



Delta District Parent Advisory Council (Delta DPAC)

C/O Delta School Board
4485 Harvest Drive, Delta, BC, V4K3C9
Email: deltadpac@deltasd.bc.ca
Website: dpac.deltasd.bc.ca

DPAC General Meeting Minutes

Monday, November 16, 2020

Meeting location: Virtual via Zoom

Meeting time: 7:00 – 9:00 pm

Members in attendance:

Lakhvir Brar - Acting Chair (Seaquam)
Kristin Unger - Secretary/Treasurer (Gray)
Jen DenHartogh - BCCPAC (Hawthorne)
Bob Nath - First Member at Large (Gibson/Delview)
Shane Todhunter - Second Member at Large (South Park)
Joe Muego - Past Chair (SDS)
Trish Uppal - Sunshine Hills
Tia Litz - Port Guichon/DSS
Chelsea Pavich - Neilson Grove
Stephanie Davis - Ladner Elementary
Rebecca Lee - Pebble Hill/SDSS
Lara Wilson - Beach Grove
Chelsea Jokisch - Cliff Drive
Kerri Deane - DSS
Jane Geszler - Cougar Canyon
Catharine Russell - Brooke
Lana Vijay - Brooke
Sarabjit Minhas - Hellings
Kristy Holm - Jarvis
Jasmeen Dick - Hawthorne
Jennifer Rak - Brooke
Candace Flannigan - Neilson Grove
Michelle Veer - Annieville

Guests in Attendance:

Doug Sheppard - Superintendent, Delta School District
Brad Bauman - Assistant Superintendent, Delta School District
Nancy Gordon - Assistant Superintendent, Delta School District
Val Windsor - Chairperson, School Board Trustee
Laura Dixon - Vice-Chairperson, School Board Trustee

CALL TO ORDER & WELCOME 7:03 pm



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REPORT FROM THE SUPERINTENDENT'S OFFICE - Doug Sheppard, Superintendent

PAC and School Relationship: A practical look at the role and function of the PAC and ways to ensure a positive impact on the functioning of the school

Brad Bauman - Assistant Superintendent, Delta School District
Nancy Gordon - Assistant Superintendent, Delta School District

PACs have been around a long time, and it's important to note that it is a formal body and recognized in legislation, and it has roles and responsibilities. They are recognized in the School Act. Each PAC under the Act gets to form its own constitutions and bylaws and has an important role to advise the Board and their School, etc., and provide advice.

It's good to go through the resources at the BCCPAC website, which has a leadership manual which is a great resource for PACs to use.

It's really important to talk about the constitution and the things that go into creating a functional body. At the start of every year, it's good for the PAC Executive and school administration to sit down together and go through their constitution. because it is the nuts and bolts of how everything operates in the PAC. It is connected to Roberts Rules of Order on how to run a meeting. BCCPAC also has a great piece on this on their website on how to run an effective meeting.

Each PAC Constitution has three sections: the name of the PAC, the purpose, and the terms used in the bylaws.

Bylaws have many sections. Membership (voting and non voting members; executive members must be voting members); general meetings not less than four times per year usually; discusses conduct; reasonable notice of general meetings (ie., through PAC email, school website, etc.; usually the calendar is set for the whole year and that is reasonable notice)

Proceedings at general meetings: says how many voting members you need for a quorum; if you don't have a quorum, you can't vote and business is suspended; if there is no quorum, business usually gets rolled ahead to the next meeting; there is usually a piece on voting and the ins and outs of that.



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Executive: president, vice president, secretary, treasurer, past president, and others like members at large who are in that role to learn so they can move into the executive roles; this section talks about voting and non-voting members and defines them; no person can hold the same executive position for more than four years; it talks about vacancies, removal of executives, and remuneration

Executive meetings: there's usually at least one executive meeting before you go into the general meeting; if there is a tie in a vote, usually the motion is defeated

DPAC and external committees: usually there is one DPAC rep elected annually; rep for external committees' job is to report back to the executive

Conduct: code of ethics; executive members should sign and agree to abide by a summary code of ethics; representing the council, executive should act solely in the interest of the parents; privilege: any information received in confidence by members is privileged and must not be divulged without the permission of the person giving the information

Disclosure of Interest: somebody might have some special interest, ie., somebody owns a business and wants to do a deal for the PAC for something and that might be something that needs to be examined by the group; you must look for special or privileged access, which needs to be disclosed, ie., if the business is getting promotion or any kind of money in return

Duties of the Executive and Representatives: it's important that the goals are clear and people know what they're signing up for; people can feel nervous to sign up for these goals, but that's where the support of the principal and DPAC and BCCPAC are important to utilize; the president's key role is to liaise with the administration, to get to know what's going on; all executive positions are required to provide a report at the end of the year (summary of the year), which helps with transition and context from one year to the next

Committees: standing committees, ie., fundraising, hot lunch, etc.; ad hoc comms created for a specific task at a specific time, ie., playground committee

Financial: all funds must be kept on deposit in a bank; there should be three signing officers, and two signatures required on all financial documents; an annual budget is presented at the general meeting, and you need approval of the budget before money can be spent; anything not in the budget, the executive decides at the meeting and it must be voted on before it can be spent

There is a formal process to amend the bylaws and constitution that must be followed; all documents must be turned over to the president once a person leaves their position



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Fundraising during COVID: it can still happen but it must meet the guidelines of the medical health officer; this is tricky because access to the inside of buildings is limited right now; it's good to work closely with the principal who can work with the district on how to make things happen; examples: hot lunch as long as food is prepackaged into cohorts, set out on tables in the undercover/outside, and two kids from each class come and pick up and take to class, then next two kids come, etc;

questions: bbauman@deltasd.bc.ca ngordon@deltasd.bc.ca

Can principals be trained on the important role of PACs too?

