

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

**District Education Centre
14033 92 Ave**

November 6, 2019

Present: Megan C., Rina D. (President), Jyotika J. (Vice President) (by phone), Lakhbir J. (Treasurer), Jagwinder M., Dean M., Eka S., Rajeshri S.
Absent: Tajinder B., Amanda G. (Secretary), Robert R., Alexandria V.

1. Approval of past minutes

The September 4 Board minutes were approved.

2. Emails

All Directors will receive a copy of emails sent to info@surreydpac.ca for information, but Amanda will respond to or delegate any messages received.

3. Surrey Schools Coalition (SSC)

This will not be presented at a general meeting at this time.

4. BCCPAC membership fees

Lakhbir contacted BCCPAC to discuss how other DPACs deal with BCCPAC fees. Each DPAC handles this differently. Some districts cover all membership fees, and some DPACs cover these through fundraising or community contributions. BCCPAC also suggested that a PAC may wish to sponsor another PAC's membership fee, which could be facilitated by DPAC. Surrey Schools sends each PAC a cheque annually that should go toward BCCPAC fees and sending one representative to the annual conference and AGM. Most PACs do not know what this cheque is for.

ACTION: Rina will ask Jordan to clarify that the cheques from SD36 to PACs can/should be used for BCCPAC fees and conference.

5. Budget

DPAC has three accounts:

- a. **SD36 DPAC account:** The district typically provides \$6586 in August, to be used for personal development, supplies, and refreshments. Based on last year's expenses, \$2000 was budgeted for personal development, \$3786 for supplies (this number was higher due to the laptop purchase, but can be reallocated to personal development), and \$800 for refreshments. This was adjusted to \$4300 for personal development, \$1286 for refreshments, and \$1500 for supplies. Attendance at BCCPAC and other conferences will be discussed at a future meeting.

ACTION: Jagwinder will purchase food for the next general meeting by 6:30 pm with a \$20 budget.

- b. **Gaming account:** DPAC receives \$2500 in Gaming funds. \$150 will be spent for BCCPAC membership fees, leaving \$2350 for other eligible items.
- c. **General account:** The district receives a commission on sales of student accident insurance, which is in turn donated to DPAC and goes into this account. The commission was \$525 in the latest year, which is lower than previous years. There is approximately \$900 in this account, which is used for website fees and other miscellaneous expenses.

DPAC Directors can be reimbursed for mileage to visit other PACs on behalf of DPAC, and for certain other activities. Mileage guidelines:

- Current mileage is \$0.55/km
- Can be claimed by drivers only, not passengers
- If taking transit, receipts/ticket stubs will be reimbursed rather than mileage
- General and board meetings are not eligible for mileage reimbursement
- Only one person will be reimbursed for each trustee or committee meeting
- Mileage claims should be submitted to the Treasurer up to twice per year (December and May)

Meals while traveling can be reimbursed with receipts. It was suggested that the provincial rates from the Treasury Board Core Policy should be used for meal rates (\$9 breakfast, \$14 lunch, \$25 dinner) rather than SD36 policy per diems, which are higher than average (\$18 breakfast, \$24 lunch, \$33 dinner). Mileage and travel specifics should be added to DPAC's C&B.

The budget and financial statement will be presented at each general meeting.

6. PAC membership in BCCPAC

Individual PACs should be contacted to encourage them to register with BCCPAC (and DPAC).

ACTION: Megan will distribute her "sales pitch" for BCCPAC to other Directors.

ACTION: Lakhbir will divide the list of schools and assign Directors to contact individual PACs.

7. Communication with PACs

The weekly bulletin to principals was mentioned at the October DPAC general meeting, and some PACs have given feedback that they have asked their administration to forward messages that were not coming through. A link to DPAC should also be included on individual district-hosted PAC pages. PACs that maintain their own sites could be contacted separately.

ACTION: Rina will discuss the weekly bulletin and other methods of communication with Jordan at the next meeting with him, including a request that SD36 IT update PAC websites to include DPAC links.

8. Presentations

- a. **Vaping:** Due to some communication delays, the date of this presentation was changed from Nov. 18 to Nov. 25, 7-9 pm in DEC 2020. Nancy Smith from Safe Schools will talk about real-life

experiences, school punishments, and health consequences. She will also bring a nurse with vaping equipment, and provide information for posters and handouts for parents. The presentation could be recorded and live broadcast, as could DPAC general meetings.

ACTION: Amanda will order coffee and hot/cold water.

ACTION: Eka will purchase additional refreshments.

b. C&B workshop: Possibly in January. Interest can be gauged at the November general meeting.

9. October general meeting

PAC 101 had 75 attendees, and the information was very well received. Attendees were asked to submit questions in writing on post-it notes, which seemed to work well. This gave an opportunity for questions while limiting the amount of time needed. This method will be used at future general meetings for any questions. There are also a number of apps that work the same way, some of which would allow attendees to see what questions are pending and indicate that they have the same question.

ACTION: Megan will look into apps that will allow attendees to post questions during the meetings.

10. November general meeting

Surrey teacher Nicole Jarvis will present information on the BC Early Career Teachers Association, which was founded to support new teachers and facilitate additional training in areas such as Special Needs. Assistant Secretary Treasurer Simon Ayers will then present information relating to the district budget, HR, and district hierarchy. Rina will provide information on BCCPAC, ask for suggestions for BCCPAC resolutions (due in February), and touch on the mileage section of DPAC's C&B.

ACTION: Dean will look into setting up video recording for general meetings.

ACTION: Lakhbir will purchase larger post-it notes for questions.

11. Surrey Teachers Association

Jyotika has contacted Matt Westphal (STA President), but there has not yet been a response.

12. Trustees meetings

Dean will attend Trustees meetings, with Megan as backup. Questions for the trustees can be collected at DPAC general meetings.

ACTION: Dean will review the Board of Education meeting minutes and report relevant information back to DPAC.

13. Adjournment

The meeting was adjourned at 9:15 pm.