



Outgoing 2019/20 Executive Committee

Sheri L: Chair, **Brad G.** Vice-Chair, **Erin M** (Treasurer/Secretary) **Chris P** (Member at Large), **Heather A** (Member at Large), **Kerri S** (Member-at-Large), **Megan F** (Member at Large), **Tibor B** (Member at Large), **Valerie N** (Member at Large)

DPAC Annual General Meeting Minutes Tuesday October 20, 2020 Henry Grube Educational Centre

1. **Call to order. 7:45pm** *Reminder that every PAC has only one vote.*
2. **Review of the Agenda.** Moved by Brad, seconded by Chris. Accepted as submitted
3. **Minutes of the previous meeting: April 2019.**
Moved by Brad. Seconded by Chris. Accepted as submitted.
4. **Annual Report – Chair (Sheri L).** *2020 Fiscal Year End Report – May/June 2020*

*2020 DPAC Annual Year-End Report
Chair's Report*

This has been an unprecedented year. Between the fire and loss of Parkcrest Elementary and the COVID-19 pandemic, parents and students have been challenged in ways previously unimagined. As a result, we are unable to meet in person to deliver this report, but I wanted to assure you that we continue to be in touch with the District 73 officials (staff and trustees) to voice the concerns of parents in our district.

As this school year draws to its unusual conclusion, we continue to have few answers or certainties on what lies ahead for the upcoming year. We wanted to assure you that despite the ongoing pandemic, your District Parent Advisory Council continues to meet virtually, and as always, all of DPAC's legal and fiduciary obligations have been met in full and on time.

Our AGM has been postponed to the fall, when hopefully we can meet in person to elect and confirm a new Executive team. Until October, your current

What exactly is DPAC?

- DPAC stands for District Parent Advisory Council. We are the official parent voice for School District 73 (Kamloops/Thompson).
- Each PAC is encouraged to elect 2 DPAC reps to attend our monthly meetings.
- We elect an executive to conduct business between meetings, but our direction is determined by our members, just like at PACs.

What is the role of DPAC?

- Our mandate, according to the School Act, is to advise the Board of Education on any matter relating to education in the school district. We funnel parent input to decision-makers in our district.
- We facilitate communication – we send a lot of information out to the PACs on upcoming events and programs that might interest them.
- We provide training and education for parents, as well as opportunities for exchanging ideas. We host speakers and put on workshops and networking events.
- We function as a resource for individual parents and PACs as they do their work at the school level.



executive will continue to serve. Should we be unable to gather in October, we will take the lessons learned from our Provincial colleagues at BCCPAC and hold our AGM virtually.

DPAC has continued to work hard to facilitate communication between BCCPAC, our SD73 DPAC and PACs in order to provide information, educational opportunities, and support for our membership. Some of the things we have accomplished this year are:

* Funded 24 FoodSafe certifications (a cost of \$2160 out of the DPAC's total annual gaming grant of \$2500) for SD73 PAC members to facilitate requirements for PAC Hot Lunches, food prep, and fundraising at SD73 schools.

* Participated on the Committee on Student Learning to help redesign report cards

* Participated on the Superintendent's Joint Advisory Committee

* Participated in Aboriginal Parent Engagement Committee

* Provided the following education sessions at our regular monthly DPAC meetings with invited speakers:

- Communicating Student Learning (Report Card Pilot Project)
- Career Education (Connecting Students to Interests and Passions)
- Trauma Informed Practice and building Resiliency
- A review of Administrative Procedures for PAC Financials and managing non-public funds
- Digitizing Communication and the new SD73 app
- Supporting Students with Crohn's and Colitis
- Vaping in SD73

*Further, we partnered with the School District to provide catering in support of parent education sessions on:

- Navigating "The Talk"
- Out in Schools
- Screenagers
- Understanding Anxiety
- Dr. Krank's talk on Vaping and Cannabis
- Keeping Children safe from gangs

* We were also able to send a delegate to attend the Fall BCCPAC conferences to hear directly from the Minister of Education on ERASE, SOGI and the Framework for Enhanced Student Learning.

*As always, we tried to respond quickly to general inquiries from membership in regards to gaming funds, DPAC funding, incidents within our district, safety concerns, educational suggestions, parent concerns and requests for involvement.

*We also struck working groups or special committees to look at Bursary disbursement and Bylaw revamping (moving our AGM to the Fall, rather than the Spring).

DPAC is a group of dedicated volunteers who truly care about our students and speaking up for what is right for our school district.

