 Phase I Vision and Mission Statement
- January 19, 2022 Phase I provided to Student Learning and Well Being Committee

Robert Ford, DPAC Music Working Group leader, reached out to Chris Stanger to try to find out how to follow up and participate, but had not heard back.

On April 2020 John White, Educational Consultant, submitted a report called the Elementary Music Program Review. On June 20, 2020 this review was presented to the Vancouver School Board Student Learning and Well-Being Committee.

[https://www.vsb.bc.ca/District/Planning\\_and\\_Facilities/Long\\_Range\\_Facilities\\_Plan/Documents/Elementary%20Music%20Program%20Review.pdf](https://www.vsb.bc.ca/District/Planning_and_Facilities/Long_Range_Facilities_Plan/Documents/Elementary%20Music%20Program%20Review.pdf).

On January 13, 2022, the VSB completed the first recommendation, "Establishing a Shared Mission, Vision and Strategic Directions." The DPAC participated in this process. This first step was presented to the Student Learning and Well-Being Committee on January 19.

### VSB [K-7 Music] Mission Statement

The VSB K-7 Music program's mission is to provide all students with:

A consistent, robust, inclusive, experiential music program based on active music making including Indigenous musical opportunities which respect cultural protocols and nurture the unique and diverse culture of each school community.

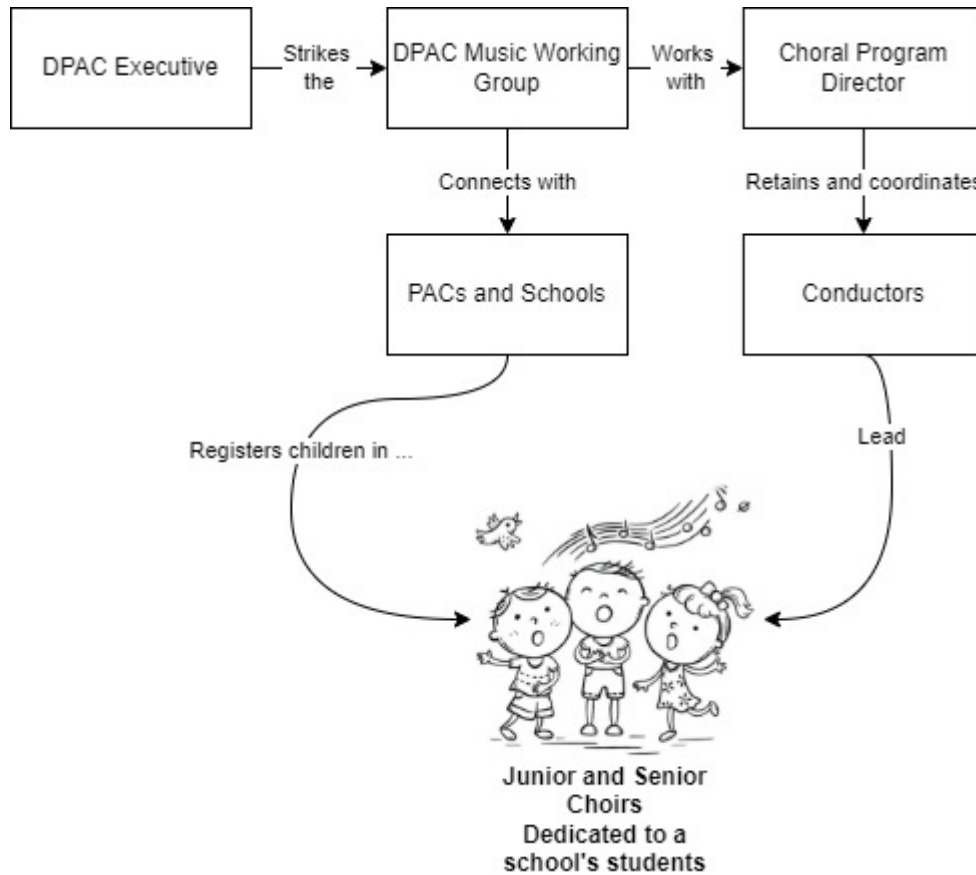
### DPAC Music Motion

On January 13, 2022 the DPAC passed a motion as follows.

