

Executive Committee

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

DPAC General Meeting Draft Agenda Tuesday October 22, 2019

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.

1. Call to order, Acknowledgement of Traditional Territories and introductions – 6:35pm. Attendance:

Erin M (Lloyd George), Chris P (Marion Schilling), Janet M (Summit), Doug S (Beattie), Kerri S (SKSS), Auke I (Summit), Ricki A (Summit), Linda P (Lloyd George), Erica B (RLC), Andrea VH (RLC), Angela H (Kay Bingham), Kelley M (DT), Shauna S (Westsyde), Barb H (Westsyde), Jordi F (Rayleigh), Sharla R (Dufferin), Allison S (Superintendent), Tammy B (Arthur Stevenson), Charlene C (AH), Freddie C (AH), Laurel M (KTTA), Darcy M (KTTA), Leesa S (Barriere Sec), Rhonda K (Trustee), Cara M (Trustee), Katie C (Westmount), Melinda H (AH), Valerie N (Westsyde), Christine M (McGowan), Brad G (Sahali), Don K (Sahali), Twyla M (Kay Bingham), Kristy B (Aberdeen)

2. Review of the Agenda. Moved by Brad, Seconded by Jordi, All in favour of accepting as submitted

3. EDUCATION SESSION: PAC 101 – BCCPAC Director Kerri Schill presented a primer on Parent Advisory Councils. See attached.

4. Guests: Diana Skoglund and Wayne Pinette – Digitizing Communications, conference call possibilities and understanding the SD73 App. DPAC was grateful to receive two guests from the school district office to talk about communication challenges. Diana Skoglund discussed the 1-year old school district website, "sd73.bc.ca". This new website has a main banner with events (such as education sessions, craft fairs, "get ready for kindergarten"), and feature stories. Beneath this can be found district news: things such as bus safety and upcoming pro-d days. These news items can be pushed to all schools' sites directly from the main SD office, meaning that no



longer do individual schools have to be responsible for re-typing these types of stories on to their own pages. The Board page also now links directly to the school page. All of these items also populate over to the new mobile app which is available free of charge through both Android and Apple stores. The app allows parents to choose to receive news about the school straight to their device, and receive important notifications about alerts, incidents, and critical events. Specific events at the school can also be linked to personal calendars such as pro-d days, concerts, sports events and more. Note: the SD app is different from School messenger. DPAC also has a link on the SD webpage under "home/community parents & students/DPAC". **Discussion:** What is pushed to phones? News items, calendar changes. You can also pick what you want notifications on/which schools you want to receive them on (for example, some families have children in different schools (elementary/middle/senior secondary)). Question: can DPAC be a part of this digital communication/have streamlined email addresses/contacts for schools/have a central mailing list that is updated by the school district as soon as info is received? Wayne states that this is possible. DPAC Exec will follow up with Wayne and his team and report back. Conference Call capabilities: Is this possible for the winter? Currently we just put a phone in the middle of the room and it is not good for participation because the audio is terrible. Answer: Not currently. There is no conference call capability at the grube currently. However, video conferencing may be possible. Exec to follow up with Wayne and report back.

5. **Minutes from the Previous Meeting.** Motion to adopt as submitted. Moved by Katie. Seconded by Kerri. All in favour.

6. **Old Business**

- a. *Bursary Committee Update.* (Brad G). No update.
- b. *BCCPAC.* Leadership Forum November 15-16. (Kerri S) Westin Wall Centre hotel in Richmond. This leadership conference is free. Rob Fleming, Minister of education is attending. Updates on ERASE strategy, information on SOGI in schools, information on the Framework for Enhanced Student Learning. Summit enables fulsome two-way dialogue among DPAC leaders and Ministry personnel which is the foundation for advocating for change to address local district and larger provincial concerns. DPAC will attend and report back after the meeting.
- c. *Advocacy for Capital Projects group* (Chris P). Advocates for SD73 on Facebook. The group was thought of at a DPAC meeting and began it under the umbrella of DPAC. DPAC cannot do direct lobbying and is limited in that regard. Therefore this group will be removed from the DPAC group and will function independently as a lobby group. Motion: Motion to remove the group from DPAC. Seconded by Christine. Discussion: There is value in continuing advocacy initiatives and perhaps this could be looked at when we re-look at our bylaws. A General Advocacy Committee could be our "bird in the trees" keeping a watch out for areas to advocate, write position statements, and bring awareness to issues in the district. **Motion was passed with all in favour.**
- d. Education for Parents:

Next General Mtg Nov 19 at 6:30pm at Grube. Education: TBA!

