



**AGENDA DPAC GENERAL MEETING – MONDAY, SEPTEMBER, 2010
7:00 p.m. Van Bien Training and Development Centre**

- 1. Adoption of Agenda**
 - 2. Adoption of June 7, 2010 Minutes**
 - 3. PAC Networking** (Increasing PAC involvement / outreach)
 - 4. Announcements/New Business**
 - (a) DPAC Laptop and Filing Cabinet (Steve & Chris)
 - (b) Website Updates (Sarah)
 - (c) ESC, EPPC and Policy / Governance Committees DPAC Reps.
 - (d) PACs and Accounting Responsibilities (fundraising, liability insurance, training?)
 - (e) Major theme: “Economies of Scale”
 - (f) BCCPAC Fall Conference & Extra Ordinary Meeting Nov. 12 – 14th
 - 5. Committee Reports**
 - (a) EPPC Committee Report - Chris Finke (Alternate: Don Sabo)
 - (b) Education Services Committee Report- Stephen Shannon (Alternate: Cliff MacLachlan)
 - (c) Policy/Governance Committee Report - Don Sabo
 - (d) Parent Involvement Committee – Cara Vandekraats
 - 6. Reports**
 - (a) DPAC Chair Report
 - (b) Treasurer’s Report (motion for signing authorities)
 - (c) Superintendent Report
 - (d) Trustee Report
 - (e) PGDTA Report
 - (f) PGPVPA Report
 - (g) CUPE Report
 - (h) DSAC Report
 - 7. Other Business**
 - (a) Change in DPAC Directors notice to Registrar
 - 8. Agenda items for next meeting**
 - 9. Adjournment - Next meeting is scheduled for Monday, October 4, 2010 at 7:00 pm Van Bien Training and Development Centre.**
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Schedules

- Minutes of June 7, 2010 Meeting
- Accounting for Parent Advisory Council Accounts Effective September 1, 2010
- Treasurer’s Report



DPAC MINUTES FOR June 7 2010

7:05 p.m. Van Bien Training and Development Centre

Attendees:

DPAC Executive: Don Sabo, Dennis Fudge, Chris Finke, Sarah Holland, Cliff MacLachlan and Steve Shannon

Partner Groups: Brian Pepper, Superintendent; Matt Pierce, PGDTA; Lois Boone, Trustee

School Reps: Buckhorne, Nukko, Edgewood, Spruceland, Springwood, Prince George Secondary, Kelly Road, Hart Highlands, Heather Park

1. Adoption of Agenda

Motion to accept agenda – Steve Shannon
Seconded by – PGSS

2. Adoption of > May 2010 Minutes

Addition to minutes - Kelly Road, Hart Highlands
Motion to accept agenda – PGSS
Seconded by – Spruceland

3. PAC Networking

Discussions were held about:

- Spruceland – letter received from Lyn Hall regarding Central Fort George moving to Spruceland in 2011
- Playground purchases – comment that as it's the opening of a new school, then there needs to be minimum standards to playgrounds
- Nukko Lake put in another request for transportation, had positive response from board regarding transportation – will have to see how that works out, for those Springwood parents interested in Nukko Lake school
- Lakewood has received federal funding for single track French immersion
- PGSS – had bad publicity recently regarding a problem with wearing pink, in honour of Kristen French, a young girl from PGSS who committed suicide
- Nukko – question regarding website maintenance for PACs – school principals would have passwords to that – principals typically maintain, not a lot of people would have access. Comment from Austin Road regarding more power and control with own website, and email updates.

4. Announcements/New Business

- (a) Elections held May 3rd, elected directors, who held a meeting to appoint to various positions. Chair – Don Sabo, Vice Chair Dennis Fudge, Secretary Michelle Hourie, Treasurer Chris Finke, Directors Steve Shannon, Cliff MacLachlan, Sarah Holland
- (b) Thanks for Cara Vanderkraats for work as Secretary.
- (c) Changes in new principals – Steve Fleck as principal at Heather Park, Carmen Eberle at Ron Brent
- (d) Urban aboriginal strategy – invite stakeholders with resources and funding to speak at next DPAC meeting. Request for literature to be brought to meeting to be shared with various schools.

- (e) DPAC website – educational topics as well as advocacy, the Village, Fraser Institute (as joke suggestion). Question as to if DSAC has a website.

