

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

**District Education Centre
14033 92 Ave**

September 4, 2019

Present: Rina D. (President), Amanda G. (Secretary), Jyotika J. (Vice President), Lakhbir J. (Treasurer), Jagwinder M., Dean M., Anissa R.

Absent: Robert R.

1. Approval of past minutes

The July 12 Board retreat minutes were approved.

2. Agenda for Sept. 12 meeting with Superintendent

Jordan's office has asked that we send a proposed agenda in advance of the meeting. The following topics will be included:

- a. 2019/20 priorities:
 - DPAC representation on budget/finance and policy committees
 - Additional liaison meetings between Trustees and DPAC Board (request to meet more than once annually)
 - Proposed "interactive discussion evening" with Trustees for parents
 - Naloxone kits in high schools
- b. Sept. 25 DPAC meeting (district update including budget, portables, enrollment, limited resources, etc.; after school programs database)
- c. Communication between DPAC and district
- d. BCTF bargaining

ACTION: Lakhbir will send some suggestions for Jordan's Sept. 25 presentation.

3. Email to mailing list

ACTION: Amanda will send a message to the mailing list including all 2019/20 general meeting dates, the need for new Directors, and information on registration with DPAC and BCCPAC.

4. Proposed budget

ACTION: Lakhbir will prepare the proposed budget for the Sept. 25 general meeting.

5. Draft procedures for providing assistance to PACs

The draft procedures that have previously been discussed will be presented at the Sept. 25 general meeting. These procedures are intended to provide guidance to Directors and let PACs know what to expect when they request help.

ACTION: Amanda will ask if other DPACs have similar guidelines that could be borrowed from.

6. General meetings

The September general meeting will include a district update from Jordan, an announcement of vacancies on the DPAC Board, further C&B revisions, guidelines for helping PACs, and possible topics for upcoming meetings and presentations. The October general meeting will continue to be “PAC 101”.

It was also suggested that some AV components could be incorporated into the start of the meetings, such as a brief video clip recapping the previous meeting, explaining BCCPAC benefits, etc. Poster graphics could also be created to promote the meetings, similar to the one created by Robert for the Forum in May.

7. Resignation

Anissa resigned as she has recently become an employee of the district. This means that revised signing authority documents will need to be prepared, naming only Jyotika, Lakhbir, and Amanda.

ACTION: Lakhbir will connect with Westminster Savings.

8. Adjournment