- October 24: 6:30-8pm NAVIGATING THE TALK: Free workshop for parents to find out what kids need to know, and how to talk with them about healthy sexuality. **Discussion:** most parents are not checking the website directly to find out about education sessions, and people are missing out. Is there a way to push this information out more efficiently? Erin is meeting with the school district to figure out how to get the information out better.
 - **Foodsafe:** All ten spots have been taken! **The Executive make the following motion: To move \$1200 in Gaming Funds budgeted towards BCCPAC Spring conference fees to Foodsafe education instead.** This would mean 13 more foodsafe spaces available to SD73 parents! Seconded by Brad. **Discussion:** Should we limit the number of parents at each school to attend? Also: This funding is specifically for parents who volunteer at food-related events at the school through the PAC. Although we are always in favour of parents getting Foodsafe education, this DPAC money is particularly for parents who volunteer at school events and other PAC fundraising events (bake sales, hot dog days, etc). **Amended Motion:** To approve the movement of \$1200 in budgeted Gaming Funds from BCCPAC Spring Conference to Foodsafe Education, with a go-forward limit of 2 DPAC-sponsored spaces per school. Moved by Erin. Seconded by Brad. All in favour. Passed.
 - **The Edge:** The constable/educator will not make himself available to us for any Tuesday night at all (ever). This would mean that we could not have this presentation on a regular DPAC night. The constable says that if parents really want to hear this presentation, we can try to contact him again and suggest other dates. **Discussion:** We already have 4 other education sessions for the rest of the year. We will try again next year to get The Edge.
 - Erin and Trish Smillie briefly connected regarding education sessions on: Vaping, Digital Safety, reaching disconnected students, gang prevention. Session dates to be arranged and forwarded out asap. Note: SD is paying for the events. DPAC will sponsor refreshments from gaming money.
7. **New Business.** Parkcrest lost their aboriginal drums in the fire. There is a Go Fund Me page dedicated to purchasing new hide and supplies to rebuild these drums. Search up: PARKCREST ELEMENTARY ABORIGINAL DRUMS on go fund me page to donate to purchase a hide to create student drums lost at Parkcrest fire.

8. Treasurer's Report.

All statutory legal and fiduciary obligations have been met in full and on time. Gaming Grant application was successful, and \$2500 was directly deposited into our Gaming Account. Disbursements for the month have included 10 x \$90 for Foodsafe, \$150 for BCCPAC membership, and approximately \$175 to purchase more cheques from the TD Bank. The signatories on the Bursary Account will meet with the Bank over the month of November to determine if we can invest some of the Bursary money into a higher interest account, such as a GIC. After the meeting, recommendations will be brought forward to the Executive committee and we will report back at the next general meeting. Currently, our Bursary money only brings in about \$2.11 in interest per month.

Next General Mtg Nov 19 at 6:30pm at Grube. Education: TBA!



