



DPAC Meeting Agenda September 26th, 2019

Held at the School Board Office, Chilliwack

1) **CALL TO ORDER – 7:00 PM**

1.1 Call to Order

- Welcome and Introduction
- Collection of DPAC Rep Registration forms
- Ensure Quorum

1.2 Adoption of the Agenda

- (THAT the agenda be adopted as circulated.)

1.3 Approval of the Minutes

- (THAT the minutes of the May 30th AGM be approved as circulated.)

2) **SPECIAL PRESENTATION – DPAC Statement of Opposition to the Trans Mountain Pipeline Expansion Route – Christine Goodman, Alicia Fleetham, Ian Stevens**

3) **REPORTS**

- Trustee Report
- Committee Reports
 - CYC Committee
 - CHC Committee
 - Special Needs Advisory Committee
 - Primary Prevention
 - Budget Committee
 - EPAC
- BCCPAC Report and Memberships
- Treasurer's Report
 - Budget Approval
- Chair's Report

4) **UNFINISHED BUSINESS**

5) **NEW BUSINESS**

- 5.1 C&B review
- 5.2 Meeting Schedule posted on the SD website under parents tab DPAC tab
- 5.3 Focus for 2018/19
- 5.4 PAC 101/Treasurer 101 October 10, 7 pm at NLC
- 5.5 Board Meetings
- 5.6 New ideas or concerns
 - Roundtable on summer learning

6) **DATE OF NEXT MEETING**

- 6.1) October 24, 2019 7 pm School Board Office



DPAC Meeting Agenda September 26th, 2019

Held at the School Board Office, Chilliwack

7) **ADJOURNMENT**

Diane Braun
DPAC Chair



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

Held at the Chilliwack School District Office

| | | |
|-------------------------|--------------------------|---|
| Members Present: | Diane Braun | DPAC Chair |
| | Michelle McGrath | DPAC Vice Chair & Acting Secretary |
| | Jessica Clarke | DPAC Treasurer |
| | Meghan Reid | DPAC Member at Large |
| | Christine Goodman | DPAC Member at Large & CSSS DPAC Rep |
| | Karen Layte | DPAC Rep Tyson Elementary |
| | Trina Venier | DPAC Rep GW Graham |
| | Chad Brunneski | DPAC Rep Sardis Elementary |
| | Bonnie Pankratz | DPAC Rep Greendale Elementary |
| | Gary Telford | DPAC Rep MSMS |
| | Tai Weatherhead | DPAC Rep Cheam El & Vedder Middle |
| | Karen Steinbach | DPAC Rep Rosedale |
| | Debbie Milne | DPAV Rep Evans Elementary |
| Trustee Liaison: | David Swankey | School District 33 |

- **CALL TO ORDER – School District Office**

- **1.1 Called to Order**

- Diane Braun, Chair, welcomed those present and called the meeting to order.
 - Quorum of 6 voting members met with 10 DPAC Members Present. Majority will be 6 votes.
 - Called to order 7:04 PM

- **1.2 Adoption of the Agenda**

- That the agenda be adopted as circulated

- **MOVED** by Trina that the agenda be adopted as circulated. 2nd Karen. **CARRIED**

- **1.3 Approval of the Minutes**

- That the minutes of the April 25th 2019 meeting be approved as circulated

- **MOVED** by Christine that the minutes be approved as circulated. 2nd Gary. **CARRIED**

2.0 REPORTS

2.1 Trustee Report

- Second and Third reading of the Budget took place at the May 28th board meeting.
 - New Policy on Dress Code Passed at May 28th board meeting.



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

- Board Meeting Schedule for next year is 16 meetings. Diane has a copy of the schedule and will distribute.

2.2 Committee Report – CYC Committee

- Meeting held at the YMCA, followed by a tour; as a charity, the Y fundraises to be able to sponsor those who can't pay so no one is turned away for the reasons of affordability.

Primary Prevention:

- Dr. Lees presented a sample presentation that morning to show what the Primary Prevention committee had put together before presenting to the city council planned for later in the afternoon about childproofing access to web-porn in public spaces.

Afternoon Adventures (City Life)

- Received a BC Principal and VP Association Partnership Award.
- After school programs are operated in 6 schools, and attended by 200 students in grades 2-7
- CCS subcontracts Afternoon Adventures and is funded through the City of Chilliwack.
- A middle school will be joining next year

Volunteer Fraser Valley

- For those interested in Chilliwack volunteering opportunities may want to check out the website-based volunteer center called Volunteer Fraser Valley. www.volunteerfv.com

School District – Dave Manuel

- There was discussion about presenting the MDI results that were released, at the upcoming June meeting next week.

NLC – Mark Klassen

- A lot of youth were on school properties last year drinking and causing vandalism. They are looking into proactive measures in anticipation of the summer. This includes the UFV site. Tenants will be remaining at the UFV site until the end of December, but they want to make sure that when homeless camps come down that they don't end up on our sites. They have started to issue to individuals a "Section 177's of the School Act" (Maintenance of Order that prohibits unwanted trespassers) in order to keep our properties safe spaces; biggest we've had so far have been 12.