5. Old Business

- (a) Reminder to PACs regarding transfer of school trust accounts to PAC bank accounts, should PACs have liability insurance? If PACs incorporate under the societies act, is there a benefit? Some PACs in lower mainland also incorporate as charities. Question as to bank accounts, GST rebates, service fees with banks (suggestion of credit union), liability insurance purchased through school district.
- (b) Deadline for PAC gaming grants – suggestion of posting to website for reminder to PACs on gaming grants and deadline of June 30th.
- (c) Reminder to renew BCCPAC membership. New fee of \$75, reminder and link on website.
- (d) DPAC purchases – last meeting motioned to purchase laptop, webcam, microphone, and filing cabinets. Have purchased laptop, webcam, microphone for \$1518.94. Will be set up for web conferencing for PACs for Fall. The School district apparently has a surplus of filing cabinets, and have suggested we get one of those.

6. Committee Reports

- (a) Education Program and Planning Committee Report - Chris Finke (Alternate: Don Sabo)
Don attended, talked about training on behavior management, ESL and Rosetta Stone, new amplification instruments being installed in schools, lost Braille worker, video conferencing platform (more services for children in remote areas). Increase in special needs funding for levels 1 (\$36,000), 2 (\$18,000), and 3 (\$9,000).
- (b) Education Services Committee Report- Stephen Shannon (Alternate: Cliff MacLachlan)
Steve went! Carbon neutral action report (detailed), contract with Ministry of Education to supply licenses for MS Office for all computers in district, Vanway and Giscome receiving new parent-funded playgrounds, list of playgrounds out there. Henderson playgrounds can be moved, everything else has to stay. Report later on Heather Park and Lakewood playground. Highland community centre, city has pulled out of it, which leaves school district on the hook. Neighborhood uproar over removal of tennis courts. Annual Facilities grant was to pay for building envelope program, two schools that are potential “leaky building envelope risk” – Heather Park and Kelly Road – money was to come from AFG. Mechanical system update program. Spend minimum of \$250,000 and ministry pays for rest of it, applying for \$1.6 million each to update Carney Hill, Mackenzie Elementary, College Heights Elementary, Glenview, and Lakewood, and switching to geo-thermal – anticipate that only 2 of them may be accepted. Video surveillance now needs to be approved by School Planning Councils.
- (c) Policy/Governance Committee Report - Don Sabo
DPAC wasn’t invited to a meeting, not sure if one was held or not.
- (d) Parent Outreach Committee Report- Cara Vandekraats
Establish purpose – to organize and facilitate parent educational events for DPAC

7. Reports

- (a) DPAC Chair Report

- i. Attended EPPC meeting. Attended school board meeting. Missed presidents lunch, but so did president. Provided board with info on new executive appointments, purchases, and outreach committee. Big news at board meeting was \$6.2 million savings from school district – sustainability committee did a lot of work, burden shared evenly across the various areas.
 - ii. Pupil teacher ratio isn't going to be that high – at same level as in 2005.
 - iii. Will request Brian Pepper's powerpoint presentation that was made to the board, and a suggestion that it be posted to the school district website.
 - iv. Boys reading program – to help boys read as well as girls, and Heavy Metal Rock program for apprenticeships.
- (b) Treasurer's Report
 - i. Report given. Discussion on necessity to spend money, such as on parent outreach.
- (c) Superintendent's Report, arrived at 8:20pm.
 - i. Thank you to all PACs for your involvement throughout the year.
 - ii. Provincial issues – early learning agenda will continue – in addition to full day kindergarten, the 4 year old program will continue to progress over next couple of years. Bill 20 – video surveillance in schools, video cameras will require SPC approval, and is annual review process for that to assess effectiveness. 4 school districts are early adopters / pilots for more provincial approach of shared services (payroll, financial, human resources). May be moving in a regional direction in that manner, will be hearing more about that. (variety of shared services arranged among various school districts already)
 - iii. District issues – infrastructure- 14 principals no longer with us, ... 49 positions in total.
 - iv. District organization – will look different internally, reorganized board office so that senior admin group is smaller than in past.
 - v. Other differences – high schools will be enlarging themselves considerably, and are working on transition activities.
 - vi. Maintenance over the summer - #1 priority Lakewood, #2 Heather Park, #3 McInnis Centre (may be spaced out for the latter one). Lakewood and Heather Park will have playgrounds, has been ordered and will be installed over summer. Washroom configuration changes and fencing that will be going up.
 - vii. Aboriginal choice school – gone before human rights tribunal to gain exemption for hiring of aboriginal staff.
 - viii. Playgrounds will be left in existing schools for a year, for consideration of community around school, and ease of installation and glitches of transferring playgrounds. Discussion of potential PAC upset over some parents needing to fund raise and these schools being paid for by the district. Answer is that children in new schools should not need to wait for playground equipment and other appropriate resources. Also heard that it wasn't fair to pull out from one school and move it across the street. Have contacted other schools having gone through reconfigured school on Vancouver Island, single most important issue for children is playgrounds. Playgrounds, fencing, washrooms a priority. From a parent perspective, may seem unfair – from a child perspective, it's a no brainer. May not be 100% popular across the district, but in the best interests of the children. It would cost just about as much to move the playgrounds as it would be to purchase another playground, and some playgrounds can not be moved. Cost to move a playground is about \$10,000.
 - ix. Giscome school playground going ahead, Giscome school still on capital plan. Doesn't mean it's approved – the board submits a capital plan to the Ministry, needs approval from the Ministry and funding.