9. **Superintendent Report.** 1. Parkcrest and Subsequent impact on twin rivers ed students: we are moving at great speed in getting the portables set up at George Hilliard. For the most part, the Parkcrest students are settled into their new temporary home. Superintendent would like to recognize that the Kamloops community was amazing. Thank you to everyone who helped – we had so many people step forward to support teachers and kids. The subsequent impact on twin rivers ed centre was complicated. Meetings were held with parents. Three locations were found to accommodate the TREC students, including a private rented space on Victoria St to accommodate 12 students who could not be placed back into the traditional highschool building. The Happyvale renos are going well and 6 new portables have been located to put down on the pavement. Our goal is that by Christmas those kids will be in their own site and up and running. It will be 2-3 years before Parkcrest will be rebuilt and ready. It has been very challenging, but it is amazing what you can do when you pull together. 2) Premier's award: this year we had 4 nominations from our district in different Categories, including a teacher from Juniper, one from Chase Haldane Elementary, one from McGowan, and one from 4 Directions. Our school district had the nominees in the entire province. Very pleased and proud. We have committed and innovative staff. 3) Finally: vaping. We are alive to the issue and are working on a response. We have a 2-pronged approach (education and consequences). We help students identify personality types and tendencies towards addiction and help them recognize this before they get into trouble. We are looking to strengthen the resolve of the district so that our children aren't impacted by these very dangerous chemicals. The approach we are using when we are finding students using vape products is to confiscate the vaping paraphernalia. We then call and bring in parents and work in partnership with them to support the young person. There is therefore an educational component. Education is our most powerful tool.

Reminder: please check out our websites! There is great information there about what we are doing here in the district. Questions: any ideas of what is happening with aboriginal head start off reserve? No, but FNSC has been consulted and there is positive movement.

10. **Trustee Report.** At Sept 23 board meeting the district equity and inclusion report received. This report is available on the website. Enrollment up 231 students this year. Coming out very shortly is the updated policy manual. All policies have been updated. This will be available after the next board meeting. UBCM update: No follow up as of yet. Note about funding: In secondary we get funded by courses, not students. Therefore it takes a bit to get the full time equivalency numbers to see what we will get funded for. This may change in 2020.
11. **KTTA Report.** Prevalence model and provincial funding: Real concern for teachers. KTTA are a little disappointed because the targeted funding for special needs students are now at risk of becoming block funding. Concern that the money is all going in and not designated for specific groups or children. Concern that this may not be as effective as the old model. The

Next General Mtg Nov 19 at 6:30pm at Grube. Education: TBA!



KTTA haven't seen the model and feel that the teachers have not really been consulted yet at all. KTTA hoped that perhaps there would be a model that the teachers could run through sample districts with real data but that hasn't happened. The new approved model will come out with the release of the budget, but KTTA are not sure why teachers cannot see the model before the budget. They encourage parents to be picky about this. **Question:** What is happening with bargaining: It is sitting with the mediator.

12. **Other Correspondence.** Two Big Bear events happening in November. See attached.
13. **Other business.** None.

2019/20 School year DPAC Meetings.

Tuesday November 19, 2019: 6:30-8:30pm DPAC General Meeting

Tuesday January 21, 2020: 6:30-8:30pm DPAC General Meeting

Tuesday Feb 18, 2020: 6:30-8:30pm DPAC General Meeting

Tuesday Apr 21, 2020 6:30-8:30pm DPAC General Meeting

Tuesday May 19, 2020 6:30-8:30pm DPAC General Meeting

14. **Adjournment.** 8:32pm

KAMLOOPS DPAC FINANCIAL REPORT – OCTOBER 2019

<u>Gaming Account</u>	<u>Details</u>	<u>Debit</u>	<u>Revenue</u>	<u>Balance</u>
August 30, 2019	Balance Forward			\$132.40
September 27, 2019	Gaming Grant		\$2,500.00	\$2,632.40
September 30, 2019	Monthly Plan fee	\$1.95		\$2,630.45
October 8, 2019	Food Safe Invoices: 1993.19 Tanya Epp 1994.19 Linda Piroddi 1995.19 Angela Hall 1996.19 Crystal Rampage 1997.19 Brandy Adams 2000.19 Amanda Yaseniuk 2001.19 HollieForkas	7 x \$90 = \$630.00 (cheque 36)		\$2,000.45
October 8, 2019	Foodsafe Reimbursement McGowan Park PAC	\$90.00		\$1,910.45
October 8, 2019	BCCPAC Membership	\$150.00		\$1,760.45
October 22, 2019	Food Safe Invoices 2008.19 Kirsten Powell (chq 37) 2009.19 Ricki Andrews (chq 37) Shauna Schneider (chq 38) Barb Harris (Chq 38)	4 x \$90 = \$360.00		\$1,400.45
October 31, 2019	Monthly Plan fee	\$1.95		\$1,398.50
Est. Balance - Oct 31, 2019				\$1,398.50

