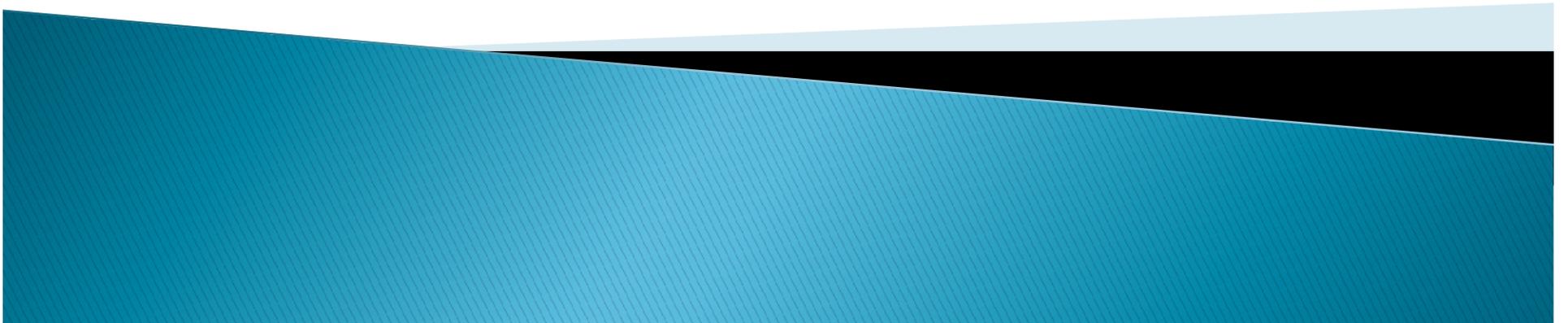


PAC 101

DPAC Parent Information Evening
Jen Mezei & Kristin Schnider – Burnaby DPAC Executive
October 6, 2015



PAC 101

Outline

- **Goals and Purpose**
 - Purpose of PAC, DPAC and BCCPAC
 - Setting Goals for your PAC
- **PAC Membership**
- **Effective Leadership**
 - Working in Collaboration
 - Quality Decision Making
- **Effective Meetings**
- **Effective Communication**
- **PAC Events**
- **Resources**



Goals and Purpose

Overview

- ▶ The School Act defines the roles and responsibilities of PACs and DPACs.
- ▶ Currently Bill 11 is in the process of being adopted and former roles of the SPC will be assigned to the PAC when passed.
- ▶ PACs and DPACs are autonomous organizations, however, the School Act contains specific requirements as to the development of bylaws governing meetings, conduct and business.
- ▶ The Burnaby School District also has a policy that pertains to PACs. (Policy 2.10.11).



Goals and Purpose

What is a PAC?

Parent Advisory Council (PAC)

- The parent voice at the school level
- All parents and guardians of students in the school may be members
- May advise the school board, principal, and staff on any matter relating to the school
- Elects a representative to the DPAC



Goals and Purpose

What is a DPAC?

District Parent Advisory Council (DPAC)

- The parent voice at the district level
- Open to all PACs in the school district
- May advise the school board on any matter relating to education in the school district
- Supports PACs in the district



Goals and Purpose

Activities that support the Advisory Role

PACs and DPACs are involved in many kinds of activities to support their advisory role under the School Act, including, but not limited to:

- promoting parent involvement in schools
- communicating with parents about the school and district
- providing parent education and professional development
- providing a forum for discussion of educational issues
- assisting parents and students in obtaining information and communicating with the school and district
- advocating for students and parents, and supporting local advocacy projects
- organizing activities and events for students and parents
- providing financial support for the goals of the council, as identified by the members

Excerpt from BCCPAC Leadership Manual



Goals and Purpose

Determining the focus of your PAC

- ▶ What are the goals of your PAC?
 - ▶ Look to you Constitution and Bylaws
 - ▶ Set short term and long term goals that support your Constitution and Bylaws
 - ▶ Be realistic



Goals and Purpose

Examples

Purposes of PACs

- To promote the education and welfare of students
- To encourage parent involvement in the school
- To advise the school board, principal, and staff on any matter relating to the school, other than matters assigned to the school planning council
- To participate in the work of the school planning council through the PAC's elected representatives
- To contribute to a sense of community within the school and between the school, home, and
- neighbourhood



Goals and Purpose Examples (cont.)