During this difficult time, it is especially important to connect with other parents in addition to keeping in touch with administration in order to continue to support student learning.

I personally would like to thank each and every one of you for helping to make a difference, and look forward to working with you again next year. Please reach out if there is anything we can do to help you make connections during this time of social isolation. Stay safe, and I hope we will all be back together soon.

Respectfully Submitted,

Sheri Lakusta, DPAC Chairwoman.

5. Annual Financial Report (Erin M). All statutory, fiduciary and legal obligations were met in full and on time. Gaming Summary was submitted on time, and Gaming Grant was applied for on-time and approved. Annual disbursements are noted below. June (year end summary) also attached. We are in a good financial position



and will need to make decisions about reinvesting our GICs (1 year term comes to an end next month).

2020/21 Draft budget for your discussion and approval is also attached.

KAMLOOPS DPAC FINANCIAL REPORT – JUNE 2020

Gaming Account	Details	Debit	Revenue	Balance
<i>Please see attached Gaming Account Summary for full details of expenditures. Due to the ongoing COVID-19 restrictions, we spent approximately \$100 less than budgeting on catering for parent education sessions for the 2019/20 school year. We will need to pay \$175.00 for BCCPAC Annual Membership by September 1, 2020. We can do this at summer meeting.</i>				
Est. Balance – June 30, 2020**				\$280.40
<i>*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.</i>				
General Account	Details	Debit	Revenue	Balance
April 30, 2020	Monthly Plan Fee	\$1.95		\$4,379.33
May 31, 2020	Monthly Plan fee	\$1.95		\$4,377.38
June 30, 2020	Monthly Plan Fee	\$1.95		\$4,375.43
Est. Balance – June 30, 2020				\$4,375.43
<i>*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.</i>				
Bursary Account	Details	Debit	Revenue	Balance
April 30, 2020	Monthly interest credit			\$1,034.48
May 31, 2020	Monthly interest credit		\$0.27	\$1,034.75
June 30, 2020	Monthly interest credit		\$0.27	\$1,035.02
Est. Balance -Apr 30, 2020				\$1,035.02
<i>*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.</i>				
GIC Accounts	Details	Debit	Revenue	Balance
	<u>1 year</u> GIC, Matures November 18, 2020 – 1.5% or \$15.04 at maturity			\$1,000.00 (investment w/o interest)
	<u>18 month</u> GIC, Mature May 17/21 – 1.95% at or \$102.56 at maturity			\$3,500.00 (investment w/o interest)
Balance -June 30, 2020				\$4,500.00 (before interest)
Est. Balance -June 30, 2020				\$10,190.85

**Note: There is a \$90 credit for DPAC to use for a future Foodsafe Course Tuition with Karen Heiberg. This is due to a pre-booked registrant being cancelled due to COVID-19 restrictions.



SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)	>>>	\$ 2500.00	27
Total gaming revenue available for disbursement: (add lines 1 and 27)	>>>	\$ 2634.96	28
Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.	>>>	\$	29

Gaming fund disbursements: (attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.

Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:	
30-06-2020	Bank Fees	TD Bank	monthly account fees: \$1.95x 12	\$ 23.40	30
03/10/2019	chq 34	McGowan Elementary PAC	Foodsafe tuition - 1 PAC Parent - requirement for hot lunch program	\$ 90.00	31
3/10/2019	Chq 35	BCCPAC	Membership Dues	\$ 150.00	32
3/10/2019	Chq 36	Karen Heiberg - Foodsafe Instructor	7 SD73 PAC Parents - Foodsafe tuition (required for lunch pgm)	\$ 630.00	33
22-10-2019	chq 37	Karen Heiberg - Foodsafe Instructor	2 SD73 PAC Parents - Foodsafe tuition (required for lunch pgm)	\$ 180.00	34
24/10/2019	chq 38	Shauna Schneider	2 x Foodsafe - Westsyde Elem PAC Parents	\$ 180.00	35
5/11/2019	chq 39	Karen Heiberg - Foodsafe Instructor	3 SD73 PAC Parents - Foodsafe tuition (required for lunch pgm)	\$ 270.00	36
18/11/2019	chq 40	Karen Heiberg - Foodsafe Instructor	2 SD73 PAC Parents - Foodsafe tuition (required for lunch pgm)	\$ 180.00	37
19/11/2019	chq 41	SD73	catering for parent education session "out in school"	\$ 42.94	38
2/12/2019	chq 42	Karen Heiberg - Foodsafe Instructor	1 SD73 PAC Parent - Foodsafe tuition (required for lunch pgm)	\$ 90.00	39
7/1/2020	chq 43	Karen Heiberg - Foodsafe Instructor	1 SD73 PAC Parent - Foodsafe tuition (required for lunch pgm)	\$ 90.00	40
21/1/2020	chq 44	Kritsanee Tanasoponpitak	Westmount PAC parent - Foodsafe tuition	\$ 90.00	41
4/2/2020	chq 45	SD73	Catering for parent education sessions "Screenagers" and "Understanding Anxiety"	\$ 72.38	42
4/3/2020	chq 46	Karen Heiberg - Foodsafe Instructor	2 SD73 PAC Parents - Foodsafe tuition (required for lunch pgm)	\$ 180.00	43
14/4/2020	Chq 47	SD73	Catering for parent education sessions "Vaping" and "Gangsta/Prevention"	\$ 85.84	44
				\$	45