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

<u>General Account</u>	<u>Details</u>	<u>Debit</u>	<u>Revenue</u>	<u>Balance</u>
August 30, 2019	Balance Forward			\$4,590.21
September 19, 2019	Fee to purchase more cheques for account	\$175.94 for 200 cheques		\$4,414.27
September 30, 2019	Monthly plan fee	\$1.95		\$4,412.32
October 24, 2019	BCCPAC Conference Airfare	\$298.67 (note: this will be reimbursed in full by BCCPAC)		\$4,113.65
October 31, 2019	Monthly Plan Fee	\$1.95		\$4,111.70
Est. Balance - Oct 31, 2019				\$4,111.70

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

<u>Bursary Account</u>	<u>Details</u>	<u>Debit</u>	<u>Revenue</u>	<u>Balance</u>
August 30, 2019	Balance Forward			\$5,530.30
September 30, 2019	Monthly interest credit		\$2.11	\$5,532.41
October 31, 2019	Monthly interest credit		\$2.11	\$5,534.52
Est. Balance - Oct 31, 2019				\$5,534.52

*Italics indicate that debit has not yet appeared on monthly bank statement/cheque still has not been cashed by payee.

Est. Balance - Oct 31, 2019				\$11,044.72
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AMENDED SD#73 DPAC Budget – October 2019

Projected Revenue and Expenses for year ending June 30, 2020

	General Fund	Gaming Fund	Total
<u>Revenue:</u>			
Balance Forward(July 31, 2019)	4,592.16	134.35	
Community Gaming grant (assuming approval)		\$ 2,500.00	\$ 2,500.00
	\$ 4,592.16	\$ 2,634.35	\$ 7,226.51
<u>Expenses:</u>			
Monthly Plan Fee (TD Bank) (12mos x 2 acct)		\$ 46.80	\$ 46.80
BCCPAC membership		\$ 150.00	\$ 150.00
BCCPAC travel expenses for 2 people	\$ 1,200.00		\$ 1,200.00
External Speakers/presentations (ex. KELLI)	\$ 500.00		\$ 500.00
Food Safe Course (23 people @ \$90/person)		\$ 2,100.00	\$ 2,100.00
Other Parent Education (misc supplies/expenses)		\$ 300.00	\$ 300.00
	\$ 2,892.16	\$ 37.55	\$ 2,929.71
Bursary Fund			
- Currently has \$5,5340.52			

Changes highlighted. Previously \$2400 was allocated to BCCPAC travel and \$900 was for Foodsafe.



Big Bear Child & Youth Advocacy Centre

Launching the beginning of Fundraising Campaign with 2 events happening in November

In partnership, the Kamloops RCMP, Ministry for Children & Family Development, Secwépemc Child & Family Services, DAA Lii Michif Otipemisiwak Family and Community Services (LMOFCS), Interior Health, City of Kamloops, TRU, Department of Justice Canada and the Community Safety and Crime Prevention Branch of the Government of BC are continuing the development of **The Big Bear Child & Youth Advocacy Centre!** The Big Bear Child and Youth Advocacy Centre will bring agencies and organizations together in the spirit of collaboration; it will strengthen the ability to respond to child maltreatment and will ensure support to children, youth and their families is a top priority.

Child and Youth Advocacy Centres (CYAC) are evidence-based and the best form of early intervention for children and youth that disclose abuse. A Child and Youth Advocacy Centre empowers those who are impacted by child abuse to lead healthy and productive lives by creating a community that responds collectively to child abuse. The multi-disciplinary approach in a Child and Youth Advocacy Centre supports children, youth and their families at the onset of when abuse is first identified; promotes long-term recovery; seeks to stop the cycle of abuse and is dedicated to bringing perpetrators to justice. Child & Youth Advocacy Centres will continue to work toward a day when there is no such thing as child abuse.