That DPAC strike a Music Working Group to i) provide parent input and encouragement to the VSB to ensure that all efforts are being made to update the K-7 music program as per the VSB mission statement [above], and ii) investigate supporting a parent funded district-wide extra-curricular choral program that supports the VSB's mission.

The DPAC Music Working Group (MWG) recommends implementing a parent funded district-wide extra-curricular choral program that supports the VSB's mission

## District-wide Choral Music Concept



As we know, access to music in schools has been dropping off and the Vancouver School Board is working on a plan to revitalize K-7 music. However, this is a 10-year process and subject to funding issues. It also is unlikely to address extra-curricular musical enrichment as the collective agreements are not supportive of labour used for before-and-after-school programs.

A few schools like Hudson, Trafalgar, L'école Bilingue, Jules Quesnel and others have managed to mount a choir program usually with local PAC support and encouragement from the Principals.

The DPAC Music Working Group proposes to formalize this process and facilitate the development of junior and intermediate choirs throughout the district where parent interest and facilities allow.

The good news about choirs is the equipment and facility requirements are light and flexible.

## Benefits

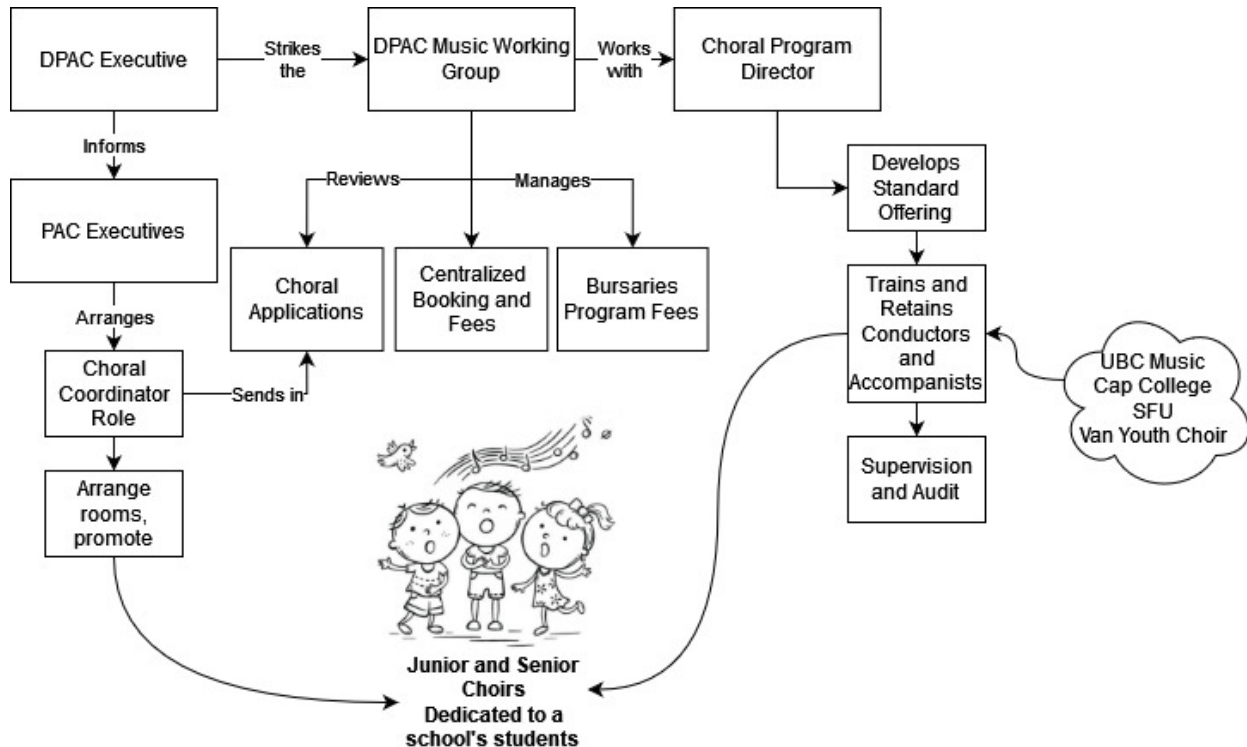
- ✓ Increase accessibility to music
- ✓ Provide extra curricular activity that does not require additional travel
- ✓ Enrich music curriculum
- ✓ Provide valuable community engagement
- ✓ Social and Emotional development
- ✓ Opportunity for the community to express itself musically