Total gaming fund disbursements: (add lines 29 to 45)	>>>	\$ 2354.56	46
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Proposed (DRAFT) SD#73 DPAC Budget
Projected Revenue and Expenses for year ending June 30, 2021

	General Fund	Gaming Fund	Total
Revenue:			
Balance Forward (Aug 31, 2020)	4,371.53	277.84	-
Community Gaming grant (Sept 2020)		\$ 2,500.00	\$ 2,500.00
	\$ 4,371.53	\$ 2,777.84	\$ 7,149.37
Expenses:			
Monthly Plan Fee (TD Bank) (12mos x 2 accts)		\$ 46.80	\$ 46.80
BCCPAC membership		\$ 150.00	\$ 150.00
BCCPAC travel expenses for 2 people	\$ 1,200.00	\$ 1200.00	\$ 2,400.00
External Speakers/presentations (ex. KELLI)	\$500.00		\$ 500.00
Food Safe Course (10 people @ \$90/person)		\$ 900.00	\$ 900.00
Other Parent Education costs – food/supplies		\$ 400.00	\$ 400.00
Zoom Plan for meetings	\$200.00		\$ 200.00
	\$ 2,471.53	\$81.04	\$ 2,552.57

Bursary Fund
 - Currently has **\$1,035.51**

GIC Accounts

November 18, 2020 Mature date of 1-year GIC. Will earn 1.5% at maturity.	\$1,000.00
May 17, 2021 Mature date of <u>18 month</u> GIC. Will earn 1.95% at maturity.	\$3,500.00

Discussion from the floor:

- Zoom account has now been provided by BCCPAC, therefore suggestion is to take the \$200 allocated to “Zoom Plan for Meetings” and move it to “External Speakers”
- FoodSafe: We still have a \$90 credit on file from last year (COVID cancellation) that is available to use by any PAC member. Contact Erin for more info. Otherwise, we will keep the Foodsafe dollars on the books in case we are able to return to PAC food events
- BCCPAC: While it seems unlikely that the Spring conference will go ahead in person, we will keep aside the money to send 2 individuals just in case. This can always be re-allocated as the year goes on.
- GIC: Treasurer asks that both GIC amounts be reinvested at term, as we still have over \$1000 liquid in the Bursary account. Savings accounts only get us \$0.22 in interest per month, whereas our 18 month GIC earns 1.95% at term.

Motion: Treasurer makes a motion to approve the 2020/21 Budget as presented with the noted amendments. **Seconded by Chris. All in Favour. Motion Passed.**



6. Special Resolutions: Bylaws and Constitution Update (Chris)

Section VI Meetings

*****OLD*****

4- There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in the spring of each year.

*****NEW*****

4- There shall be an Annual General Meeting (AGM) for the purpose of election of officers held in the fall of each year.

Plus the addition of 13

13- In the event of a Force Majeure that prevents the AGM from occurring at its scheduled time, the Executive Committee will be asked to continue in their current roles and to arrange for the AGM to be held at the soonest possible time.

SECTION VII: QUORUM AND VOTING

*****OLD*****

6- Voting shall be done by a show of hands or by secret ballot when requested by a voting member

*****NEW*****

6- Voting shall be done by a show of hands. A secret ballot will be completed upon requested by a voting member providing the current meeting format can accommodate such a request (ex. Zoom anonymous poll)

SECTION VIII: ELECTION OF EXECUTIVE OFFICERS

*****OLD*****

2- The election of Executive Officers shall be done by a show of hands or by secret ballot when requested by a voting member. A vote shall be taken to destroy any ballots after the election.

*****NEW*****

2- Voting shall be done by a show of hands. A secret ballot will be completed upon requested by a voting member providing the current meeting format can accommodate such a request (ex. Zoom anonymous poll). A vote shall be taken to destroy any ballots after the election.