Big Bear Child & Youth Advocacy Centre (Society) incorporated as a Charitable Society and is supported and funded by Department of Justice Canada and the Community Safety and Crime Prevention Branch of the Government of BC to continue with development of a Child & Youth Advocacy Centre. Since then, Big Bear Child & Youth Advocacy Centre has created Phase 1 - which will practise as a smaller CYAC model and will be evaluated as a Pilot Project. Phase 1 is projected to begin by the end of 2019. The partners working together in Phase 1 are: Kamloops RCMP, Ministry for Children & Family Development, Secwépemc Child & Family Services, Interior Health, DAA Lii Michif Otipemisiwak Family and Community Services (LMOFCS), Thompson Rivers University (Canada Research Chair in Culture and Communities: Children and the Law), Kamloops Sexual Assault/Community-based Victim Services and Kamloops Police-based Victim Service. Phase 1 funding continues until the Spring of 2022.

Phase 2 of Big Bear Child & Youth Advocacy Centre is to function as a full CYAC model. This means in its own building that can provide space for the whole multi-disciplinary team working together in one location that is easily accessible, less intimidating, private/discrete and the security that the children, youth and families who have experienced abuse deserve. The Big Bear CYAC will have to rely on grant proposals and donations to establish Phase 2. 100% of donations will go to Big Bear CYAC.

The first event on November 7th is an invitational event and light dinner. You will hear more about the development of Big Bear and will be the first to view our new Child and Youth Advocacy doc-

umentary, created by Mastermind Studios. Donors at this event will be acknowledged as our 1st Donators of the Big Bear Child and Youth Advocacy Centre. In appreciation of your support, and with your permission we would like to demonstrate our first donators at the centre. Your name will be displayed on specially created bear paw plaques to demonstrate your donation within the category of \$1000, \$5,000 and \$10,000 plus.

The 2nd annual *Bright Lights For Our Children & Youth* event will occur as a fundraiser for Big Bear CYAC this year (Receipts for donations will be available at the event). Once again we're brightening up St. Andrew's on the Square and showing our kids how much we care! This year, Downtown Kamloops is having Welcome Santa for the kids at 3:15 PM, followed by the Parade from 4:00 – 5:00 PM, in time to head over to St. Andrews on the Square for *Bright Lights for our Children & Youth*. Once again the Kamloops Fire & Rescue will use their ladder truck to place the star upon the tree and then all the lights will light up in the park at 6:15 PM. There will be games, face painting, the TRU Chorus choir, crafts, food, and lot's of fun!

This year, Downtown Kamloops is also partnering up with *Big Bear Child & Youth Advocacy Centre* to include Campaign for a Cause. This campaign invites downtown businesses to brighten up their windows in time for the parade. This campaign is by donation where 100% will go towards *Big Bear Child & Youth Advocacy Centre*.

To participate in the Windows Campaign for a Cause, if you would like an invitation to the Nov 7th event , or you would like more information, please contact info@bigbearcyac.ca



Star Light, Star Bright, we want children safe each night
www.bigbearcyac.ca

(D)PAC 101

KERRI SCHILL, DIRECTOR
OCTOBER 22, 2019
DPAC 73

I would like to acknowledge that I am speaking here today on the Tk'emlups te Secwepemc territory that is situated in the southern interior of British Columbia within the unceded traditional lands of the Secwepemc Nation.



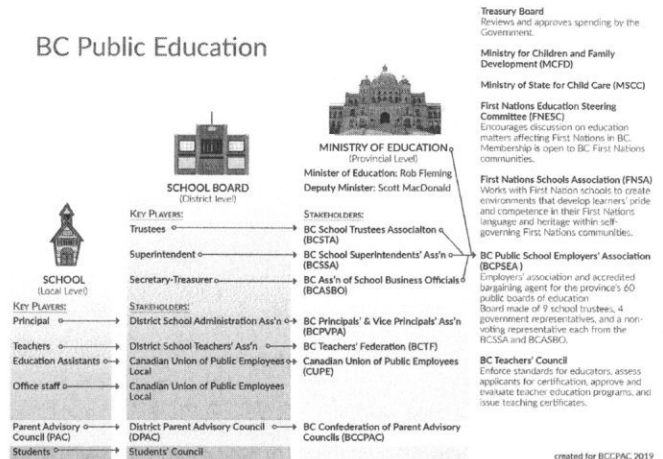
Acknowledgment of
Aboriginal Territory

A bit about me

Kerri Schill, Director

- Involved with PAC's & DPAC in different school districts over several years
- Chair of Nominations Committee and Leadership Manual Committee
- Currently in a 3rd year BA at TRU majoring in Communications and Public Relations, with a minor in Aboriginal Studies
- Children: a graduated Métis child, two other children in the public education system, and Homestay Parent