## Guiding Principles

- ✓ The DPAC Music Working Group will work to support the VSB K-7 Music Mission Statement.
- ✓ The DPAC Music Working Group will minimize the work load on the DPAC Executive. The only point of contact currently planned is a single payment per month by the Treasurer.
- ✓ There will be no financial risk to the DPAC.
- ✓ The program will have a broad reach across the district and communicate with all PACs and Principals.
- ✓ Where feasible, the DPAC Music Working Group will forge alliances with Vancouver music organizations.
- ✓ Self funding. The program will be as low cost to parents as possible and have a bursary program.
- ✓ The DPAC Music Working Group will establish go/no go points in the plan for DPAC Executive review.

## Expanded Conceptual Overview

The diagram below gives a high-level diagram of who will do what.



## Assumptions and Risks

- ✓ VSB Facilities will need to be on board. We would like to avoid extra cost. We would like a standard process for all PACs and Principals for using facilities prior to 5 PM, preferably at a low or \$0 cost.
- ✓ COVID-19 regulations will have to be at a level where such programs are allowed.
- ✓ DPAC Executive Approval requirement
- ✓ DPAC Music Working Group has enough capacity to work with PACs and handle administration

## Bursary Process

One of the key elements of the DPAC Choral Program is to make sure no one is discouraged from participating for financial reasons. However, if the application for bursaries is too stringent or public, it causes feelings of shame. The following process is modelled on a common practice at schools to **confirm** validity, manage usage, and maintain respect.

- Local PAC Coordinator is informed of Bursary process
- Parents sign up online and ask for full or partial "Pay What You Can" bursary
- The local PAC Coordinator validates bursary with Principal<sup>i</sup>
- Music Working Group records bursary amount and submits reports to DPAC Treasurer

## Expenses and Revenues

The following chart outlines the costs for a single 10-week choral program term.

| Assumptions              |        |                                     | Per Term |
|--------------------------|--------|-------------------------------------|----------|
| Number of Weeks          | 10     | per term                            |          |
| Choral Program Director  | \$7.30 | per rehearsal                       | \$73.00  |
| Rate for Conductor       | \$80   | per rehearsal                       | \$800.00 |
| Excess Students          | \$2    | per chorister per rehearsal over 20 | \$0.00   |
| Rate for Pianist         | \$50   | per rehearsal                       | \$500.00 |
| Cost of credit card fees | 3%     | per online booking                  | \$72.00  |
| Rental Fee               | \$30   | per rehearsal                       | \$300.00 |
| Bursary Fee (embedded)   | \$3    | per chorister per term              | \$60.00  |
| Supply Fee               | \$2    | per chorister per term              | \$40.00  |
| Number of Choristers     | 20     | per rehearsal (15 minimum)          |          |

Proposed Price for term \$120 per child

**Revenue per term** \$2,400

**Cost per term** \$1,845

**Profit/Loss** \$555



## Choral Program Director

Catherine Campolin is the proposed Choral Program Director. She has been conducting children's choirs at multiple VSB Elementary schools since 2009. She is the Piccolo (age 5-8) and Partita (grades 3-9) conductor for the Vancouver Bach Family of Choirs. She also teaches music to ages 3-5 at Family Montessori School Society.

