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POLICIES

2005.1.1 Procedure

- 1.1 Policies may be brought forward at any general meeting of the members and must pass by simple majority vote (50% +1 of the Members present).
- 1.2 Written notice will be given to members 14 days prior to any General Meetings at which a policy change is brought forward.
- 1.3 Policies shall be numbered by year and sequence of approval.

2005.2 Mission Statement

- 2.1 The following mission statement:

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

Removed from the Constitution and Bylaws document effective June 2005 is re-approved as the DPAC mission statement.

2005.3 Official Opinion of DPAC

- 3.1 For the purpose of the recording an opinion of the Council, a motion must pass by a majority of seventy-five (75%) of those members in attendance.

(Originally adopted as Policy in 2001 Re approved and numbers in 2005)
- 3.2 A parent who is appointed as a DPAC representative to any committee shall represent the collective voice of the Members of DPAC.

2005.4 Registration of PAC's as members to DPAC

- 4.1 Each year, after a PAC's Annual General Meeting, the member PAC should submit contact information for the PAC President and PAC Representative to DPAC. Registration forms must be filled out and signed in order for DPAC to meet the requirements of the Privacy Information Protection Act (PIPA)

2005.5 PAC Representation at DPAC meetings

- 5.1 Only the elected/appointed PAC representative to DPAC, will have the right to vote at DPAC meetings.
- 5.2 The PAC President or other PAC members are welcome to attend meetings but do not have a vote.

2005.6 Membership to BCCPAC

- 6.1 DPAC will be a voting member of BCCPAC.
- 6.2 At each Annual General Meeting, a decision shall be made for the next fiscal year, as to whether DPAC will pay the membership fee for any PAC in the Langley School District No. 35 that requests to have membership in BCCPAC. Such decision may be made by a specific motion or by the approval of a budget that includes BCCPAC membership fees for PACs.

2005.7 Attendance of Partner Groups and Guests

- 7.1 In accordance with the School Act, a Superintendent of Schools for the School District, a designate of the Superintendent or a Trustee of the School District may attend any meeting of the District Parent Advisory Council.
- 7.2 DPAC Executive may invite guests to speak on a topic, at the request of the members or if the executive feels that the topic is pertinent or relevant to PACs.

2005.8 Administration of Code of Conduct

- 8.1 An Executive member who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
- 8.2 Concerns with respect to the conduct of a DPAC Executive member may be brought to the DPAC executive by any person and shall be dealt with in accordance with the process outlined in Section 2005.8.3.
 - 8.2.1 The process is intended to deal with complaints in a positive manner.
 - 8.2.2 There will be a fair review of the concern to protect volunteers and executive members from vexatious and mischievous complaints.
- 8.3 Complaint Process
 - 8.3.1 All complaints, verbal and written, will be received by the President and shall be dealt with in confidence.
 - a) The President may appoint another Executive member to act as chairperson for the specific purpose of hearing the complaint.
 - b) In the event the complaint relates to the President, the complainant will be directed to the Vice-President.
 - c) If the President and Vice-President are involved, any non-involved executive member may receive the complaint.
 - d) For the purpose of this process, the person receiving the complaint is named the Chairperson.
 - e) Complaints against any Member(s) of the Executive are not privileged and confidentiality is waived.
 - 8.3.2 Upon receipt of the complaint, the Chairperson will work to:
 - a) Clarify the complaint,

- b) Determine if and how the Code of Ethics has been breached,
- c) Advise primary parties of the process, and
- d) Facilitate the complaints process to a prompt and fair resolution.

8.3.3 Once the Chair determines pursuant to para. 8.3.2 that there is a valid complaint the Chair will inform the person in question and will set a meeting to be held within 10 days of receipt of the complaint to discuss the problem with both parties present. If a mutually acceptable meeting date cannot be agreed on, or the person refuses to comply, then the Chair will decide whether to grant an extension (of not more than 7 days) to accommodate a delay by either party.

- a) Those directly involved in the complaint will be given access to all relevant information.
- b) Any person involved may have a support person.
- c) All parties will be dealt with respectfully.

8.3.4 If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a resolution.

8.3.5 The Chairperson will keep complete notes throughout the process. These notes should include names of all involved, details of all meetings and the specifics of any resolutions.

8.3.6 Every attempt will be made by all parties to resolve the concern in a timely manner.

8.3.7 The goal will be to always to resolve the complaint between the parties, in the event that is not possible or the parties cannot agree on a resolution, then the Chair will have the final word. The decision of the Chair will be final and not open to appeal.