Yes, this same presentation will be run through at a principals meeting to make sure they're getting the same info. All principals are advised at the beginning of the year to sit down with the PAC and dust off the constitution.

Has HomeQuest PAC been officially constituted?

We don't believe there's been a PAC for HQ over the years. Could be a good project.

Is it appropriate for PAC presidents to communicate via email to staff of the school?

This can be problematic if it hasn't been run past the principal of the school first. It can be informal and misinterpreted too. There's no reason why it can't happen, as long as it's run by the principal first so they can best support the work.

Doug Sheppard

On behalf of the senior team and District, they thank Joe for his leadership and dedication.

DELTA DPAC REGULAR GENERAL MEETING 7:55 pm

ADOPTION OF THE AGENDA

Moved by Shane Todhunter & seconded by Michelle Veer; As amended, Approved.

APPROVAL OF THE MINUTES

a) October 5, 2020

Moved by Tia Litz & seconded by Rebecca Lee; Approved.



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INTRODUCTIONS

CHAIR / VICE CHAIR UPDATE

a) General Update

The bulk of the work focused on attending Board meetings. There was one where there was discussion around FSAs and whether the district wants to put a committee together and make a recommendation to the ministry; maybe adopt a different form of assessment other than the FSA

b) District Committees - Healthy Schools, Emergency Preparedness, Evidence of Student Learning

Looking for volunteers for these committees; lots of access points for deeper involvement; reach out to Lakhvir if interested

Healthy Schools: meetings; usually meet once every one and a half months; you don't have to prepare much for the meeting, most of the legwork is done by staff and Fraser Health

Emergency Preparedness: over the next year, the district is looking to bring on a dedicated resource that would help implement recommendations; the role of the committee is to get an understanding of the changes, and why they're taking place

TREASURER'S REPORT

Budget Update

Org Account: \$5,186.03

Gaming Account: \$6,309.18

PARENT EDUCATION UPDATE

Nil

BCCPAC UPDATE

A meeting is coming up soon for all DPACs in the province, November 20 and 21; one or two reps from each DPAC to attend; Lakhvir will be attending



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BUSINESS ARISING FROM MINUTES (Oct 5, 2020)

a) Nil

NEW BUSINESS

Question Period

No questions.

HomeQuest

This year we've had a large number of families opt into HQ; with that comes challenges; there's been a general theme of confusion, access to resources, tech issues, support; people thought there would be more teacher support than there is; language barriers; general need for answers to these questions from families; Lakhvir proposes we create a committee to help explore these questions and work with the district to start having these conversations, to provide support to families

Lana Vijay: loving home learning right now as much as it is a struggle on some days; it's a new experience; we do need assistance because lots of families are not enjoying it as much; need to help support the parents who aren't able to advocate for themselves; it has a great backbone in it and would like it to remain that way, even after COVID;

Shawna Kervin: has been in HQ since about 2007; four kids went through the program; there's a disconnect between what the district advertised as, and amount of notice HQ was given to adapt; HQ is a home school support program and not an online school; there is a steep learning curve for everybody;

Motion made by Shane Todhunter:

Motion to create an adhoc committee for the HomeQuest program, to liaise with the school district and other education partners to facilitate the support and needs of parents who are in the HomeQuest program, to be Chaired by Lana Vijay and Shawna Kervin and consist of district education partners to be appointed.

Seconded by Tia Litz.

Approved.



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Delta DPAC AGM

2020/2021 Executive Committee Elections

Positions: Chair, Vice Chair, Treasurer, Secretary, BCCPAC Rep, Parent Ed, Member at Large (x2)

Chair - Lakhvir Brar

Nominated by: Lakhvir Brar

Acclaimed

Vice Chair - Shane Todhunter

Nominated by: Shane Todhunter

Acclaimed

Treasurer - Kristin Unger

Nominated by: Kristin Unger

Acclaimed

Secretary - Kristin Unger

Nominated by: Kristin Unger

Acclaimed

BCCPAC Rep

Vacant

Parent Ed

Vacant

Meet Convener

Vacant



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First Member at Large - Tia Litz

Nominated by: Tia Litz

Acclaimed

Second Member at Large - Bob Nath

Nominated by: Bob Nath

Acclaimed

Past Chairperson - Joe Muego

Nominated by: Joe Muego

Acclaimed

NEXT MEETING

Next Scheduled Online Meeting: General Meeting, January 18, 2021 at 7:00pm.

For Zoom link, visit <https://www.deltasd.bc.ca/resources/delta-parent-advisory-council-dpac/>

ADJOURN 8:50 pm