



## SURREY DISTRICT (36) PARENTS ADVISORY COUNCIL

### General Meeting

#### Minutes

Oct. 24, 2018, 7:00 – 9:00 pm  
14033 92 Ave., Surrey, BC, V3V 0B7

Present: 37 attendees (31 schools represented)

#### 1. Welcome and introductions

Acting President Jyotika Jasuja provided a brief overview of DPAC.

#### 2. Adoption of agenda

Motion: To adopt the agenda as presented.

CARRIED

#### 3. Adoption of minutes of the previous General Meeting

Motion: To adopt the minutes of the September 26, 2018 General Meeting as presented.

CARRIED

#### 4. Liaisons to district committees

DPAC's Constitution and Bylaws indicate that the Directors may appoint liaisons to represent DPAC on external committees. Current committees include choice program advisory committees: French Immersion, Intensive Fine Arts, Montessori, and Traditional. DPAC Representatives were invited to express any interest they may have in these, particularly the Intensive Fine Arts and Traditional committees, as Directors have been identified for French Immersion and Montessori. *(A liaison has since been identified for the District Traditional Advisory Committee.)*

#### 5. Update of correspondence and questions received

The DPAC Executive has received a number of questions from PACs, both by email and at the Sept. 26 general meeting. Secretary Amanda Grimson shared the following information:

- **Crossing guard allocation:** The district has indicated that this is determined on an individual school basis, following an assessment by the Transportation department. Concerned parents should contact their school principal.
- **Security cameras in schools:** There is a district policy that governs surveillance in Surrey schools (Policy #7282, Regulation #7282.1, see [www.surreyschools.ca/About/PoliciesRegulations](http://www.surreyschools.ca/About/PoliciesRegulations)). Concerns parents should begin by contacting their school principal, and elevate the request to their area assistant superintendent if necessary.
- **Shared resources:** Parents on Facebook are encouraged to look into a group called *PACs Helping PACs*. This currently appears to be primarily Langley- and Surrey-based PACs, and can facilitate information- and resource-sharing among PACs.
- **Lack of respect and swearing in schools:** This is an issue that is likely to vary by school, and should be addressed directly with the school principal.
- **FoodSafe certification:** PACs do not need to keep copies of FoodSafe certification on file, but it should be carried by the person in charge of food for an event or hot lunch. This person must be present in the kitchen while food is being prepared/produced/received. This does not apply if a concession is only serving prepackaged food, such as chips and juice boxes. The district's Food and Nutrition Services department is available as a resource to PACs for additional questions about food

safety or school nutrition.

It was also noted that some DPACs cover a portion of FoodSafe certification for PACs. This is not something that Surrey DPAC currently does, but this could be discussed in the future.

- **PAC pub night fundraisers:** The district discourages PACs holding pub night fundraisers, largely due to the optics of an association between children and alcohol. PACs interested in such fundraisers are advised to speak to their school principals. PACs should also be aware that the district's liability insurance only extends to PACs for "school sanctioned" events, and additional liability insurance should be purchased if they decide to hold this type of event.
- **EpiPens:** District policy is that parents/guardians are responsible for providing EpiPens where needed (Policy #9610, Regulation #9610.2, see [www.surreyschools.ca/About/PoliciesRegulations](http://www.surreyschools.ca/About/PoliciesRegulations)). A decision on the number of EpiPens required at school is based on the principal's consultation with the parent/guardian of an anaphylactic student, and recommendations from the child's physician. Although two EpiPens are recommended, this may not be financially feasible for all parents/guardians of anaphylactic students.
- **Tax receipts for donations to schools/PACs:** This can be complicated. The Assistant Secretary Treasurer has offered to collaborate with the DPAC Board on an information session for PACs on this topic. In general, donations can be made to a specific school via the district, for which tax receipts are given for amounts greater than \$25. Donations can be made directly to a PAC, but not in exchange for a tax receipt.
- **Audit of PAC financial records:** BCCPAC's recommendations for a year-end review of financial records are available at [https://bccpac.bc.ca/upload/2016/05/lm-tab15\\_financial\\_management\\_0.pdf](https://bccpac.bc.ca/upload/2016/05/lm-tab15_financial_management_0.pdf).

Questions that still require answers will continue to be followed up on.

Parents were also advised that there will be a major construction project along 148 Street that will take approximately 18 months to complete, starting this fall. Affected schools can get in touch with the Metro Vancouver Community Liaison (contact [info@surreydpac.ca](mailto:info@surreydpac.ca) for more information), who can present information directly to PACs.

## 6. PAC 101 and Treasury 101

Dean McGee and Amanda Grimson presented "PAC and Treasury 101", based on information originally provided by Vancouver DPAC. A "Financial Controls Checklist" from the district was also distributed. The presentation and additional documents are available online at [surreydpac.ca/index.php/resources/pac-administration-resources/](http://surreydpac.ca/index.php/resources/pac-administration-resources/).

## 7. Group discussion/activity

Approximately 25 attendees stayed to brainstorm in groups on the following:

- Topics of interest for future DPAC presentations
- PAC issues and potential solutions
- School concerns and potential solutions
- Direction for the DPAC Board, or suggestions regarding how the board should operate

## 8. Parents invited to get involved

Attendees were asked to consider volunteering with DPAC if they have a particular skill set or area of interest. Volunteer sign-up sheets were circulated; anyone interested in getting involved with DPAC can also send a message to [info@surreydpac.ca](mailto:info@surreydpac.ca).

## 9. Adjournment