BC Public Education



School Act

This document is important – covers EVERYTHING
Parents should read & understand relevant parts
It lists the most important rights and responsibilities of parents & students, both individual and collective

Rights of students with special needs under the Special Needs Students Order of the Minister of Education

[School Act \(PDF\)](#), housed on our website

PAC, DPAC and BCCPAC?

- PAC advises the school administration on any matter relating to public education, supports parents
- DPAC advises the school district on any matter relating to public education, support PACs
- BCCPAC is the provincial voice of parents on K-12 public education and related issues, supports DPAC and PAC members

Who We Are

- The BC Confederation of Parent Advisory Councils (BCCPAC) is a non-partisan, registered non-profit charity and has been in existence since 1922
 - We are recognized by government and education stakeholders as the collective voice of parents on educational issues within the K-12 public system
 - We represent the parents/guardians of over 565,000 children attending provincial public schools

Mission

As the provincially mandated voice of parents in public schools, we engage, empower and support parents for the success of all learners through collaboration, partnership and education, in a culture of acceptance, inclusion and equity.

Vision

Each learner in public education in our province has the opportunity and support to thrive, and reach their full potential, in a diverse learning community of inclusion and equity.

Purpose

To promote, support and advance meaningful parent participation throughout the public education system in order to advocate for the success of all students; and through our membership, to promote leadership, communication, cooperation, and representation in British Columbia at the school, school district and provincial levels.

What We Do

- We represent parents on provincial committees dealing with a wide range of issues, including school/student safety, student assessment, Indigenous education, and curriculum
- We meet regularly with Ministry staff and education partners to ensure parent perspective and voice is always represented and heard
- We strive to foster a culture of acceptance, diversity and inclusion in our public schools and we advocate for systemic changes and help parents advocate for themselves
- We are governed by a volunteer Board of nine directors elected annually by our membership consisting of District Parent Advisory Councils (DPAC) and Parent Advisory Councils (PAC)
- Through our DPAC membership, we represent 96% of parents in the public education system

Membership Matters

- We are similar to a DPAC or PAC but not the same
 - We have a Constitution and Bylaws
 - Board members are unpaid volunteers
 - We have a paid staff of two
- The PAC membership fee of \$75/yr helps to offset the costs of our collective advocacy work both with parents, DPACs, PACs and provincially with stakeholders
- In addition to other advocacy, education and communication efforts, we also advocate by making presentations such as these
 - Funding Model Review panel – written and oral submissions
 - Select Standing Committee

District Parent Advisory Councils (DPAC)

Recognized in the School Act, Section 8.4, 8.5

Is the official representative body of parents/guardians of children in district

School Act provides DPACs the power to advise the board of education respecting any matter relating to education within the district including educational policy

Required to have Bylaws under which they operate – governing meetings, how business is carried, dissolution

Composed of, run and managed by parents

Role of DPAC

- Comprised of elected parent representatives from PACs and serve as an umbrella organization for district PACs
- Assist parents in forming a PAC in every school
- Assist members in obtaining information and communicating with district personnel
- Help parents navigate the school system locally

Role of DPAC

- Advocate for parental involvement in the education system
- Support & encourage PACs and parents in accessing the school system at all levels by providing regular forums for the exchange of ideas and information to ensure that public education serves the best interests of all students

Representation within DPAC – 3 Levels

1. **DPAC Execs**
 - Public representatives of DPAC
 - Responsible for DPAC governance
 - Have voting power at executive meetings
2. **PAC Reps**
 - Represent their PACs to DPAC
 - Help form DPAC policy through motions
 - Have voting power at general meetings & DPAC elections
3. **Any Parent/Guardian**
 - Contact DPAC with an issue requiring representation at the district level
 - Attend any DPAC meeting