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

2.2 Committee Report – CHC Committee

- Jared Mumford is now the Co-Chair
- June 10th there will be a Financial Literacy seminar at Central Elementary
- May 2020 CYC will be hosting "Cities Fit for Children"
- Next meeting June 25th *special meeting on the Opioid Crisis.

2.2 Committee Report – Special Needs Advisory Committee

- Watched one of Shelley Moore's 'Five Moore Minutes' called **Inclusion 2.0: Teaching to Diversity** which addresses the ongoing evolution of inclusion
- Inclusion aims to include kids with disabilities into classrooms by emphasizing how these placements can be meaningful and purposeful
- Classrooms are still operating in a standardized Curricular Model where the goal is to "teach to the green" (using one average approach) which is a retrograde approach that makes workload for teachers very high.
- Assumption with this approach is that the majority of our kids are already green, but this is no longer the case (more diverse, not less. Not just kids with disabilities who are different or in need of more support)
- Shift away from standardization towards a Standards Based Curriculum which understands all students follow a continuum of growth, rather than compared to a single marker of proficiency
- Call to action: It is still critical to advocate for resources, funding, and inclusive supports, but shift the conversation about how to better support teachers and students in these diverse

2.2 Committee Report – Primary Prevention Sub-Committee

- May 7th Presentation to Council on Childproofing Porn.
- June 7th Meeting with Mayor Popove & IT Staff
- Request to present to the School Board has been submitted, awaiting a response.
- Going forward the focus will be vaping.

2.2 Committee Report – Education Policy Advisory Committee (May 2nd & May 16th)



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

- Policy 504 Ordinary Residents
- Policy 604 Library Learning Commons
- Policy 629 Career Programs
- Policy 534 Dress Code
- May 2nd - All policies were submitted to the board, only policy 504 was returned to EPAC for review
- May 16th – Policy 504 was cleaned up and re-presented to the board
- May 16th - Policy 534 was heavily debated. Many of us were unclear of the role of policy v. Administration regulations. There was much conversation with one member over how much we can ask of principals. We agreed to a policy based on what we were told we were able to do. Policy was forwarded to the Board. Policy was passed with amendments.

2.2 Committee Report – Social Media Committee

- Nothing new to report

2.2 Committee Report – Trustee Remuneration Committee

- The remuneration committee met twice to come up with a recommendation in regards to Trustee Remuneration.
- The recommendation was brought forth at the April 30th, 2019 board meeting and subsequently passed as an action item at the May 14th, 2019 board meeting.
- Details of the proposal are outlined below.



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

MANDATE:

The aim of the Committee was to review the remuneration and expense policies for the Chilliwack Board of Education and provide a recommendation to be received by the Board at a Public Board Meeting. Committee members were charged with considering current Board Policies 227: Trustee Remuneration and 228: Trustee Expenses, as well as the elimination of the federal tax-free portion of current remuneration.

MEMBERSHIP:

The Ad Hoc Trustee Remuneration Committee was comprised of the following voting members:

- Two former Board of Education members: Walt Krahn (Chair) and Silvia Dyck (Vice Chair).
- Two DPAC representatives: Michelle McGrath (DPAC Vice Chair) and Jessica Clarke (DPAC Treasurer).
- Two community members: Don Davis and Glenn Froese.

MEETING DATES:

The Trustee Remuneration Advisory Committee met on April 8 and April 23, 2019.

BACKGROUND:

The following table provides a 2018 summary of remuneration in the 10 BC School Districts with between 10,000 and 20,000 enrolment.

| | Medium-Sized Districts | | | | SD33 Rate | % of Average | % of Median |
|------------|------------------------|-----------|-----------|-----------|--------------|-----------------|----------------|
| | High Rate | Low Rate | Average | Median | | | |
| Trustee | \$ 25,344 | \$ 15,000 | \$ 20,401 | \$ 20,701 | \$ 19,293 | 95% | 93% |
| Vice-Chair | \$ 26,542 | \$ 16,000 | \$ 21,605 | \$ 22,003 | \$ 20,258 | 94% | 92% |
| Chair | \$ 28,001 | \$ 17,000 | \$ 23,096 | \$ 23,303 | \$ 21,223 | 92% | 91% |

Until January 1, 2019, up to one third of provincial and municipal elected officials' total compensation was tax exempt. Federal legislation passed in 2017 eliminated this tax exemption effective January 1, 2019. This change results in substantive changes to after tax compensation for provincial and municipal elected officials. An increase in remuneration of 8.3% would compensate Trustees for the difference in take home pay by bringing remuneration back to the level it was at are prior to the change in legislation.