For many years now she has wanted to expand her reach. The pandemic allowed for unplanned downtime to document her process. She has over 12 years of choral music material that she'd like to share. In addition, she has strong contacts with Vancouver Youth Choir and the UBC School of Music, only two organizations from which she'd like to retain choral conductors to assist in this program.

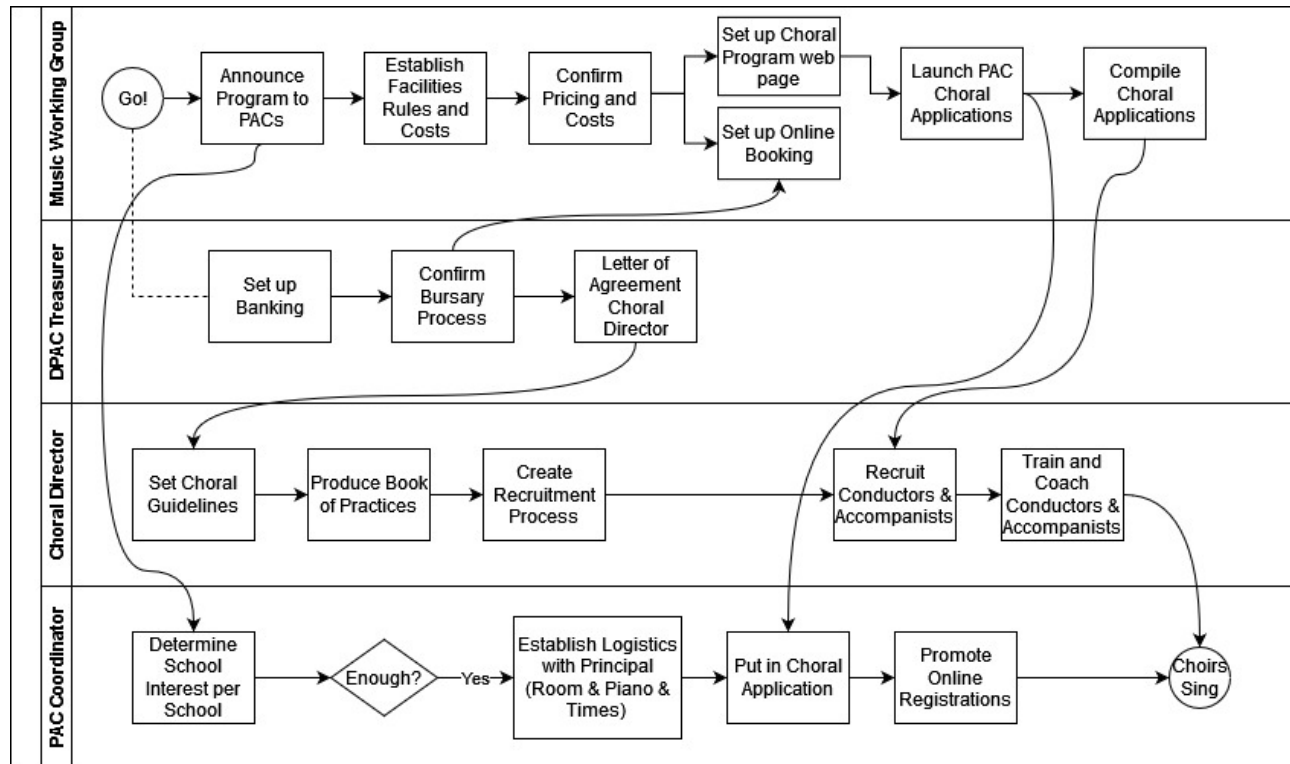
In 2012, she managed to record a CD of children singing – two songs per decade – for Henry Hudson's Centennial.

