

DISTRICT 36 PARENT ADVISORY COUNCIL
Board Meeting
Minutes

District Education Centre
14033 92 Ave

December 12, 2018

Present: Amanda G. (Secretary), Jagwinder M., Dean M. (President), Anissa R. (Treasurer), Robert R., Tré V.

Absent: Rina D., Jyotika J. (Vice President), Peter J.

1. Approval of past minutes

The Nov. 14 Board meeting minutes were approved.

2. Director attendance

DPAC's C&B includes expectations for attendance at board, general, and liaison meetings. As Peter Johal has been unable to attend any DPAC Board or General meetings this year, he will be notified that his term as a DPAC Director for 2018/19 has ended, effective December 12, 2018.

ACTION: Amanda will send notification to Peter.

3. Treasurer's Report

DPAC will receive \$2500 in gaming funds this year. As there are currently some excess funds in the DPAC accounts, it may be advisable to purchase additional term deposits and to look into possible expenditures.

ACTION: Anissa will look into interest rates for term deposits, both for the term deposit that will mature in January and for any additional excess funds.

ACTION: Amanda will ask what other DPACs typically spend money on.

4. Review of retreat notes

Notes from the retreat on Nov. 18, 2018 were reviewed and will be attached to the Dec. 12 minutes. Topics covered included mileage claims, FoodSafe fees, general meeting topics, programs at schools, and various programs that are offered in some schools.

Dean noted that check-in meetings with Superintendent Tinney have been scheduled for January, March, and June, although the June meeting should likely be moved to early May, before the AGM. Dean also mentioned that there is typically an annual meeting between DPAC Directors and the Board of Trustees, the Superintendent, and the Secretary Treasurer.

ACTION: Dean will request that the June meeting with the Superintendent be moved to May.

ACTION: Dean will enquire about scheduling a meeting with the Trustees.

5. Planning for upcoming general meetings: Jan. 30, Feb. 27, April 24

January 30:

- Donation info session: Assistant Secretary-Treasurer Simon Ayres can provide an info session on the process of donating to schools/PACs and tax receipts, and answer related questions. This can be scheduled for the first hour of the meeting.
- Social Media for PACS: This can be a discussion about how PACs communicate with parents via social media, what is/isn't working, etc. Some best practices can be provided, and possibly a knowledgeable speaker.
- PAC succession planning could also be discussed.

February 27:

- Topic will be related to special needs, exclusion, assessment, etc. This was scheduled for the February meeting to allow more time for planning.

April 24:

- Topic meeting could relate to gangs, drugs, violence, positive alternatives, etc.
- The Kids Play Foundation may be a good resource.

ACTION: Amanda will prepare a short social media survey to be sent to PACs ahead of the Jan. 30 meeting.

ACTION: Anissa will contact Kids Play founder Kal Dosanjh for more information.

6. Shared document storage

Shared cloud storage will be set up on Google Drive, accessible to all Directors. A DPAC Gmail account will be created for this purpose, and Dean's phone number will be used to verify the account. (This can be updated as needed.)

ACTION: Robert will set up a DPAC Google Drive.

7. C&B Revisions

Rina indicated at the November general meeting that portions of the C&B could be brought to each general meeting for review. Potential revisions can be discussed at the January Board meeting.

8. DPAC-branded items

At the retreat, travel mugs were determined to be the most suitable option for branded items, to be given to guest speakers, used as door prizes for meeting attendees, etc. An initial purchase of 50 mugs should last for at least two years. A company called 4imprint appears to have reasonable prices and a wide selection.

ACTION: Amanda will gather additional information.

9. Outreach to PACs

Tré and Anissa are interested in connecting with PACs who have not yet registered with DPAC, and with school that do not have functioning PACs. 27 of 120 schools have registered with DPAC so far this year.

ACTION: Amanda will connect with Tré, Anissa, and Eleanor Szabo at the district to provide information for a master list of PACs.

10. Ministry audit of designated student files

DPAC received a letter from the Surrey Teachers' Association outlining some concerns with the way the district is preparing for an upcoming Ministry audit of designated student files. There are concerns that too many resources are being devoted to "audit-proofing" these files, and also that parents are being asked to provide additional unnecessary documentation.

11. Adjournment

DISTRICT 36 PARENT ADVISORY COUNCIL
Board Retreat

November 18, 2018

Present: Amanda Grimson (Secretary), Jyotika Jasuja (Vice President), Jagwinder Mahal, Dean McGee, Robert Ran, Anissa Rimer Ly (Treasurer)

Absent: Rina Diaz, Peter Johal, Tré Verbeek

- 12. Mileage:** In 2017/18, Directors were paid mileage for attending various meetings; the guidelines for this needed to be clarified. It was agreed that Directors will be reimbursed reasonable mileage for all activities and meetings except the monthly general and Board meetings. Mileage claims should be submitted to the Treasurer no more than twice per year (i.e. at the December and May Board meetings). As per DPAC C&B, mileage will be reimbursed at the approved Surrey Board of Education mileage rate (currently \$0.55/km). In cases of travel, meals can be reimbursed up to the per diem rates in school board policy 4410 (breakfast \$18, lunch \$24, dinner \$33).
- 13. FoodSafe:** Langley DPAC reimburses PACs for a portion of FoodSafe certification. Several factors would need to be considered if DPAC pursues this, such as possible guaranteed length of commitment (i.e. assurance that the certified person will continue to volunteer), total costs, etc.
- 14. Donation info session:** Assistant Secretary-Treasurer Simon Ayres is willing to collaborate on an info session for parents on the process of donating to schools/PACs and tax receipts. DPAC Directors may need to meet with him to discuss this.
- 15. Meetings with Superintendent:** Dean will contact Jordan's office to set a schedule for monthly check-in meetings.
- 16. Branded items:** Items such as mugs with the DPAC logo were discussed, to be used as thank-you gifts for speakers and volunteers, and as door prizes at meetings. Travel mugs were agreed upon as the best option, both for functionality and visibility.
- 17. Possible future meeting topics:**
- a. Special needs and assessments
 - b. Emergency preparedness
 - c. Drugs, Gangs, Violence; Wake Up Surrey; KidsPlay
 - d. Financial Literacy
 - e. Social media for PACs (activity/roundtable)
- 18. Programs at schools**
- a. Roots of Empathy: pilot program at approx. 6 schools
 - b. School gardens pilot project: applications being accepted for 10 school gardens
 - c. JumpZone: partnership between MyZone (grades 4-7 after school program, city-run) and Canadian Tire's Jumpstart