

**DISTRICT 36 PARENT ADVISORY COUNCIL
Board Meeting Minutes**

**District Education Centre
14033 92 Ave**

December 4, 2019

Present: Megan C., Rina D. (President), Amanda G. (Secretary), Lakhbir J. (Treasurer), Dean M., Harvir S., Eka S., Rajeshri S., Alexandria V.

Guests: Jesse S., Rani S.

Absent: Tajinder B., Jyotika J. (Vice President), Jagwinder M.

1. Welcome and introductions

- a. **New Director:** Harvir S. was approved as a Director at the Nov. 27 general meeting.
- b. **Resignation:** Robert R.'s resignation from the Board was accepted.

2. Approval of past minutes

The November 6 Board minutes were approved with the following revisions:

- Oct. 2 minutes were approved.
- Eka S. will be listed a "present" rather than "guest".

ACTION: Amanda will re-issue all 2018/19 and 2019/20 DPAC Board meeting minutes using only first names and last initials.

3. PACs joining BCCPAC

All Directors have been asked to encourage PACs to join BCCPAC before the Dec. 31 deadline.

ACTION: Lakhbir will make some updates to the list of schools and circulate.

4. Shared documents

A shared Google drive should be set up, but in the meantime Amanda uses Dropbox for DPAC documents and can share the folder with all Directors.

ACTION: Amanda will give all Directors access to a shared Dropbox folder that includes DPAC resources from the last two years.

5. General meetings and standalone presentations

- a. **Budget/financial statement:** Copies will be presented at each general meeting. There will be the opportunity for questions, but otherwise there will not usually be a presentation connected to this.
- b. **January:** BCCPAC resolutions will be discussed at the Jan. 22 general meeting.

- c. **February:** Something relating to anti-bullying and/or anxiety could be included at the Feb. 26 general meeting. This could also be addressed as a standalone presentation.
- d. **App for questions:** Slido will be trialed at the Jan. 22 meeting. This will allow attendees to ask questions through the app that can be displayed on screen. Any attendees without the app can write their question and give to a Director. This information should be included in the notice of the meeting, with links.
- e. **Video recording:** Dean will try to set up video recording of the Jan. 22 meeting. Video should focus only on the chair/presenters (if presenters consent), not on attendees. Similarly, photos of attendees should only be taken from the back at any meetings or standalone presentations. The district's Administrative Services department should be able to assist with technical setup.

ACTION: Dean will contact Administrative Services to set up a time to review AV in DEC 2020 prior to Jan. 22 general meeting:

- Can multiple presentations be displayed on different screens?
- Recording meetings: use of equipment including lapel mic.

ACTION: Amanda will request that a lapel mic be made available for general meetings, for proper audio recording.

- f. **Future meetings:** A parent has suggested that DPAC invite Kwantlen faculty David Burns to discuss how post-secondary institutions evaluate high school portfolios for admission.

ACTION: Amanda will contact David Burns to discuss, and find out how long such a presentation should be.

- g. **C&B workshop:** There was high interest for a standalone workshop at the last general meeting. Eventbrite should be used for RSVPs to track expected attendance; prospective attendees should be asked to provide the name of their school, and whether they have a current C&B to work from. If not, Amanda will request a copy from the district.

ACTION: Amanda will ask about available dates for a C&B workshop, ideally between the January and February general meetings.

6. Board of Education

The last Board of Education meeting included a presentation on the Classroom Champions program, which pairs an Olympian mentor with a grade 6 or 7 class. The Directors discussed related programs and how/when they are evaluated by the district. The Business Development department provided some information on their review process last year, but did not include information about how often external programs are reviewed.

ACTION: Dean will ask trustees how often external programs are reviewed.

DPAC representation on the district Policy Committee and Audit Committee (previously the Finance Committee) has been discussed in the past, but is not yet in place.

ACTION: Dean will email trustees to request DPAC representation on Policy Committee and Audit Committee, and to request the Terms of Reference for both committees.

ACTION: Dean will ask about setting up DPAC/Trustee liaison meeting.

ACTION: Amanda will send Dean a list of his action items immediately following the meeting.

7. Food Truck Guidelines

The district has recently finalized the Food Truck Guidelines document for distribution to PACs.

8. Criteria for external presentations

Requests from external organizations to present at a general meeting will be evaluated to see if they fit within DPAC's mandate as outlined in the constitution.

9. Calling in to meetings

Directors have occasionally attended Board meetings by phone, but this often ends up being disruptive and frustrating for all involved. While future Boards may decide to incorporate this as an option, perhaps using different technology, the current Board agreed that only in-person attendance is feasible.

MOTION: Directors will not be able to call into Board meetings for the 2019/20 year. **CARRIED**

10. Policy changes

There was a request at the last general meeting for a district-wide cell phone acceptable use policy. Clayton Heights has a policy that could be referred to, and the BCTF has a social media policy that could be referenced. This could be brought forward in connection to DPAC representation on the Policy Committee.

11. Other

ACTION: Megan will work on a DPAC info sheet for inclusion in the bags distributed to parents at Welcome to Kindergarten events.

12. Adjournment

The meeting was adjourned at 9:00 pm.