She also has the business structure and experience (e.g. handling insurance, criminal records checks, etc.) that allow the DPAC to communicate to PACs and let the musicians get on with the music.

## Initiation Phase

There are four key roles. DPAC Music Working Group, PAC Coordinator (this could be someone on a PAC's Executive or another parent), DPAC Treasurer, and Choral Program Director.

The general work items are represented in the swim lane diagram below.



## Money Flow

To minimize reliance on, and to avoid overburdening volunteers, the financial work is kept to a minimum.

Once the individual PACs have committed to having choir, online registration starts. The DPAC Music Working Group monitors and reports to the Treasurer:

- Fees Collected
- Payment of monthly invoice from Choral Director for all costs and hours incurred by choir directors and accompanists<sup>ii</sup>
- Track the funding of bursaries

## Timeline

The following high-level timeline is suggested for launch in the 2022-2023 school year.

|           |  |
|-----------|--|
| January   | <ul style="list-style-type: none"><li>• Strike DPAC Music Working Group (☑)</li></ul>  |
| February  | <ul style="list-style-type: none"><li>• Recruit parents to DPAC Music Working Group (☑)</li><li>• Prepare and Review Proposal (☑)</li><li>• Submit Proposal (☑)</li></ul>  |
| March     | <ul style="list-style-type: none"><li>• Obtain DPAC Approval for Discovery</li><li>• Communicate Activity Choral Program process to PACs</li><li>• Gauge interest</li><li>• Start detail planning, particularly engaging the VSB and working with PACs</li></ul> |
| April     | <ul style="list-style-type: none"><li>• Review PAC Engagement</li><li>• Set up Web page and online booking</li></ul>   |
| May       | <ul style="list-style-type: none"><li>• Enter Implementation Phase</li><li>• Sign Letter of Intent with Choral Program Director</li></ul>  |
| June      | <ul style="list-style-type: none"><li>• Book PACs into program</li><li>• Initiate Recruiting program</li><li>• Create preliminary school/conductor assignments</li><li>• Open Online Booking</li></ul>   |
| September | <ul style="list-style-type: none"><li>• <b>SING!</b></li></ul>   |

## Preliminary Project Plan

| Task Name                                    | Start       | Finish      | Days | Assigned To                                       | Comments  |
|--|-------------|-------------|------|---|---|
| <b>DPAC Choral Program</b>                   | 07-Feb-2022 | 19-Sep-2022 | 160  |   |   |
| <b>Develop Proposal</b>                      | 07-Feb-2022 | 10-Mar-2022 | 23   |   |   |
| Recruit Working Group Team                   | 07-Feb-2022 | 11-Feb-2022 | 5    | DPAC Music Working Group Leader                   |   |
| Write Proposal Draft                         | 14-Feb-2022 | 18-Feb-2022 | 5    | DPAC Music Working Group Leader                   |   |
| Present initial proposal to Working Group    | 20-Feb-2022 | 20-Feb-2022 | 0    |   |   |
| Review and Edit                              | 21-Feb-2022 | 28-Feb-2022 | 6    | DPAC Working Group                                | Meeting Feb 28 to approve final version                         |
| DPAC Executive Agreement to Proceed          | 10-Mar-2022 | 10-Mar-2022 | 0    | DPAC Executive                                    | This would allow team to push to communicate and develop        |
| <b>Implement</b>                             | 10-Mar-2022 | 19-Sep-2022 | 137  |   |   |
| Write LOI with Choral Program Director       | 10-Mar-2022 | 16-Mar-2022 | 5    | DPAC Working Group                                | Not the contract, but a short letter saying we can move forward |
| Sign Agreement                               | 16-Mar-2022 | 16-Mar-2022 | 0    | Choral Program Director                           |   |
| <b>Treasury Functions</b>                    | 10-Mar-2022 | 01-May-2022 | 37   |   |   |
| Set up banking                               | 10-Mar-2022 | 23-Mar-2022 | 10   | DPAC Treasurer                                    | Four signatures needed to establish two signature account       |
| Set up Pay Pal                               | 24-Mar-2022 | 30-Mar-2022 | 5    | DPAC Music Working Group Leader                   | Also check if there are better alternatives                     |
| Approve Pricing                              | 01-May-2022 | 01-May-2022 | 0    | DPAC Treasurer                                    |   |
| Set up financial controls                    | 31-Mar-2022 | 13-Apr-2022 | 10   | DPAC Working Group                                | This would include reporting and bursary usage                  |
| <b>Facilities Planning</b>                   | 10-Mar-2022 | 30-Mar-2022 | 15   |   |   |
| Initiate Contact VSB                         | 10-Mar-2022 | 16-Mar-2022 | 5    | DPAC Executive<br>DPAC Music Working Group Leader |   |
| Meet VSB Facilities                          | 28-Mar-2022 | 28-Mar-2022 | 1    | DPAC Executive<br>DPAC Music Working Group Leader | Assume after March Break  |
| Document Facilities Process                  | 29-Mar-2022 | 30-Mar-2022 | 2    | DPAC Working Group                                |   |
| <b>Choral Program Communications to PACs</b> | 10-Mar-2022 | 01-Jun-2022 | 60   |   |   |
| Write up program offering                    | 10-Mar-2022 | 16-Mar-2022 | 5    | DPAC Working Group                                |   |