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

RECOMMENDATIONS:

1. Move all trustees to 95% of the medium size BC school district average.
2. Increase remuneration for all trustees by 8.3%.
3. Continue the annual July 1 cost of living increase.
4. Attendance at the British Columbia School Trustees Association Annual General Meeting will be costed from the General Governance Budget rather than individual Trustees' Professional Development Accounts.
5. Revise Policy 227: Trustee Remuneration as per the recommendations that are adopted by the Board.
6. Clarify and revise Items #1, #3 and #10 of Policy 228: Trustee Expenses.
7. Trustees are responsible for their own extended health and pension benefits (extension of item #5 in Policy 228: Trustee Expenses).
8. Adjusted trustee remuneration will become effective January 1, 2019.
9. Establish a timeline for the next review(s) of trustee remuneration and expenses as per Policy 200: Development of Policies and Regulations – "The Board shall review its policies annually and will endeavor to review any policy within five years."

The table below provides a comparison of current trustee remuneration with the remuneration recommended by the Trustee Remuneration Committee.

| | Current Stipend | Adjust to 95% ⁽¹⁾ | Adjust for Average Tax Change (8.3%) | Adjusted Total Stipend | % Increase |
|------------|-----------------|------------------------------|--------------------------------------|------------------------|------------|
| Trustee | \$19,293 | \$88 | \$1,609 | \$20,990 | 8.8% |
| Vice Chair | \$20,258 | \$267 | \$1,704 | \$22,229 | 9.7% |
| Chair | \$21,223 | \$718 | \$1,821 | \$23,762 | 12.0% |

⁽¹⁾ 95% of the average stipends paid by the ten (10) medium sized (enrolment between 10,000 and 20,000) BC school districts

2.3 BCCPAC Report

- See Chairs Report

2.4 Treasurers Report

- Gaming Balance: \$4,342.38 (as at April 30th, 2019)
- General Balance: \$589.46 (as at April 30th, 2019)



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

2.5 CHAIRS & BCCPAC REPORT – Diane Braun

Please note these reports have been combined this meeting as the chairs report focused on the BCCPAC AGM & Conference.

- **Opening Keynote** – Dr Shimi Kang “The Dolphin Way of Raising Healthy, Happy, and Self-Motivated Kids.”
- More info at www.drshimikang.com and www.dolphinkids.ca

Treasurer and Gaming Bootcamp

- Gaming issues \$140 million dollars in grants annually
 - \$135 million in community gaming grants
 - \$5 million in capital grants
- Funded from gaming revenue
- \$20/student for PACs and \$2500 per DPAC. Last year they had not used up their budget so that is why we had a bit more.
- Application period is April- June
- Notification is by September 30
- People can apply late if they have missed the deadline but there is no guarantee they will be awarded any money
- Money is supposed to be used for everybody (shared among the community) not just a small group of kids
- Gaming grants cannot be used for digital reader boards, smart boards or tablets
- Capital grants require matching funds
 - Not eligible for playground costs
 - Can be used for outdoor learning spaces, agricultural spaces, batting cages
 - Running track may be eligible, if in doubt submit an application
 - Intake for capital grants is June 1- July 31
 - Notifications are on October 31st
- BCCPAC Conference can come out of DPAC gaming but not the AGM and neither can currently be used for PACs.

Plenary Session with Senior Officials from the Ministry of Education

- ERASE website has been revamped with a new SOGI 3-year plan, indigenous lens, and translations into mandarin and Punjabi
- Dr. Tyler Black says that the biggest stressor for kids is school
- There is a School District lead for children and youth in care. We should find out who the lead is for Chilliwack.
- The Early Learning Framework has been refreshed and is due to be released shortly.
- There will be a parent document that will accompany it called “Let’s Play”
- A major focus will be strengthening the early years to kindergarten transitions.
- Some of the benefits of using the family portal include
 - Report card published on the portal so all parents could easily access
 - Student assignments can be viewed on the portal
 - Absences can be viewed



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

- Academic progress can be tracked
- Course selection can be accessed

Rob Fleming, Minister of Education

- New 10-12 curriculum roll-out this fall
- Looking at parent skills development on ERASE website
- Haida Gwaii is doing early immersion in aboriginal language
- PISA results are good
- OECD invited BC to host 23 industrialized nations for its conference because of our exemplary system.
- There will be a Fall childcare summit that will be expanded to include conversations about Out of School Care
- There has been an 85% increase in out of province applicants on make a future and another 48 applicants from France and Belgium.
- Dr Almas from UBC HELP will do presentations on social/emotional learning for DPACs
- Mentioned that they are looking at cleaning up section 11 of the school act with the deputy minister

Katrina Chen, Minister of State for Child Care

- Continuing the work force development fund, distributed through ECEBC to cover travel, pro-d and child care costs for child care providers currently in the field to help retain staff.
- There will be another \$1/hour wage increase next year

AGM

- 51 cities and 42 school districts were represented at AGM
- Some DPACs offer a fall conference for their PACs
- COPAC attends PAC meetings to explain the importance of joining DPAC/BCCPAC
- Some DPACs refuse to send emails out to schools that are not using their SD email account.