2005.9 Conflict of Interest and Perceived Bias

- 9.1 Conflict of Interest refers to a situation in which an individual (or his/her immediate family) could benefit financially from a decision of DPAC and which that individual could influence or vote on.
- 9.1.1 Those individuals with a conflict of interest should declare the conflict and refrain from voting or speaking on any matter before DPAC in which they feel they have a conflict.
- 9.1.2 No paid contractual worker or employee of DPAC will have a vote. Signing a contract or acceptance of paid employment will negate their voting privileges.
- 9.2 Perceived Bias refers to a situation that may exist if an individual who represents DPAC is not speaking solely in the interest of parents, and this may diminish the power of what has been said. Policy No. 2005.2 defines the *Official Opinion of DPAC*. Representatives need to avoid conduct and situations that maybe misconstrued as having bias.
- 9.2.1 Persons who have concerns regarding conflict of interest or perceived bias should be referred to the DPAC Executive.
- 9.2.2 As soon as an Executive Member declares his/her candidacy, or is nominated as a candidate for political office (e.g., School Trustee, City Councilor, MLA, MP) they must resign from their position as an Executive or Committee Member in order to maintain the integrity and political neutrality of the DPAC. If they fail to win, they can be re-appointed to the executive.
- 9.2.3 The District Parent running for public office shall:
- a) return to the DPAC President any copies of member contact lists they have in their possession and refrain from using information from this confidential list in any way in their campaign.
 - b) withdraw from any and all activities as a DPAC representative (e.g. attendance at PAC meetings and other committees as a DPAC executive or official representative of DPAC).

c) refer any phone, email, fax, or personal communication with respect to any and all DPAC business to other DPAC Executive Members.

d) refrain from using their title as DPAC Member in any way during the campaign other than as background information that they are a former Executive Member or DPAC Rep.

2005.10 Removal of Executive Member

10.1 The Executive Committee may make a recommendation to the council to remove an Executive Member as set out in the Bylaws.

10.1.1 The Executive Member at issue is to be informed, in writing by e-mail, to the e-mail address on record. If an e-mail address is not available then by registered mail to the postal address on record, of the intent to proceed with a membership vote.

10.1.2 The Executive Member may, at the meeting where a vote to remove is to take place, speak or present a one page written document. Such communication may address only the issue of removal.

10.1.3 Decisions of the council are final.

2005.11 Financial Endorsement to Outside Agencies

11.1 Requests for funding from DPAC by outside individuals, groups or agencies shall be vetted by the Executive. Those requests that do not meet our purpose, aims and objectives shall be turned down.

(Originally adopted 1994 re-approved and re-numbered in 2005)

2005.12 Committees and Appointments

- 12.1 Any DPAC or PAC member may be appointed by the council to sit on a committee except those members excluded under Section VIII -5 of the Bylaws. People interested in working on specific committees should consult the President.
- 12.2 Committee members are to represent the collective voice of the parents of the District.
- 12.3 All committee appointments shall be for a term of one year ending June 30th of each year.
- 12.4 Committees and representatives to external committees should submit an annual report at each AGM and other reports as required.
- 12.5 The following are DPAC Standing Committees:
 - 12.5.1 Nominations Committee
 - 12.5.2- Newsletter Committee
 - 12.5.3 DPAC Advocacy Project Committee and the following sub-committees
 - a) DPAC Advocacy Steering Committee
 - b) DPAC Advocacy Standards and Ethics Committee
 - c) DPAC Advocacy Advisory Committee
 - 12.5.4- Richard Bulpitt Educational Award Selection
 - 12.5.5- Contractual and Performance Review Committee

2006.11 Official Minutes

- 1.1 The minutes for all Langley DPAC SD No. 35 meetings identify only the member PACs rather than the name of the individual person who is representing that member PAC at the meeting in order to respect and maintain the privacy of persons who volunteer for their individual school PACs. This policy will not apply to Executive Officers.

2007.1 Destroying Richard Bulpitt applicant's personal information

Date: May 24, 2007

Be it resolved that: That the Richard Bulpitt Scholarship Award Committee on an annual basis destroy records of marks (transcripts) for ALL applicants, and to destroy the reference letters and applications of the students not chosen.

Rationale: This motion and subsequent annual 'housekeeping' are in keeping with the privacy act of the individuals. This will be kept on file with the Richard Bulpitt Scholarship Award Committee for future years.