| <b>Task Name</b>                           | <b>Start</b> | <b>Finish</b> | <b>Days</b> | <b>Assigned To</b>              | <b>Comments</b>  |
|--|--------------|---------------|-------------|---------------------------------|--|
| <b>Set up web page</b>                     | 17-Mar-2022  | 13-Apr-2022   | 20          | DPAC Working Group              |  |
| Determine Location                         | 17-Mar-2022  | 23-Mar-2022   | 5           | DPAC Working Group              |  |
| Determine Content                          | 24-Mar-2022  | 30-Mar-2022   | 5           | DPAC Working Group              |  |
| Set up and Test                            | 31-Mar-2022  | 13-Apr-2022   | 10          | DPAC Working Group              |  |
| Collect PAC contacts                       | 17-Mar-2022  | 17-Mar-2022   | 1           | DPAC Working Group              |  |
| Set up explanatory sessions                | 28-Mar-2022  | 08-Apr-2022   | 10          | DPAC Working Group              |  |
| Create application forms                   | 11-Apr-2022  | 13-Apr-2022   | 3           | DPAC Working Group              |  |
| Accept applications                        | 01-May-2022  | 01-May-2022   | 1           | DPAC Working Group              | Need to figure out timing                                  |
| Provide needs estimate for Choral Director | 01-Jun-2022  | 01-Jun-2022   | 1           | DPAC Working Group              | Latest dates to book conductors for Sept                   |
| <b>Online Booking</b>                      | 10-Mar-2022  | 09-May-2022   | 43          |                                 |  |
| Choose system                              | 10-Mar-2022  | 10-Mar-2022   | 1           | DPAC Music Working Group Leader |  |
| Set up Test Version                        | 01-Apr-2022  | 28-Apr-2022   | 20          | DPAC Music Working Group Leader | April?   |
| Connect to Pay Pal                         | 29-Apr-2022  | 29-Apr-2022   | 1           | DPAC Working Group              |  |
| Set up Choral Session Dates                | 02-May-2022  | 02-May-2022   | 1           | DPAC Working Group              |  |
| Test System                                | 03-May-2022  | 09-May-2022   | 5           | DPAC Working Group              |  |
| <b>Bursary Process</b>                     | 10-Mar-2022  | 25-Mar-2022   | 12          |                                 |  |
| Establish policy                           | 10-Mar-2022  | 10-Mar-2022   | 1           | DPAC Working Group              |  |
| Write procedure for school coordinators    | 11-Mar-2022  | 11-Mar-2022   | 1           | DPAC Working Group              |  |
| Write tracking procedures                  | 14-Mar-2022  | 25-Mar-2022   | 10          | DPAC Working Group              | We need to have a simple way to report cost/bursary/income |
| <b>Develop Choral Program</b>              | 01-Jun-2022  | 19-Sep-2022   | 77          |                                 |  |
| Create Overview / Philosophy               | 17-Mar-2022  | 30-Mar-2022   | 10          | Choral Program Director         |  |
| Document Rehearsal Guidelines              | 31-Mar-2022  | 13-Apr-2022   | 10          | Choral Program Director         | E.g. warm ups; appropriate rep; behaviour management       |
| Presentation Guidelines                    | 14-Apr-2022  | 27-Apr-2022   | 10          | Choral Program Director         | Performance tips and tricks                                |