Results of Elections

- President (1-Year term) Andrea Sinclair, Vancouver
- 1st Vice-President (2-Year term) Sarah Holland, Prince George
- 2nd Vice-President (1-Year term) Melissa Pritchard, Sooke
- Treasurer (2-Year term) Gillian Burnett, Prince George
- Director (2-Year term) Ashley Sonosky, Saanich, Kerri Schill, Central Okanagan
- Director (1-Year term) Valerie Newbreast, Kamloops Thompson

Board Reports

- Can be viewed in BCCPAC AGM booklet on the website. <https://bccpac.bc.ca/>



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

Resolutions

- Diane reviewed only the defeated resolutions. A full list of the passed resolutions can be found on the BCCPAC website. <https://bccpac.bc.ca/>

3 UNFINISHED BUSINESS – No business carried over from last meeting.

4 NEW BUSINESS

4.1 Elections – Bonnie ran the DPAC AGM Elections. The following is the newly elected executive for the 2019/2020 school year:

Chair – Diane Braun

Vice Chair – Michelle McGrath

Secretary – Alicia Fleetham

Treasurer – Heather Attridge

BCCPAC Representative – Jessica Clarke

Member at Large – Meghan Reid

Member at Large – Christine Goodman

- **MOVED** by Karen that the ballots from this election be destroyed. 2nd Debbie **CARRIED**
- **MOVED** by Chad that Michelle McGrath & Jessica Clarke be REMOVED as signatories on the bank account and that Heather Attridge & Alicia Fleetham be ADDED. 2nd Christine **CARRIED**

4.2 Committee Expressions of Interest – Committee Expressions of Interest forms were distributed for the 2019/2020 school year.

4.3 Goal for 2019/2020 – Round Table Feedback on things parents would like to see in the coming year.

- Vaping/Social Media Information for students (not parents)
- More work on supporting PAC Treasurers
- Increased membership in DPAC
- Continued Improvements on Communications with the District
- School Budget Information, additional details to be included in PAC 101
- Increased communications from DPAC directly to ALL parents as opposed to just DPAC reps cycling information back to the schools.
- Shelley Moore presentation in the District
- Spreading the word more about DPACs role in the district to parents and PACs



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

- Ensure there is parent involvement in the dress code discussions at the schools. Not just PAC parents, but ALL parents.
- Opioid Crisis, is there a role for DPAC to play in conjunction with Primary Prevention. Front line staff being trained?

4.4 DPAC Membership Fee – DPAC Executive would like to implement a PAC Membership fee for the 2019/2020 School Year. The DRAFT document was distributed to the membership for feedback. Response was positive, we will go ahead with this next year. The letter below will be sent out with the BCCPAC Registration Form.

DRAFT DOCUMENT

September 7, 2019



ATTENTION: ALL SCHOOL DISTRICT 33 PACS

This year the DPAC is reaching out to school PACs in the District to see if they would be willing to pay a suggested membership fee of \$25.00 to DPAC in order to help us put on more events throughout the year for parents.

DPAC receives two sources of funding each year:

1. A \$2,500 Gaming Grant
2. A \$1,500 Travel Subsidy from the Board of Education to attend the BCCPAC AGM & Conference.

The gaming grant only has three eligible uses as follows:

Eligible use of funding for DPACs DPAC funding is intended to benefit students by supporting activities that foster parental involvement in the schools and effective communication between schools, parents, students and the community. Eligible uses of DPAC funding include:

- Parental informational and promotional materials;
- Administrative costs, including British Columbia Confederation of Parent Advisory Councils (BCCPAC) membership fees; and
- Travel for regular DPAC meetings.



DPAC MEETING MINUTES FOR MAY 30TH, 2019 AGM

Due to the restrictions placed on us by the Gaming Branch we are unable to provide beverages & snacks at presentations to help entice greater parent participation.

In exchange for the membership fee PACs will receive the following:

- \$75 Paid Membership to BCCPAC
- Free PAC 101 Evening for PAC Executives (Light Snacks and Beverages Provided)
- Free Parent Presentation (Last year was White Hatter at a Cost of \$1,200 to DPAC)

If your PAC would like to contribute please send payment of \$25.00 payable to School District 33 DPAC with your completed BCCPAC Membership Registration to the next DPAC Meeting with your DPAC Rep. Deadline for Submissions is November 30th, 2019.

If you have any questions please feel free to reach out to me at dpacvp@sd33.bc.ca.

