



SURREY DISTRICT (36) PARENTS ADVISORY COUNCIL

General Meeting

Minutes

Nov. 28, 2018, 7:00 – 9:00 pm

14033 92 Ave., Surrey, BC, V3V 0B7

Present: 33 attendees (24 schools represented)

1. Welcome and introductions

New President Dean McGee opened the meeting.

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 October 24, 2018 General Meeting as presented.

CARRIED

4. Update of correspondence and questions received

- **Guest speakers in schools:** In response to a query about a specific sexual health presentation, the district's Business Development office provided information on their process for reviewing all workshops that are proposed for delivering in schools. Presentations are reviewed by district staff who are knowledgeable on the topic being presented. These staff members read printed materials and lesson plans, and often attend sample presentations. Once reviewed, district staff may make suggestions, work with the presenter to align messages or content with curriculum, recommend ways to better engage with students, etc. Once approved, the district prepares a master contract for services which covers all schools for the fiscal year, and works with the presenter to share information on the workshops with schools.
- **Food trucks:** Some PACs have received conflicting information about the ability to bring in food trucks for special events (fun fairs, etc.). There does not appear to be a district policy prohibiting food trucks on school grounds, except in the case of high schools where there is an on-site caterer/vendor that has a non-compete contract, but confirmation of this is still needed.
- **Food sold at school:** A representative from the district's Food and Nutrition Services department has asked that PACs be made aware that any items sold at school or school events should comply with the BC Guidelines for Food and Beverage Sales, highlighted at https://www.surreyschools.ca/departments/FSRV/School_Nutrition/Pages/default.aspx
- **Childminding at PAC meetings:** This is typically done by older students (grade 6/7 or high school students). The district has no specific policy on childminding during PAC meetings; principals have discretion to allow or disallow this practice.
- **Booster seats:** Schools may purchase, or allow PACs to supply, spare booster seats. However, the district will not maintain an inventory of booster seats, and as these products have a limited life, either the school or the PAC needs to ensure that seats are up to current code.
- **Executive meetings:** If a PAC prefers not to have executive meetings outside of the general PAC meetings, they should refer to their C&B to see if this is required. If required, these meetings could be just to set the agendas for the regular meetings. If not required, a PAC may find that executive meetings are not necessary.

- **Banking:** It is generally recommended that PACs use an institution with minimal fees, such as a credit union, but this is something that each PAC will want to discuss. A common requirement is that at least two signatories be "sponsoring members" of the credit union, which means being subject to a credit inquiry. Before moving accounts, the C&B should be consulted and the PAC should vote on making a change.
- **Gaming funds:** If PACs have questions about appropriate allocation of Gaming Grants, the Gaming Branch should always be contacted directly. PACs can explain their situation and ask what can/will be permitted under their unique circumstances.

5. Constitution and Bylaws (C&B) workshop

DPAC Director Rina Diaz reviewed a number of points related to Constitutions and Bylaws:

- All PAC Executives should be familiar with the PAC C&B, and consider every year whether revisions are necessary. Printed and electronic copies should be easily accessible for all parents.
- A C&B subcommittee and/or meetings separate from PAC meetings may be helpful.
- All parents should be engaged in the revision process as much as possible. (Consider including portions of proposed revisions in PAC newsletters.)
- Some specific points to consider including when revising PAC C&B:
 - Reference to Robert's Rules of Order for situations not covered by the C&B
 - Code of Ethics, conflict of interest
 - Rules regarding remuneration for PAC executives
 - Procedures for proxy voting
- Portions of DPAC's C&B will be presented at the end of general meetings, with an aim to approving revisions at the AGM in May.

C&B Resources:

- BCCPAC's Leadership Manual is available online at <https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual>). Ideally, all PACs should also have access to a printed copy. This includes a wealth of information for PACs; Tab 6 includes detailed information about C&Bs.
- Surrey DPAC has a number of online resources available at <http://surreydpac.ca/index.php/resources/pac-administration-resources/>.
- Bear Creek Elementary's C&B has recently been revised, and was provided as an example for PACs. See <http://surreydpac.ca/wp-content/uploads/2018/11/Bear-Creek-Elementary-School-Constitution-April-2014-1.pdf>.
- Those responsible for C&B revisions should become familiar with the School Act: http://www.bclaws.ca/civix/document/id/complete/statreg/96412_00.

6. Door prize draw

Two lucky attendees each took home some treats. The DPAC Board thanked all who attended.

7. Adjournment