Elected DPAC Representative

The roles, duties and responsibilities of elected DPAC representatives (elected at PAC level) vary but generally:

- Act as a liaison between the PAC and DPAC by attending DPAC meetings
- Communicate and obtain information to and from PAC
- Bring forward issues that may be common to more than one school

Parent Advisory Councils (PAC)

Recognized in the School Act, Section 8

Required to have Bylaws under which they operate (self-governing)

Official collective voice of the parents/guardians of the school community

Composed of, run and managed by parents

Can advise school staff/board of education respecting any matter relating to the school or provincial education

PAC

The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability

PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community

Purposes of a PAC

- Advise the school principal & staff on parents' views and feedback about school programs, policies, plans and activities
- Organize PAC activities and events and endeavour to provide parent education
- Encourage parent involvement in the school, and to support programs that promote parent involvement
- Communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children
- Assist parents in accessing the system (could mean connecting to DPAC) and to advocate on behalf of parents and students
- To provide financial support for the goals of the PAC, as determined by its membership
- To advise and participate in the activities of the DPAC



FACT:

PACs and DPACs are **NOT** required to register as a non-profit or under the BC Societies Act

Meeting 'Guests'

DPAC can (and should) set up meetings with whomever they think is appropriate within the district

- They should have regular meetings with senior management staff
- If there is ever opposition to a meeting btwn the Superintendent & DPAC, that issue must be resolved between the Superintendent and Board
- Trustees are welcome to attend PAC and DPAC meetings as invited guests
- PAC/DPAC bylaws provide direction on the level of participation of invited guests and what to do if a trustee or school district employee is also a parent at a school



Meeting 'Guests'

- PAC and DPAC meetings are for parents of children at that school and/or district
- School administrators and staff representatives should be welcomed to attend PAC meetings as regular invited guests (they cannot vote)
 - Similarly PAC Executives should be meeting regularly with their admin teams AND request to present to staff meetings as needed to share information, inform etc
- PAC/DPAC bylaws provide direction on the level of participation of invited and what to do if a staff member is also a parent at a school



Robert's Rules of Order & Meetings

- Meetings need to be focused on business at hand including motions, with clear agenda and a strong meeting chair to facilitate the flow of conversation
- Always be respectful and ensure all voices can be heard
- Robert's Rules helps with this by providing a simple set of meeting guidelines to ensure your group have better meetings, not make them more difficult
- RR is a guide for conducting meetings and making decisions as a group
- You can modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise



FACT:

PACs and DPACs are **NOT** required to fundraise but most choose (feel obligated) to do so

Communications with Transparency

- Constitution & Bylaws (incl Mission Statement)
- Policy Manual
- Agendas & Minutes
- Financial Records
- Treasurer's Reports
- Committees List & Reports
- Newsletters and email
- Blogs and websites
- Calendar of Events



Constitution & Bylaws

The School Act requires that every PAC/DPAC has Bylaws that specify how meetings are run, how the business is conducted, how dissolution is to be handled, and how executive reps are elected

If you do not have Bylaws, you need to get started to resolve that!

If you have not reviewed/updated your Bylaws in a long time...its time!

We strongly recommend that you make your Bylaws available online in a searchable format (PDF is probably best)

DPAC may offer (check) to archive and host a copy of every PAC's bylaws

Some districts ask that DPACs/PACs file a copy of their C&B with the district office – check to confirm

A Constitution & Bylaws is a living document and should be well known to the members, executive, partners, and others interested parties

Copies should be available at all meetings, posted in a conspicuous place, and included at the front of any manuals or guides frequently used by the membership or executive

FACT:

Not having a Constitution & Bylaws is much worse and more challenging than the effort to create and maintain them



Purposes of a Constitution & Bylaws

A Constitution states the reasons why an organization exists

It defines the reasons for being, mandate and purposes, used to focus its activities

A constitution should be brief (1-2 pages), and separate from the bylaws

Bylaws are an organization's operating rules

It defines the roles of the membership and executive, provides direction and authority to the membership and executive, provides a method for holding everyone in the organization accountable for their decisions and actions

FACT:

Once a Constitution & Bylaws are adopted, they take effect immediately and remain in effect until formally changed.