5 DATE OF NEXT MEETING: September 26, 2019 AT 7:00 PM AT THE BOARD OFFICE
NEXT BOARD MEETING: June 18, 2019 AT 7:00 PM AT THE BOARD OFFICE

6 AJOURNMENT: 8:52

CHILLIWACK SCHOOL DISTRICT
 PARENT ADVISORY COUNCIL
 STATEMENT OF REVENUES AND EXPEDITURES
 JULY 1, 2019 - JUNE 30TH, 2020

| | <u>Gaming Account 1465970</u> | <u>General Account 1465954</u> |
|--|-----------------------------------|------------------------------------|
| Bank Balance as at July 1st, 2019 | 3,900.90 | 1,318.20 |
| 2017/18 CSS School Contribution BCCPAC AGM | - | 486.29 |
| BCCPAC Mileage from 2019 AGM | | 107.00 |
| Interest | 0.54 | 0.19 |
| Total Funds Available | <u>3,901.44</u> | <u>1,911.68</u> |
| Expenditures Paid | | |
| <u>BBCPAC Membership Fees</u> | | |
| <u>BBCPAC AGM & Conference</u> | | |
| <u>DPAC Workshop Costs</u> | | |
| <u>Miscellaneous Expenses</u> | | |
| Total Expenditures | - | - |
| Closing Bank Balance July 31,2019 | <u>\$ 3,901.44</u> | <u>\$ 1,911.68</u> |
| <u>Expenditures Committed:</u> | | |
| Total Commitments on Account | - | - |
| NET Adjusted Bank Balance | <u>\$ 3,901.44</u> | <u>\$ 1,911.68</u> |

| PROPOSED BUDGET 2019/2020 | GAMING | GENERAL |
|--|-----------------|-----------------|
| Opening Balances | 3,901.44 | 1,911.68 |
| Adjusted Opening Balance | <u>3,901.44</u> | <u>1,911.68</u> |
| <u>Income</u> | | |
| Gaming Grant Income | 2,500.00 | |
| 2019/2020 SD 33 BCCPAC Conference Support | | 2,000.00 |
| DPAC Membership Fees District Wide (28 X 25.00) | | 700.00 |
| Total Income | <u>2,500.00</u> | <u>2,700.00</u> |
| Total Funds to be Allocated in 2019/2020 | <u>6,401.44</u> | <u>4,611.68</u> |
| <u>Expenditures</u> | | |
| Miscellaneous Office Supplies & Printing Costs | 500.00 | |
| BCCPAC Membership Fees (DPAC) | 150.00 | |
| BCCPAC Membership Fees (District Wide) 100% (For those with active DPAC representatives) 28 x 75.00 | | 2,100.00 |
| BCCPAC Conference Expenses (2 x 300) | 600.00 | |
| BCCPAC AGM Expenses (Travel, Meals, Hotel, Mileage, AGM for 2) | | 725.00 |
| BCCPAC AGM Expenses (2 Extra People for AGM Only) | | 530.00 |
| Fall 2019 Workshop - PAC 101 | 75.00 | 350.00 |
| Spring 2020 Workshop - Kristen Buhr Presentation (600,00 plus GST) | 630.00 | 100.00 |
| Total Expenditures | <u>1,955.00</u> | <u>3,805.00</u> |
| Excess to be held for Contingency Fund | <u>4,446.44</u> | <u>806.68</u> |

School District No. 33
Chilliwack District Parent Advisory Council
Constitution & Bylaws

The British Columbia School Act provides that:

... it is the goal of a democratic society to ensure that all its members receive an education that enables them to become literate, personally fulfilled and publicly useful, thereby increasing the strength and contributions to the health and stability of that society;

And to assist in facilitating the achievement of those objectives the Act recognizes District Parent Advisory Councils and provides further that:

...the district parents' advisory council may advise the board on any matter relating to education in the school district.

Thus, it is our mission;

“To educate, inform, and empower parents to be true partners in the education of their children”

Contents

| | |
|---|----------|
| CONSTITUTION..... | 4 |
| Section 1 – NAME | 4 |
| Section 2 – PURPOSES OF THE DPAC | 4 |
| Section 3 -- INTERPRETATION OF TERMS | 5 |
| BYLAWS..... | 6 |
| Section 1 – MEMBERSHIP | 6 |
| Section 2 –GENERAL MEETINGS..... | 6 |
| Notice | 6 |
| Quorum | 6 |
| Voting | 7 |
| Conduct | 7 |
| Section 3 – ELECTRONIC (E) MEETINGS | 7 |
| Quorum | 8 |
| Voting | 8 |
| Section 4 – EXECUTIVE | 8 |
| Role of Executive | 8 |
| Executive Defined | 8 |
| Eligibility | 8 |
| Election of Executive..... | 8 |
| Term of Office | 9 |
| Vacancy | 9 |
| Removal of Executive..... | 9 |
| Remuneration of Executive | 9 |
| Section 5 – EXECUTIVE MEETINGS | 9 |
| Meetings | 9 |

| | |
|---|-----------|
| Quorum | 9 |
| Notice | 9 |
| Voting | 10 |
| Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES | 10 |
| Code of Ethics | 10 |
| Representing the Council | 10 |
| Privilege | 10 |
| Disclosure of Interest | 10 |
| Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES | 10 |
| The Chair will | 10 |
| The Vice-Chair will | 11 |
| The Secretary will | 11 |
| The Treasurer will | 11 |
| The BCCPAC Representative will | 12 |
| Members at Large will | 12 |
| Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES..... | 12 |
| Section 9 – FINANCIAL MATTERS | 13 |
| Financial year | 13 |
| Power to raise money | 13 |
| Bank accounts | 13 |
| Signing authority | 13 |
| Annual budget | 13 |
| Non-budgeted expenditures | 13 |
| Treasurer’s report | 13 |
| Auditor | 13 |
| Section 10 – CONSTITUTION AND BYLAW AMENDMENTS | 14 |