| <b>Task Name</b>                 | <b>Start</b> | <b>Finish</b> | <b>Days</b> | <b>Assigned To</b>      | <b>Comments</b>  |
|----------------------------------|--------------|---------------|-------------|-------------------------|--|
| Administration Guidelines        | 28-Apr-2022  | 11-May-2022   | 10          | Choral Program Director | Attendance; safety; problem reporting; insurance; criminal records |
| <b>Recruit Conductors</b>        | 12-May-2022  | 07-Sep-2022   | 85          |                         |  |
| Write up job listing             | 12-May-2022  | 13-May-2022   | 2           | Choral Program Director |  |
| Do preliminary recruiting        | 16-May-2022  | 27-May-2022   | 10          | Choral Program Director |  |
| Receive school choir estimates   | 01-Jun-2022  | 01-Jun-2022   | 0           | Choral Program Director |  |
| Hire Conductors                  | 02-Jun-2022  | 08-Jun-2022   | 5           | Choral Program Director |  |
| Assign Schools                   | 09-Jun-2022  | 15-Jun-2022   | 5           | Choral Program Director |  |
| Conduct Guideline Review Session | 07-Sep-2022  | 07-Sep-2022   | 1           | Choral Program Director |  |
| <b>Sing!</b>                     | 19-Sep-2022  | 19-Sep-2022   | 0           |                         |  |

## FAQs

### **Why a Choral program as opposed to another activity?**

Choral programs have more flexibility in where it can be held. There is also no significant equipment or supply requirement.

### **Is this an extra-curricular program?**

Entirely.

### **What does a children's choir look like?**

A children's choir is a group of children ranging from 15 to 45 individuals, led by a conductor and accompanied by a live pianist. The music selection covers a wide variety of styles and is chosen to work well with the skill level of the group.

### **Why the DPAC? This organization has never tried anything like this before.**

The DPAC has the best connections with PACs and the best communication channel to help get the word out. The proposed process is modelled on successful PAC programs.

### **What are the proposed fees?**

Please see the Finance section of this document. The cost to parents is proposed to be \$12 per child per rehearsal.

### **What happens with any existing extracurricular choral programs currently at schools?**

Nothing. The assumption is that a PAC with a program would not use this one.

### **Will choirs in the program every have a change to meet up?**

Some sort of Choral Festival or joint activities would be fun but are not in scope of this proposal.

### **How do bursaries work?**

Please see the Bursaries section.

### **Why not let PACs arrange this for themselves?**

PACs have been doing so, but they must pull together the resources for booking, retaining the labour, working with VSB Rentals and handling bursaries. A lot of this work can be centralized and increase the opportunity for PACs to access music. In addition, service providers (music or otherwise) have no capacity to figure out who all the PACs are. DPAC has the best communications channel.

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<sup>i</sup> In 13 years of bursary management at Hudson, there's no memory of anyone being turned down.

<sup>ii</sup> The DPAC would not be responsible for paying individual choir directors and accompanists. This would be in the Letter of Agreement with the Choral Program Director.