- To provide parent education and professional development, and a forum for discussion of educational issues
- To assist parents in obtaining information and communicating with the principal and staff
- To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
- To organize and support activities for students and parents
- To provide financial support for the goals of the council, as determined by the membership
- To advise and participate in the activities of the DPAC and the BCCPAC

• *Excerpt from BCCPAC Leadership Manual*



PAC Membership

All parents and guardians at your school are members of the PAC.

Some of the responsibilities of the executive committee include:

- ▶ assessing the interests and concerns of people in the school community
- ▶ preparing a set of goals/objectives that reflects the priorities of parents and guardians
- ▶ holding regular executive meetings to conduct business
- ▶ planning an agenda for general meetings
- ▶ streamlining general meetings and making them interesting in order to encourage parent involvement
- ▶ working with the principal and providing liaison with the elected area district parents



PAC Membership

The Chairperson

- ▶ The chairperson coordinates Parent Advisory Council affairs in cooperation with other executive members

The chairperson also:

- ▶ presides at all meetings
- ▶ establishes meeting rules with the executive members
- ▶ prepares the agenda for all meetings in consultation with the executive
- ▶ usually is the primary contact person for the PAC



PAC Membership

The Secretary

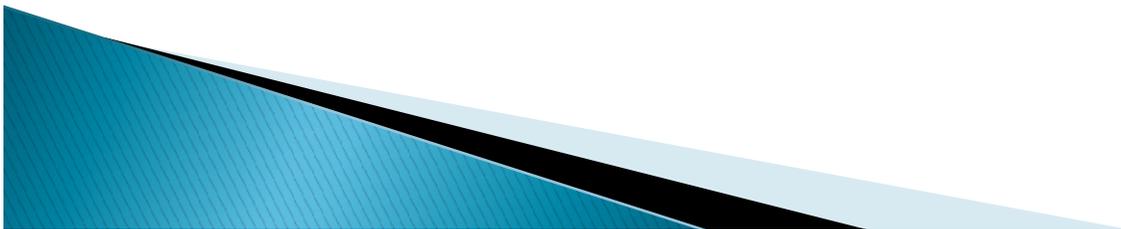
- records minutes of regular and executive meetings
- presents minutes for adoption at meetings
- maintains a book or record of minutes and correspondence



Effective Leadership

Working in Collaboration

- ▶ The most productive PACs have good working relationships with their school community
 - Principal & Administration
 - Teachers
 - Support Staff
 - Students
 - Families
 - Community members
 - Community Groups



Effective Leadership

Quality Decision Making

Successful organizations make quality decisions in an atmosphere of openness, listening and collaboration.

Quality decisions:

- are in the organization's best interests, consistent with its mandate
- are logical, wise, responsible, and compelling
- take into account the needs of the organization's members and the people it serves
- are made after consideration of all relevant information
- are made after considering their short and long-term impact
- solve identified problems

Adapted from BCCPAC Leadership Manual



Effective Leadership

Quality Decision Making

Models of Decision Making

There are three basic models of decision making

- Consensus
- Majority-based
- Autocratic



Models of Decision-Making

Adapted from Eli Mina, *The Complete Handbook of Business Meetings*
AMACOM 2000. Pages 25-27