- x. Vancouver consultant report – watching the situation very carefully. Interested, slightly horrified onlooker.
- (d) PGDTA Report – Matt Pierce/Linda Naess
- i. Moved association office from 2nd and Victoria to 20th and Queensway. Owned building for 3 years, waiting for lease to expire.
 - ii. Staffing has worked through pretty much. 151 teachers displaced, 146 teachers re-located. The bulk of teachers have followed through students. 5 students out of positions are all in Robson Valley (McBride and Dunster).
 - iii. Provincial note – BCTF expects to lose 500 to 600 positions across the province, locally expect 20-30 positions once the dust settles.
 - iv. Class size ratios – currently in front of Supreme Court of Canada regarding stripping of contract and class sizes. Collective bargaining being a charter right, taken away by bills 28 and 29. A possible outcome may be changes to class sizes and how ratios are figured.
 - v. No bumping will be happening in the future for teachers.
 - vi. PGSS has about 400 extra students next year, but no extra counselors – some non-enrolling positions got broken up kind of piece-meal.
 - vii. Teacher bicycling from Prince Rupert to Vancouver in support of public education, DPAC would like to help welcome.
- (e) PGVPA Report – no report
- (f) CUPE Report – Lorraine Prouse – no report
- (g) DSAC Report – no report
- (h) Trustee Report – Lois Boone
- i. Policy concerns brought forward by College Heights around enrollment and catchment for kindergarten have resulted in this issue being referred to Policy and Governance for next year.
 - ii. No school services will be offered in the Dunster area this year. If regional district or others in the area opt to take over the school, then reduced services may be offered.
 - iii. Spruceland and Central Fort George- remain hopeful that once an implementation team is in place, many of these concerns will be addressed. More discussion followed.
 - iv. Discussion of cuts and approval of budget.
 - v. Getting caught up in areas that were neglected during the school closure months.
 - vi. Not interested in a “Wells option” for Salmon Valley.

Video conference will be available at school board office for June 22nd McBride meeting, would also be welcome to travel to McBride.

8. Agenda items for next meeting

No agenda items were suggested for the next meeting.

Action item: Sarah to bring gavel from home for September meeting.

9. Adjournment at 9:39pm - Next meeting is scheduled for Monday, September 13, 2010 at 7:00 pm Van Bien Training and Development Centre.