Section 11 – PROPERTY OF DOCUMENTS14
Section 12 – DISSOLUTION 14
CODE OF ETHICS16

CONSTITUTION

Section 1 – NAME

The name of the organization shall be Chilliwack District Parent Advisory Council (DPAC).

The DPAC will operate as a non-profit organization with no personal financial benefit.

The business of DPAC will be unbiased in respect of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, and/or age.

Any section of the BC Human Rights Code or Canadian Charter of Rights and Freedoms will supersede the above statement.

Section 2 – PURPOSES OF THE DPAC

The purposes of the District Parent Advisory Council will be:

1. To advise the board of education on any matter relating to public education in Chilliwack School District No. 33.
2. To communicate with parents and PACs on educational matters and assist parents in understanding their rights and responsibilities within the education system.
3. To provide leadership to support, encourage, and develop successful PACs at every school.
4. To support public education by engaging in activities that promote parental involvement at all levels (school, district, and provincial).
5. To promote the interests of public education and, in particular, the interests of School District # No. 33.
6. To provide parent education and ~~professional~~ skill development, and a forum for discussion of educational issues.
7. To be the collective voice of PACs and parents in the Chilliwack school district.
8. To communicate with other organizations in the community and province on public educational matters.
9. To provide and support local advocacy.

Section 3 -- INTERPRETATION OF TERMS

“community organizations” means groups that demonstrate an interest in education and are not already included in the scope of the DPAC ’s constitution and bylaws.

“district” means School District No. 33

“DPAC” or “district parent advisory council” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 33.

“PAC” or “parent advisory council” refers to any organized group of parents recognized under the British Columbia School Act

“parent” is as defined in the School Act and means:

- ~~a. the guardian of the person of the student or child,~~
- ~~b. the person legally entitled to custody of the student or child, or~~
- ~~c. the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 33.~~
- ~~d. a parent of other person who has guardianship or custody of the student or child other than a parent or person who, under an agreement or order made under the Family Law Act that allocates parental responsibilities, does not have parental responsibilities in relation to the student’s or child’s education.~~
- ~~b. A person who usually has the care and control of the student or child.~~
- ~~e. The parent must have a child enrolled in School District No. 33~~

“school” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 33

BYLAWS

Section 1 – MEMBERSHIP

1. One delegates elected annually from each individual school's Parent Advisory Councils will make up the voting membership of the District Parent Advisory Council. **One alternate voter may be identified on the DPAC Representative registration form for each representative in the event that they are unable to attend a meeting. This will be the only person who will be able to vote on behalf of the representative**
 - 1.
 2. Each such delegate will have one vote.
 3. Representatives from students, the school board, district administration, principals, teachers, school support staff, and other community organizations may be invited to attend Council meetings as non-voting attendees. Parents who are not PAC Representatives may also attend as non-voting attendees.
 4. Non-voting attendees may provide information, regarding issues on the floor for discussion, at the discretion of the Chair.

Section 2 –GENERAL MEETINGS

1. There shall be an **Annual General Meeting** for the purpose of election of officers held in May of each year. The new executive will present to the membership the budget proposal for approval, and Constitution & Bylaw amendments for review, at the first meeting of each new school year. Additional general meetings may be held at least once a month during the school year to conduct current business.
2. The executive meetings and additional general meetings shall be held at the discretion of the Executive, or upon the receipt of a petition representing fifty per cent (50%) of the voting delegates.

3. Meetings will be conducted efficiently and with fairness to the members.

Notice

1. Members will be given reasonable notice of general meetings.
2. Notice will be given via District website.

Quorum

1. A quorum for general meetings will be ~~five (5)~~ six (6) voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

The quorum cannot be waived or suspended, even by unanimous consent.

Voting

2. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast.
3. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
4. Members will vote through their elected representatives. A representative **or designated alternate** must be present at a meeting to vote. ~~Voting by proxy will not be permitted.~~
5. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
6. A vote will be taken to destroy the ballots.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The DPAC will refrain from partisan political action or other activities that do not serve the interests of the district or the public school system.
3. All proceedings of any meetings held within the DPAC shall be governed by Robert's Rules of Order, unless otherwise provided for in these bylaws.