Policy No. 2007.2

Subject: Mileage Reimbursement Rates

Date: November 29, 2007

Langley DPAC will reimburse members for any meetings attended outside of the district on DPAC business; mileage will be reimbursed to/from the member's residence at the following rates:

<http://www.cra-arc.gc.ca/tax/individuals/topics/income-tax/return/completing/deductions/lines248-260/255/rates-e.html>

This is the current Revenue Canada web page for mileage rates in BC used in income tax figuring's.

Rationale: When DPAC requires someone to travel to outside meetings they should not be out-of-pocket for the expense.

We had no policy regarding mileage reimbursement, only executive protocol and guidelines showing a practice of reimbursement with an out-dated formula of 41.0 cents per km. By setting a policy which is fluid – using a standard rate set by the government for income tax – this does not have to be redone every year to keep up with the current costs. The currently available rate for BC in 2006 is 47.5 cents per km. 2007 rates will be posed in 2008.

Policy No. 2007.3

Subject: Email Voting by Executive

Date: November 29, 2007

Be it resolved that: Langley DPAC executive be empowered to conduct the day-to-day operations of the organization including financial decision making via email.

Rationale: When the DPAC Executive requires decisions to be made it is not always possible to have a face-to-face meeting with enough members present to have quorum as we operate on different schedules due to work and family commitments. There are often issues that require decisions to be made by the executive and we were elected to operate the day-to-day business of the organization. Email is an accepted business practice to discuss financial and other matters as it is a good approach for tracking, documenting, aiding common understanding, and ensuring accountability for decisions reached. The executive would each be responsible to ensure that there are no significant or unusual security breaches on their personal computer.

Policy No. 2008.1

Subject: Meal Allowance Policy Date: January 23, 2008

Meal allowances for DPAC member representatives when travelling outside of the district on DPAC business and related conferences shall be set out as follows:

- a) On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.
- b) Meal allowance maximum rates shall be in accordance with Treasury Board Orders and Directives and be the same as published by the BC Public Service Agency for Group I employees.

Rationale: Establishing a meal allowance policy is in keeping with the recommendation from the Financial Review of August 200

Policy 2012.1

Date: October 11, 2012

Subject: Reimbursement for Parent Education

Any parent with a child in Langley School District 35 may apply for reimbursement of funds that were spent on parent education workshops. Requirements are as follows:

- a) Workshop must be specifically designed for parent education
- b) Request for refund must be made within 30 days of workshop
- c) Any receipt valued at over \$50 must be pre-approved by Langley's DPAC Executive
- d) This amount is not to exceed \$100 per family per year
- e) This policy may be revised every Fall based on budget calculations for that year. Any requests made prior to that revision may be subject to any changes made to the Policy for that school year.

Rationale: One of the purposes of Langley's DPAC is "To provide parent education and leadership development, and a forum for discussion of educational issues". This policy will help to ensure that parents may have the opportunity to attend workshop that may be specifically designed to help them with the needs of their child.

Policy 2012.2

Date: October 11, 2012

Subject: Reimbursement of Foodsafe Training Program

Any school within the Langley School District is eligible to receive reimbursement for the Foodsafe Training Program. This reimbursement is not to exceed 2 parents per School per School year, to a maximum cost of \$75 per person in total.

Rationale: The BC Health Act requires that "any operator of a food service establishment must hold a certificate, issued by a Health Official, for the successful completion of the food handler training program known as FOODSAFE or its equivalent." Therefore, to allow for PACs to raise money by way of food sales, DPAC will provide reimbursement for this course

Policy 2015.1

DPAC Parent Policy

May 2015

Whereas the School Act (the Act) entitles parents and guardians of students attending a school to belong to a PAC, it does not limit PAC membership to only those parents and guardians. DPAC recognizes that in today's society, students are cared for by many different types of parental units. In addition to the definition of parent in the Act there are step parents, grandparents, foster parents, billet parents, international student host parents, same sex parents etc.

With this diversity in parental dynamics, DPAC recognizes that any individual that falls within any of these groups and is an active care-giver, in full or in part, to any student should be able to participate, as a member, in PAC and DPAC activities within the school and district.

DPAC will support any such parent that wants to dedicate their time and energy to joining DPAC (or any PAC). DPAC supports and encourages such parents to become involved in DPAC and their PACs and participate in their respective activities including serving on Executive and other committees.

DPAC encourages all member PACs to recognize this parental diversity and where necessary amend their own constitution bylaws and policies to include all parent types.