

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

**District Education Centre  
14033 92 Ave**

**September 12, 2018**

**Present:** Rina D., Amanda G. (Secretary), Jyotika J. (Vice President), Jagwinder M., Dean M.

**Absent:** Nicole C., Peter J., Anissa R. (Treasurer)

**1. Approval of past minutes**

The Sept. 9 Board meeting minutes were approved with some minor revisions. The June 13 Board meeting minutes were previously approved by email.

**2. Resignations and signing authority**

Gurpreet will need to be removed as a signing authority, and Jyotika still needs to be added. Anissa and Amanda will remain as signing authorities. As discussed at the previous meeting, a call for new Directors will be made at the Sept. 26 general meeting.

**ACTION:** Amanda will email the Sept. 9 Board minutes to Westminster Savings to confirm that authorizations will need to change.

**3. Laptop**

Amanda will connect with Karen to arrange pickup of the laptop, which was not returned before the summer. This should include documents such as the registration form, which will need to be updated for 2018/19. Karen has indicated that the power cord is missing, so a replacement may need to be purchased.

**ACTION:** Amanda to receive laptop from Karen.

*Update: Laptop received Sept. 22, new power cord purchased Sept. 25, password received Sept. 30.*

**4. Website, social media, and email**

The current Board now has access to the DPAC Facebook group in addition to the Twitter account, but is still unable to access the website to make updates. Emails are also still being forwarded to Karen Tan. These will be redirected to Jyotika, Anissa, and Amanda as the current Executives.

**ACTION:** Amanda will follow up with Karen to request that access to the website and email forwarding be completed.

*Update: Website turned over Sept. 18, emails redirected Sept. 19.*

## 5. Upcoming meetings

### a. September 26:

Superintendent Jordan Tinney has offered to send a representative from the district to give an update and answer questions for the first hour of the meeting.

A forum asking for feedback/input on what parents want to get out of DPAC and what questions they would like to see answered will be scheduled for the second hour. Rina will be on leave from the Board due to the election, but it was agreed that she would lead the forum. Her introduction should reference the section of the current C&B regarding leave of absence for the term of an election.

There may be past general meeting minutes that need to be approved, which should be on the DPAC laptop.

There will also be a call for new Board members.

### b. October 16 (All Candidates meeting):

Planning for this will begin following the Sept. 26 general meeting.

### c. October 24:

PAC 101 and Finance 101 are typically the topics for the October meeting. It may be helpful to request that someone from BCCPAC attend to assist. Further planning can be done at the Oct. 10 Board meeting.

### d. November 28:

As the Constitution and Bylaws should be reviewed, it was suggested that the Nov. 28 meeting be a "C&B Workshop". Board members should work on proposed revisions ahead of this meeting, so that they can be presented for discussion.

DPAC's C&B will be worked on, but members should also be encouraged to bring their own PAC C&B for reference and to get ideas on how to update them. Sample PAC C&B should be available.

## 6. PAC registration forms

Revisions were made to the PAC registration form, to include additional Executive names as per the revised C&B (in the absence of DPAC Representative, PAC President, Vice President, Secretary, or Treasurer can exercise the PAC's vote). It was decided that PACs should be asked to supply AGM minutes including these names in addition to the registration form.

Old registration forms will still be accepted if submitted; PACs will be asked to provide additional information if needed.

A draft online registration form was created using Jotform. This will be revised as needed and added to the DPAC website when ready.

Electronic sign-in at future meetings was also discussed, to simplify any voting process. This could be done on tablets/iPads borrowed from the district, if available.

**ACTION:** Dean will finalize and test the online form.

*Update: Online form operational and added to the website Sept. 26.*

**ACTION:** Amanda will update and circulate the paper form for final approval.

*Update: Paper form finalized and sent to PACs prior to Sept. 26 general meeting.*

**ACTION:** Amanda will ask the district if iPads can be borrowed for general meetings.

*Update: there are no iPads available for lending; a laptop may be possible, but IT will need to be involved to set up a DPAC login.*

## 7. Territorial acknowledgment

The Surrey Schools' statement for the acknowledgement of Indigenous territory was discussed, and it was agreed that this will be read at the beginning of DPAC meetings.

## 8. Meeting with Superintendent

A meeting has been scheduled for Sept. 24 with Jordan Tinney. This was intended to be a transition meeting to meet the new president, but in the absence of a president, other Executive members will attend.

## 9. Adjournment

The meeting was adjourned at 9:30 pm.