Section 3 – ELECTRONIC (E) MEETINGS

1. Business of a time sensitive nature may be conducted between general meetings via e-mail. All other business should be conducted in person, at general meetings.
2. E-meetings will be called by the Chair, or upon the receipt of a petition representing fifty percent (50%) of the voting delegates.
3. The Chair will send out an invite to ALL official DPAC **Reps Representatives**, including details of the time sensitive business to be discussed, and set a reasonable response time of no less than 24 hours.
4. The Chair will summarize all transactions of the e-meeting, including any decisions made, at the next general meeting to ensure all electronic meeting business is included in the official minutes of the Council.

Quorum

Quorum for e-meetings will be fifty percent (50%) of the total voting membership. Once established, a quorum is always presumed “present”.

Voting

Voting at e-meetings will never be done by secret ballot. Votes cast by a type-written yes or no or, where requested by two or more voting members present, submitted to the Chair and Secretary only.

Section 4 – EXECUTIVE

Role of executive

The executive will manage the DPAC’s affairs between general meetings.

Executive defined

The executive will include the **Chair, Vice-Chair, Secretary, Treasurer, BCCPAC Representative**, and two (2) Members at Large.

Eligibility

Any parent of a student registered in **SD School District No. 33** is eligible for nomination to the executive, except employees or elected officials of School District No. 33 or the Ministry of Education.

An executive who runs for political office must request a leave of absence as soon as the nomination process begins.

Perception of Bias – Councils need to appear to be representing the voice of parents and protecting the integrity of their membership. Members who are school board or Ministry of Education employees or elected officials may be seen as having a bias and not speaking or acting solely on behalf of parents.

Election of executive

1. The executive will be elected at each annual general meeting.
2. Call for nominations shall be made at the meeting in April.
3. Elections will be conducted by the chair of the Nominations Committee **or designated alternate**.
4. Elections are held by secret ballot.

Term of office

1. The executive will hold office for a term of one year after the AGM in which they are elected.
2. No person may hold the same executive position for more than four (4) consecutive years.

Vacancy

If an executive member resigns or ceases to hold office for any other reason, or if an executive position remains vacant after the elections, the remaining executive members may appoint an eligible DPAC representative to fill the vacancy until the next annual general meeting.

Removal of Executive

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible DPAC representative to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

No executive member may be remunerated for serving on the executive.

Section 5 – EXECUTIVE MEETINGS

Meetings

1. An executive meeting will be held each June, after the election of the new executive, for the purpose of drafting the next year's budget, reviewing the Constitution & Bylaws, and planning the year ahead. Past executives may attend this meeting for the purpose of passing on relevant information.
2. Additional executive meetings will be held at the call of the chair.

Quorum

A quorum for executive meetings will be a simple majority of the members of the executive.

Notice

Executive members will be given reasonable notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast.
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.

Section 6 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of Ethics

On election or appointment, every executive member and representative must sign and agree to abide by a code of ethics acceptable to the membership.

Representing the District Parent Advisory Council

Every executive member and representative must act solely in the interests of the DPAC.

Privilege

Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged.

Disclosure of interest

1. ~~An executive member or representative who is~~ Executive members or DPAC Representatives who are interested, either directly or indirectly, in a proposed contract or transaction with DPAC must disclose fully and promptly the nature and extent of ~~his or her~~ their interest to the membership and executive.
2. ~~Such an executive member or representative must avoid using his or her~~ Executive members and DPAC Representatives must avoid using their position on the DPAC for personal gain.

Section 7 – DUTIES OF EXECUTIVE AND REPRESENTATIVES

The Chair will

- a) Speak on behalf of the DPAC
- b) consult with DPAC members
- c) preside at membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership or executive
- f) ensure that DPAC is represented in district activities as appropriate
- g) ensure that DPAC activities are aimed at achieving the purposes set out in the Constitution
- h) oversees DPAC email account, list serve and Facebook Page
- i) be a signing officer
- j) issue and receive correspondence on behalf of the DPAC with the assistance of the ~~secretary~~ Secretary
- k) maintain a positive working relationship with district staff, school board trustees, the Chilliwack Teachers' Association, and the local CUPE
- l) attend school board meetings when available
- m) attend All Leaders meetings when available
- n) chair one committee ~~and/or be an external representative~~

The Vice-Chair will

- a) assume the duties of the Chair in the Chair's absence or upon request ~~by the Chair or a majority of the executive~~
- b) assist the Chair in the performance of ~~his or her~~ the Chair's duties
- c) accept extra duties as required
- d) be a signing officer if needed
- e) attend school board meetings when available
- f) attend All Leaders meetings when available
- g) chair one committee and/or be an external representative

The Secretary will

- a) ensure that members are notified of meetings
- b) record and file minutes of all meetings
- c) submit minutes to Board office to be posted on the District website for the DPAC members as soon as possible after the last meeting.
- d) keep an accurate and up to date copy of the constitution and bylaws and make copies available to members; prepare and maintain other documentation as requested
- e) ensure safekeeping of all records of the Council
- f) keep an accurate record of DPAC representatives
- g) be a signing officer
- h) assist the Chair with issuing and receiving correspondence on behalf of the DPAC
- i) attend school board meetings when available
- j) book venues for events
- k) chair one committee and/or be an external representative