May 2010 Event Report
Variance from April 2010 Events Report

REVENUE:	VARIANCE		COMMENT
Balance Forward	\$7,675.63		No Variance
Revenues - School District 57	\$8,759.06		No Variance
Gaming Grant	\$1,250.00		No Variance
BCCPAC	\$563.50		No Variance
TOTAL REVENUE	\$18,248.19		No Variance
EXPENSES:			
BCCPAC Fall Conference	\$1,153.05		No Variance
BCCPAC Memberships	\$367.50	\$75.00	2010/11 BCCPAC Membership Fee - \$75.00
BCCPAC Spring Conference & AGM	\$2,053.80		No Variance
Expenditures - Hospitality	\$58.11	\$9.28	DPAC Meeting Snacks - May 3/10 - \$9.28
Expenditures - Office	\$637.55	\$129.93	B&W Photocopies - \$33.32 - May 3/10 DPAC Meeting Office Supplies - \$34.44 2010 Annual Report - Processing Fee - \$56.77 Service Charges/Bank Fees - March 2010 - \$2.70 Service Charges/Bank Fees - April 2010 - \$2.70
Expenditures - Parent Education	\$657.24	\$165.59	DPAC Bell Mobility Account (to June 3/10) - \$165.59
TOTAL EXPENSES	\$4,927.25	\$379.80	
SURPLUS (DEFICIT)	\$13,320.94		

**DISTRICT PARENT ADVISORY COUNCIL
INCOME STATEMENT
FOR THE PERIOD OF
September 1, 2009 TO August 31, 2010
as of May 31, 2010**

TO DATE

REVENUE:

Balance Forward	7,673.37
Revenues - Interest	-
Revenues - School District	8,759.06
Revenues - Gaming Grants	1,250.00
Revenues - BCCPAC	563.50
Revenues - Donations	-

TOTAL REVENUE	\$ 18,248.19
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EXPENSES

Expenditures - Advocacy	-
Expenditures - BCCPAC Fall Conference	1,153.05
Expenditures - BCCPAC Memberships	367.50
Expenditures - BCCPAC Spring Conference	2,053.80
Expenditures - Communication	-
Expenditures - External C'tee Rep	-
Expenditures - Hospitality	58.11
Expenditures - Office	637.55
Expenditures - PAC Rep Travel	-
Expenditures - Parent Education	657.24

TOTAL EXPENSES	\$ 4,927.25
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Surplus (deficit)	\$ 13,320.94
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Bank Balances:

GST Receivable	-
Gaming	2,287.21 *
note: includes shares of \$32.70	
General	11,033.73 *
note: includes shares of \$35.44	

Total cash & receivables	13,320.94
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Accounting for Parent Advisory Council Accounts

Effective September 1, 2010

In addressing the financial challenges facing the school district the District Sustainability Committee received many suggestions to improve the efficiency and effectiveness of school and district operations. One of those suggestions was to have Parent Advisory Councils assume responsibility for all accounting aspects of their own operation.

At the District Parent Advisory Council meeting on Monday, April 12, Superintendent Brian Pepper advised those in attendance that effective September 1, 2010 it would be required that all Parent Advisory Councils assume this responsibility. The Constitution and Bylaws of most Parent Advisory Councils outline these responsibilities in the Duties of the Officers and the Finances sections.

Specifically this means that:

- Each PAC will be required to keep its own accounting records. In many schools, the school secretary has provided this service. We recommend that a basic accounting software package such as Quicken be used for this purpose.
- Each PAC will be required to open its own bank account and ensure that it is reconciled on a monthly basis. This account will be separate from and in addition to their existing PAC Gaming bank account. We recommend that the PAC have at least three authorized signing officers of which any two must sign together.
- For example the bank account name should be:
_____ Elementary PAC or _____ Secondary PAC.
- Each PAC will be required to receive, receipt and deposit all PAC related funds to this bank account.
- Each PAC will pay all of their own expenses directly from this account. Payments should be made by way of cheque from this account. Supporting documentation should be available for review by the cheque signers at the time of signing.

We believe that Parent Advisory Councils will benefit from this decision as the PAC will be able to make their own payments by cheque on a timely basis rather than having PAC members use personal funds and await reimbursement from the school. Also financial decisions made at PAC meetings can be acted on immediately by PAC members. The PAC will also always have access to their current bank balance without inquiring at the school office.

District Parent Advisory Council

The District Parent Advisory Council website at <http://sd57dpac.ca/resources/resources.htm> has valuable information to support and assist Parent Advisory Councils in these responsibilities.

Accounting for Parent Advisory Council Accounts

Effective September 1, 2010

Policy 1223 – School Parent Advisory Councils

The Administrative Procedure to Policy No. 1223, School Parent Advisory Councils currently provide two options for PAC's to account for their fundraising. This decision removes the option in Administrative Procedure 1.1 to utilize a school trust account. It will be recommended to the Policy and Governance Committee that Administrative Procedure 1.1 be removed from the policy. Administrative Procedure 1.2 may be subject to revision. We still encourage Parent Advisory Councils to ensure that a current copy of their Constitution and Bylaws is on file in the Finance Department.