Model	Pros	Cons	Appropriate Situations
Consensus (more than a simple majority)	<ul style="list-style-type: none"> ▪ Broad support for an initiative is generated ▪ The decisions reflect a broad spectrum of views and are more likely to endure ▪ Decisions are viewed as legitimate and are less likely to be undermined 	<ul style="list-style-type: none"> ▪ Time consuming, slow ▪ Risk of being blocked or undermined by the minority ▪ Risk of a proposal being so diluted (to accommodate all interests) that it becomes meaningless 	<ul style="list-style-type: none"> ▪ Complex or controversial initiatives where time is available, and it is important to get more than a simple majority to endorse and support the initiative
Majority-based voting	<ul style="list-style-type: none"> ▪ Inclusive, yet efficient ▪ Potentially measured and deliberate ▪ Unanimity is not required and hence disputes can be settled by a vote ▪ If minorities are heard, the decisions are likely to be viewed as legitimate and are therefore more likely to be respected and implemented 	<ul style="list-style-type: none"> ▪ Potential for creating winners (majorities) and losers (minorities) ▪ Potential for important decisions being pushed through by impatient majorities, possibly causing "losing minorities" to leave the organization or stay but undermine the implementation 	<ul style="list-style-type: none"> ▪ Complex decisions that stand to benefit from broad input ▪ Controversial decisions that affect people and stakeholders in a significant way ▪ Decisions that cannot wait, where the number of options is limited, and a middle ground between positions is hard or impossible to find within the time available ▪ No time is available to obtain much more than a simple majority support for a proposal
Autocratic	<ul style="list-style-type: none"> ▪ Expeditious ▪ Simple 	<ul style="list-style-type: none"> ▪ Not inclusive ▪ Lacks the benefit of a broad perspective ▪ Potential for a lack of commitment by followers, or even undermining of the decision by them 	<ul style="list-style-type: none"> ▪ Routine, administrative, or non-controversial decisions ▪ Urgent decisions that cannot wait for collective decision-making

Effective Communication

How will you communicate to parents what the PAC Executive and committees are doing?

- ▶ Newsletters?
- ▶ Email?
- ▶ On the school grounds?

- ▶ How often will you update members?



Effective Meetings

The Logistics

The basic purpose of any meeting is to conduct business in a fair and orderly way.

- ▶ Setting the agenda
- ▶ Calling the meeting
- ▶ Running the meeting
- ▶ Minutes



Effective Meetings

The Agenda

- ▶ Plan your time realistically
- ▶ Don't squeeze too many items onto the agenda
- ▶ Set aside enough time for the important item, allow for the assignment and review of tasks
- ▶ Indicate when the meeting will start and end



Effective Meetings

Paring down the Agenda

- ▶ Does this item need to be discussed at this time, or is it on the agenda out of habit?
- ▶ Has enough preparation been done to allow members to make an informed decision on this item?
- ▶ How urgent is this item compared to other business? Can it wait?
- ▶ Is the person best able to lead the discussion on the item available and prepared?
- ▶
- ▶ With these questions answered, decide on the best course of action:
 - ▶ Deal with it—leave it on the agenda.
 - ▶ Delay it—to the next meeting.
 - ▶ Delegate it—to an executive member or committee.
 - ▶ Drop it—because it is outside the council's mandate or not worthy of discussion



Effective Meetings

Sample Agenda

1. Welcome/Call to Order
2. Approval of agenda
3. Guest presentation
4. Minutes of last meeting
5. Correspondence
6. Reports
7. Unfinished Business
8. New Business
9. Date of next meeting
10. Agenda items for next meeting
11. Adjournment



Effective Meetings

Calling the Meeting

- ▶ Send out your agenda ahead of time
- ▶ Send out a copy of the draft minutes from the previous meeting
- ▶ Send background information to items that will be discussed at the meeting.
- ▶ Members will be more likely to attend when they feel they have an opportunity to contribute to a discussion or decision
- ▶ Encourage members to email the chair comments or questions if they cannot attend the meeting



Effective Meetings

Running the meeting

- ▶ Introduce yourself and welcome everyone
- ▶ Stick to your schedule and agenda
- ▶ Take speakers in turn
- ▶ Keep the meeting focused on one thing at a time
- ▶ Rule on procedural questions
- ▶ Listen and acknowledge everyone's view
- ▶ Agree to clear follow-up action to items



Effective Meetings

Running the meeting

When is a motion required?

- ▶ Any time your council wants to do something, the action should be approved by motion. If the council wants to change the course of something already underway, the change should be sanctioned by motion. And, if your council wants to spend money, the expenditure must be approved by motion*.

**as detailed in your constitution and bylaws*



Effective Meetings

Running the meeting

When is a motion unnecessary?

- ▶ If there is agreement, a motion is unnecessary. For example, in approving minutes or a treasurer's report, the chair can simply ask,
- ▶ "Are there any additions or corrections?" If there are none, the chair can say, "Seeing none, the minutes are approved."
- ▶ This can be done with any routine item



Effective Meetings

Minutes

Guide for Recording Your Minutes

In the top section record:

- ▶ date and time of the meeting
- ▶ place of meeting
- ▶ name of chairperson
- ▶ names of members present (pass around attendance sheet)
- ▶ whether the previous minutes were approved or corrected



Effective Meetings

Minutes (cont.)