The Treasurer will

- a) be a signing officer
- b) ensure all funds of the DPAC are properly accounted for
- c) disburse funds as authorized by motion of the membership
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts and disbursements at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually
- h) with the assistance of the executive, draft an annual budget for the AGM
- i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) submit an annual financial statement at the annual general meeting
- k) represent DPAC on the district budget committee
- l) attend school board meetings when available

The BCCPAC Representative will

- a) act as the liaison between the DPAC and BCCPAC
- b) encourage PACs in School District No. 33 to be members of BCCPAC
- c) disseminate BCCPAC information to all PACs in School District No. 33
- d) help identify interested and qualified parents for BCCPAC external committees
- e) help PACs and the DPAC to process BCCPAC forms, proxies, and applications
- f) assist PACs and the DPAC in responding to BCCPAC AGM resolutions
- g) maintain DPACs membership with BCCPAC
- h) attend school board meetings when available
- i) chair one committee and/or be an external representative
- j) **nominate possible award recipients for BCCPAC annual awards**
- k) **host BCCPAC Resolutions meeting**

Members at Large will

- a) perform duties as assigned
- b) attend school board meetings when available
- c) chair one committee and/or be an external representative

Section 8 – COMMITTEES AND EXTERNAL REPRESENTATIVES

1. The membership and executive may appoint committees to further the DPAC's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the executive at the time the committee is established.
3. **The committee** will report to the executive as required.
4. A Nominating Committee will be appointed annually in April of each year, before the annual general meeting. The chair of the nominating committee will strive to present at least one name for each executive position and conduct the election.
5. Other committees may include, but are not limited to: DPAC Newsletter; Constitution & Bylaws (DPAC and PAC); Elections (municipal and/or provincial); PAC Recruitment; Chilliwack Healthier Community; Chilliwack Child and Youth Committee.
6. The DPAC will strive to have a representative on all school district committees, including budget and the educational policy advisory committee (EPAC)

Section 9 – FINANCIAL MATTERS

Financial year

The financial year of the DPAC will be July 1st to June 30th.

Power to raise money

DPAC may raise and spend money to further its purposes.

Bank accounts

All funds of the DPAC must be kept on deposit in the name of the DPAC in a bank or financial institution registered under the Bank Act or governed under the Credit Union Incorporation Act.

Signing authority

The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual budget

The executive will prepare an annual budget and present it to the membership for approval. This may be done at the AGM or the first regular meeting of the school year at the discretion of the membership, but must be presented and voted on no later than September 30th each year.

DPAC money can only be spent if authorized by a motion passed at a general meeting. One of the most useful motions is approval of a budget. A budget gives the executive authority to make the transactions included in the budget without coming back to the membership for approval.

Non-budgeted expenditures

The executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

Treasurer's report

A treasurer's report will be presented at each general meeting **which details all financial transactions that have occurred since the last treasurer's report.**

Auditor

Members at a general meeting will appoint an auditor who is not a member of the DPAC executive when an audit is requested by 2/3 of the voting members in attendance at any general meeting.

Section 10 – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, (quorum must be met) amend DPAC's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Proposed amendments may be posted digitally for access to all members.

Section 11 – PROPERTY OF DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the DPAC shall be deemed to be property of the DPAC and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate. All documents and records will be kept at the School Board Office.

Section 12 – DISSOLUTION

1. In the event of winding up or dissolution of the DPAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds from the **General Account** of the DPAC shall be held in trust by-School District No. 33 until such time as a new DPAC is formed.
2. Upon dissolution of the DPAC, all unused funds from the **Gaming Account** and assets purchased with gaming funds must be transferred to the Minister of Finance, or if those assets are not in a form that can be easily transferred to the Minister of Finance, then to another eligible organization within BC.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Secretary-Treasurer of School District No. 33.

Adopted by Chilliwack District Parents Advisory Council at the Chilliwack School Board Office, Chilliwack, BC, on September 30, 2016.

Updated and amended on October 26, 2017.

Updated and amended on October 25, 2018.

X

Chairperson

X

Treasurer

CODE OF ETHICS

A parent who accepts a position as a DPAC executive member, committee member, or Parent representative:

- a) upholds the constitution and bylaws, policies, and procedures of the electing body
- b) performs ~~his or her~~ **their** duties with honesty and integrity and in the interests of the DPAC
- c) works to ensure that the well-being of students is the primary focus of all decisions
- d) respects the rights of all individuals
- e) takes direction from the membership and executive
- f) encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
- g) works to ensure that issues are resolved through due process
- h) strives to be informed and only passes on information that is reliable
- i) respects all confidential information
- j) supports public education

Statement of Understanding

I, the undersigned, in accepting the position of _____ on the Chilliwack District Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

This page can be photocopied and used annually for all executive members and representatives.