Section VI, Item 4: Moved by Brad, seconded by Candice. Passed.

Section VI, Item 13: Moved by Sheri, seconded by Heather. Passed.

Section VII Item 6: Moved by Sheri, seconded by Brad. Passed.

Section VIII Item 2: Moved by Sheri, Seconded by Brad. Passed

7. Election of Officers.

This year we are electing a new Chair, Secretary, Treasurer and 5 Directors at Large. **Brad Gerow** has one year left in his term as Vice-Chair, and **Valerie Newbreast** has one year left in her term as a Director



At Large. For those executive members who cannot run this year because their child has graduated (like **Don Kitt and Kerri Schill**), we thank you for your dedication and service. We will miss you!

For those joining us, as an executive member, you are obligated to uphold the decisions of the executive and membership. You are entitled to try to persuade others to change their views, decisions, or policies, but outside the executive, you must act and speak in accordance with the executive's and membership's decisions. The job of an executive member is challenging and rewarding. You are helping to involve parents in improving the quality of our public education system.

The executive's role is:

- to provide leadership
- to take initiative
- to carry on the council's day-to-day business.

The executive's authority comes from two sources:

- the council's constitution and bylaws
- direction of the membership.

Responsibility of Executive Members

Council executive members have important responsibilities:

- to understand and abide by the council's constitution, bylaws, and code of ethics
- to understand and carry out the responsibilities of their executive office set out in the bylaws
- to ensure that the council is involved only in activities it is authorized to do under its constitution
- to consult with the membership, to manage the council's affairs by
 - establishing direction, policy, and procedures
 - being involved in planning
 - delegating tasks and responsibilities, with supervision, to committees
- to report to the membership and abide by the membership's direction.

The executive, as a group and as individuals, is responsible to the membership for everything they do.

Duties of Executive Members

Executives are expected to act with the highest standards. Once elected, executives

- assume responsibility for the council's affairs
- owe a duty of trust to
 - students in the school and district
 - the council's membership
 - each other as executive members
 - the council's staff, if any
 - anyone who may be affected by the executive's actions or decisions.

What does this mean?

This means, as an executive member, you have a duty to put the council's interests ahead of your own. You should not act in the interests of a special group or in your own self-interest.

In addition:



Chair – 2 year term. Acclaimed: Sheri Lakusta

The President/Chair may *f* speak on behalf of the council *f* consult with council members *f* preside at membership and executive meetings *f* ensure that an agenda is prepared *f* appoint committees where authorized by the membership or executive *f* ensure that the council is represented in school and district activities *f* ensure that council activities are aimed at achieving the purposes set out in the constitution *f* be a signing officer *f* submit an annual report.

Secretary – 2 year term. Acclaimed: Heather Asselstine.

The Secretary may *f* ensure that members are notified of meetings *f* record and file minutes of all meetings *f* keep an accurate copy of the constitution and bylaws, and make copies available to members upon request *f* prepare and maintain other documentation as requested by the membership or executive *f* issue and receive correspondence on behalf of the council *f* ensure safekeeping of all records of the council *f* DPAC—keep an accurate record of PAC representatives *f* DPAC—assist the president in providing information to local news media *f* may be a signing officer *f* submit an annual report

Treasurer – 2 year term. Acclaimed: Erin Mitchell

The Treasurer may *f* be a signing officer *f* ensure all funds of the council are properly accounted for *f* disburse funds as authorized by the membership or executive *f* ensure that proper financial records and books of account are maintained *f* report on all receipts and disbursements at general and executive meetings *f* make financial records and books of account available to members upon request *f* have the financial records and books of account ready for inspection or audit annually *f* with the assistance of the executive, draft an annual budget *f* ensure that another signing officer has access to the financial records and books of account in the treasurer's absence *f* submit an annual financial statement at the annual general meeting

Directors at Large – 2 year term (5 positions). Members at Large (Directors in a DPAC) may *f* serve in a capacity to be determined by the council at the time of election, and at other times as the council requires *f* submit an annual report

-Chris Ponti (Acclaimed)

-4 vacancies.

The New DPAC Executive for the 20/21 School year:

New 2020/21 Executive Committee
Sheri L: Chair, **Brad G.** Vice-Chair, **Heather A**
(Secretary) **Erin M** (Treasurer) **Chris P** (Member at
Large), **Valerie N** (Member at Large)

8. Adjournment. Motion: Brad. Meeting Adjourned.