Transition Recommendations

In order to facilitate this transition for Parent Advisory Councils, schools are not to accept PAC raised funds after June 30, 2010. All PAC cheques issued and PAC deposits received should clear the bank by the end of this school year. The July and August 2010 school trust account bank reconciliation must be reconciled to the school trust bank account statement. This reconciliation will clearly identify any outstanding cheques from funds held in trust for the PAC that have not yet been cashed. Once the July and August 2010 bank reconciliation is complete please contact Jan Cote, in the Finance Department to review the Bank statements. Once this process occurs, Jan will provide the school and the PAC with written authorization for the school administration to issue a cheque to the PAC for deposit into their new bank account.

PAC wishes to open their bank account prior to July 1, 2010

In the event that your PAC wishes to open their own bank account and account for their operations before July 1, 2010 we ask they provide us with at least two weeks notice in order to have sufficient time to start the transition process. Please contact Jan Cote at local 224 if the PAC chooses this option.

Thank you

Please ensure that your PAC is aware of this change in process. You may wish to share this message with them. If you have any questions or concerns, please contact Jan Cote, Finance Clerk or me.

**DISTRICT PARENT ADVISORY COUNCIL
INCOME STATEMENT
FOR THE PERIOD OF
September 1, 2009 TO August 31, 2010
as of August 22, 2010**

TO DATE

REVENUE:

Balance Forward	7,675.63
Revenues - Interest	-
Revenues - School District	8,759.06
Revenues - Gaming Grants	1,250.00
Revenues - BCCPAC	1,276.76
Revenues - Donations	-

TOTAL REVENUE	\$ 18,961.45
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EXPENSES

Expenditures - Advocacy	-
Expenditures - BCCPAC Fall Conference	1,153.05
Expenditures - BCCPAC Memberships	367.50
Expenditures - BCCPAC Spring Conference	2,053.80
Expenditures - Communication	-
Expenditures - External C'tee Rep	-
Expenditures - Hospitality	70.68
Expenditures - Office	2,186.77
Expenditures - PAC Rep Travel	-
Expenditures - Parent Education	902.03

TOTAL EXPENSES	\$ 6,733.83
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Surplus (deficit)	\$ 12,227.62
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Bank Balances:

GST Receivable	-
Gaming	2,287.21 *
note: includes shares of \$32.70	
General	9,940.41 *
note: includes shares of \$35.44	

Total cash & receivables	12,227.62
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August 2010 Event Report
Variance from May 2010 Event Report

REVENUE:		VARIANCE	COMMENT
Balance Forward	\$7,675.63		No Variance
Revenues - School District 57	\$8,759.06		No Variance
Gaming Grant	\$1,250.00		No Variance
BCCPAC	\$1,276.76	\$713.26	BCCPAC AGM & Fall Conference - Travel Reimbursement - \$713.26
TOTAL REVENUE	\$18,961.45		No Variance
EXPENSES:			
BCCPAC Fall Conference	\$1,153.05		No Variance
BCCPAC Memberships	\$367.50		No Variance
BCCPAC Spring Conference & AGM	\$2,053.80		No Variance
Expenditures - Hospitality	\$70.68	\$12.57	DPAC Meeting Snacks - June 7/10 - \$12.57
Expenditures - Office	\$2,186.77	\$1,549.22	B&W Photocopies - June 7/10 DPAC Meeting - \$20.38 Purchase of Studio 1749 Dell Inspiron Laptop - \$1518.94 Service Charges/Bank Fees - May 2010 - \$3.30 Service Charges/Bank Fees - June 2010 - \$3.90 Service Charges/Bank Fees - July 2010 - \$2.70
Expenditures - Parent Education	\$902.03	\$244.79	DPAC Bell Mobility Account (to July 3/10) - \$98.94 DPAC Bell Mobility Account (to August 3/10) - \$72.19 DPAC Bell Mobility Account (to September 3/10) - \$73.66
		\$2,519.84	
TOTAL EXPENSES	\$6,733.83		
SURPLUS (DEFICIT)	\$12,227.62		