The document is never invalid just because it's old.



Holding Elections

Bylaws will state what your executive positions are and the terms and process for elections

Traditionally that includes a Chair, Vice-Chair/Co-Chair, Secretary, Treasurer, and Members-At-Large

DPACs may have additional positions such as District Liaison or BCCPAC Liaison.

Bylaws will also state elections are to be held during the AGM

- Timing of an AGM depends on the Bylaws – Spring, Fall both work

Holding Elections

PACs/DPACs should put a call-out for nominations before and during the AGM

- Eligibility will depend on what the Bylaws say but traditionally PACs/DPACs allow all parents/guardians from their school community to run for positions
- During the AGM the final call for nominations is made
- How parents vote should be in the Bylaws (i.e. single vote from each parent of child attending the school)

Elections...in your Bylaws

If only one person runs for a position, they are acclaimed to that position

If >1 person is running for a position, voting should occur

The AGM Minutes should record election results

- Traditionally Exec take their positions at end of AGM or end of school year (which could be your fiscal year)

Should a vacancy arise on the executive, the Bylaws should provide direction as to how to fill that vacancy including whether or not another election is needed or a simple motion at a regular meeting will do

Financial Accountability

The Bylaws need to indicate:

- What is the Fiscal Year
- Why the council raises funds (if they do), how \$ distributed (incl Gaming money)
- Role of Treasurer and Finance Committee
- Signing officers including measures to protect against fraud
- Budget must be presented and approved at the AGM

Creating C&B for First Time?

If you are creating a Constitution & Bylaws for the first time, or are undergoing a major review, plan to spend several months on the project

These documents require close attention to detail and plenty of discussion

All parent members should have the opportunity to consider the issues and express their views

Creating/Updating your C&B

It is important to involve your parent community members in creating and reviewing your council's Constitution & Bylaws

Both documents belong to the membership, not to the executive or constitution committee

Involving Parent Community

You can involve your members through various means:

- a letter or notice that the C&B will be reviewed, with a survey or questionnaire on key issues - survey or questionnaire can be dropped off at the school without coming to a meeting
- an informal get-together to discuss the parent role in the school
- special meeting, or dedicated time at a regular meeting, where parents are invited to discuss the council's mission, purposes, and operating rules
- a committee to review the constitution and bylaws, and make recommendations to the executive and parent membership

We recommend that councils review their Constitution and Bylaws annually. A regular review focuses members' attention on the council's purposes and objectives.

Personal Information

Personal Information and Privacy Act (PIPA)

Applies to personal information

Personal information is defined as "information about an identifiable individual"

Meaning information that can identify an individual, for example, name, home address, email, phone number, physical description, education, religion, employment, marital status etc

What organizations and types of information does PIPA regulate?

Organizations covered by PIPA

PIPA applies to all organizations and to all personal information held by organizations unless PIPA says that it does not apply (section 3(1)).

An organization includes:

- a corporation, including a strata corporation,
- a partnership,
- a doctor's office,
- an association that is not incorporated,
- a co-operative association, including a housing co-op,
- a society,
- a church or other religious organization,
- a charity,
- a sports club,
- a trade union,
- a partnership,
- a political party,
- an individual involved in a commercial activity (for example, an individual running a small renovation business that is not incorporated), and
- a trust.

PAC, DPAC
and BCCPAC
fall under
PIPA

Common Sense Rules

PIPA creates "common sense" rules for collecting, using, and sharing personal information

These rules will apply if PAC/DPAC decides to collect personal information for contact lists that use home phone numbers, addresses, or personal e-mail rather than business addresses volunteer or committee lists, awards or prizes

The personal information might include photographs and video tapes as well as electronic or paper records

We Can Help

Sample **C&B** on our website

Leadership Manual covering [many topics](#) relevant for PACs and DPACs on our website

Post to our [Facebook page](#) to get insight and help from other members – they are a wealth of information

Call or email our office for assistance

Thank You!



@BCCPAC



@YOURBCCPAC



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