Record ideas:

- ▶ listen to the discussion and note only the main points
- ▶ Summarize
- ▶ make the minutes brief and accurate

Record any motions:

- ▶ name the member who makes the motion and underline the action
- ▶ state whether the motion carried or failed

Note correspondence and any action taken

Note time of adjournment



PAC Events

Setting up for Success

- ▶ Sell your idea – get support and feedback from your Principal, teachers and parents *before* you begin planning
- ▶ Make it hard to say no
- ▶ Be realistic and don't overload volunteers
- ▶ Consider responsibility and liability



PAC Events

Fundraising Event Checklist

- ❑ Is there someone who will make sure that everyone knows what they need to do for the preparation of an event?
- ❑ Do you need a licence for the event?
- ❑ Have you covered any health and safety issues?
- ❑ Is your event insured for Liability?
- ❑ If you are planning something that is weather dependent, do you have a contingency plan?
If you are hiring premises or equipment – have you time within the hire period to set up and tidy up?
- ❑ Have you publicised the event early enough?



PAC Events

Fundraising Event Checklist (cont.)

- ❑ If numbers are limited – have you made this clear so that people are not disappointed if they cannot get a place?
- ❑ Do you have a plan for collecting money? (Please see Treasurer's Workshop handouts).
- ❑ Have you got enough money to complete the organisation of the event before the money for ticket sales comes in?
- ❑ If you need a certain number of people to come along to break even, do you have a plan for how you are going to encourage more to come if numbers are looking low?
- ❑ Have you organised enough for people to do at the event? Do you want or need to have a raffle to keep them happy – and contribute to the fundraising effort?



PAC Events

Fundraising Event Checklist (cont.)

- ❑ Have you got enough helpers?
- ❑ Do they all know what they are going to be doing?
- ❑ Who is going to set up and tidy up?
- ❑ Have you got enough food/drinks?
- ❑ Have you got any equipment you need:
plates/glasses/napkins/PA system?
- ❑ If there are likely to be leftovers of any kind –
food/drink – how are you going to dispose of it?

- ▶ adapted from "Parents as Partners in their Children's Learning" produced
 - ▶ by The Scottish Government, Crown Copyright 2006.



Resources

- ▶ Burnaby DPAC
 - (Burnaby District Parent Advisory Council)
 - www.burnabydpac.com
 - DPACs advise the board of education on any matter relating to education in their school district. DPACs advocate for parental involvement in the education system and give input into the development of education policy and initiatives at the district level.



Resources

- ▶ **BCCPAC**
 - (BC Confederation of Parent Advisory Councils)
 - www.bccpac.bc.ca
- ▶ BC Confederation of Parent Advisory Councils (BCCPAC) is a charitable organization registered under the Society Act of BC, representing the parents of children attending the provincial public schools. Membership is made up of the Parent Advisory Councils (PAC), District Parent Advisory Councils (DPAC), and parent associate members.
- ▶ BCCPAC is currently recognized as the voice of parents at the provincial level by provincial partner groups.



Remember to laugh – not everything will work out as you plan (and even the government makes typos...)



Know your limit, play within it.

10-Oct-2014

Application Type: DPAC Grant

Application No: 1037882

Organization No: 4590

L+G File No: 113302

Officer(s) Responsible: Jen Mezei
Jocelyn Schonekess

District Parent Advisory Council S.D. #41 - Burnaby
5325 Kincaid St
Burnaby BC
V5G 1W2

Dear Jen Mezei et al:

The Gaming Policy and Enforcement Branch has reviewed and approved your organization's DPAC Grant application for the amount of \$0.00. This grant will be deposited directly into your gaming account.

Your organization must comply with British Columbia's Gaming Control Act and Regulations, all other applicable federal, provincial and municipal laws, and relevant conditions, standard procedures, policies, and orders issued by the Branch. Failure to comply with these conditions

Questions?



▶ Thank you for attending

chair@burnabydpac.com

info@burnabydpac.com

