



PAC 101

DPAC Parent Information Evening
Jen Mezei & Kristin Schnider – Burnaby DPAC Executive
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PAC 101

Outline

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



Goals and Purpose

Overview

- ▶ The School Act defines the roles and responsibilities of PACs and DPACs.
- ▶ 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).



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
- Solicit opinions/feedback from parents through PACs
- Provide PACs with information



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
 - ▶ Talk to you parent community and find out what the school needs/interests are
 - ▶ Find out what the goals are within the School Plan. How can the PAC support them?
 - ▶ 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
- To participate in school plans through the Accountability Framework, the process by which parents are able to provide input.
- To contribute to a sense of community within the school and between the school, home, and neighbourhood
- To provide parent education and professional development, and a forum for discussion of educational issues



Goals and Purpose Examples (cont.)

- 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 Vice Chairperson

- Assumes the responsibilities of the Chairperson in the Chairperson's absence or upon request
- Assists the Chairperson in the performance of his/her duties
- Assumes specific tasks or responsibilities assigned by the Chairperson
- Accepts extra duties as required
- May be a signing officer



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
- May also be responsible for retaining and maintaining a copy of the PAC Constitution and By-Laws



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?



Effective Meetings

Paring down the Agenda

- ▶ With those 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



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

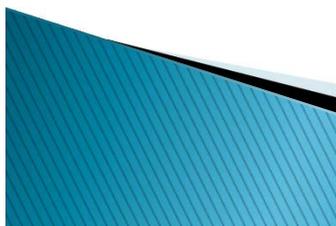
- Consensus
- Majority-based
- Autocratic



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?
- ▶ Social media?
- ▶ On the school grounds?

- ▶ How often will you update members?



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.



Liability Insurance and SPP

What is the Schools Protection Program?

- ▶ The Schools Protection Program (SPP) is self-insured program has been in existence since 1987 that provides professional risk management services for all BC public schools (K-12).
- ▶ Website: www.bcspp.org



Liability Insurance and SPP

Who Is Covered?

- ▶ Trustees
- ▶ Employees
- ▶ Members of Committees
- ▶ Student Teachers
- ▶ Volunteers
- ▶ Students (under certain circumstances)
- ▶ PAC and DPAC members and Community School Societies



Liability Insurance and SPP

Volunteers

- ▶ Volunteer actions are covered while participating in School Board of School authorized and supervised activities
- ▶ Volunteers need to be screened, provided with adequate training and have the necessary skills and experience for supervisory activities
- ▶ Not all situations that occur during school activities will be considered part of the volunteer's approved duties
- ▶ Volunteers may have some personal legal liability exposures



Liability Insurance and SPP

PAC and DPAC members

- ▶ SPP coverage extends to cover PAC/DPAC member with respect to authorized activities, connected to the School District (It does not cover parent-sponsored events that are not authorized by the School District)
- ▶ Coverage only for general liability
- ▶ PAC/DPAC activities must be properly authorized by the School District
- ▶ PACs are responsible for insuring their own property and funds



Liability Insurance and SPP

Some FAQs

- ▶ What determines if a PAC event is “sanctioned” or an approved School District event?
- ▶ PAC events, such as fundraisers, workshops and student events, should be jointly planned with the school/School District. Certain fundraising activities, such as those requiring provincial licensing (i.e. lottery, bingo, raffle, 50/50) must receive special permission from the Board prior to the event taking place. PACs must ensure that the school principal and/or School District supports and has sanctioned the event.



Liability Insurance and SPP

Some FAQs

- ▶ Do school staff members need to be present or involved in the planning of a fundraiser or event for it to be covered by SPP?
 - ▶ Yes – the fundraiser or event must be approved and sanctioned by the School District for it to be covered by SPP. The school principal should be involved in the planning of a fundraiser or event. Depending on the type of event, staff members may need to be present to ensure adequate supervision. There may also be specific policy requirements that PACs need to follow.
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Liability Insurance and SPP

Some FAQs

- ▶ What actions of PAC executives / members are not covered by SPP?
- ▶ PAC activities, if approved by the School District, are covered under the SPP general liability coverage agreement. Criminal or illegal acts, personal activities of PAC executive / members and activities not sanctioned by the School District are not covered under the SPP general liability coverage agreement.



Liability Insurance and SPP

Some FAQs

- ▶ What are some ways PAC executives / members can minimize their risks when it comes to liability?
- ▶ This is a broad questions, but in general, PACs should consider the risks associated with an activity and take steps to mitigate and manage those risks. Events or activities should be planned jointly with the School District so they are aware of the risks. If PACs conduct an event or an activity that has not been approved by the School District, they should be aware of the risk of personal liability.



Liability Insurance and SPP

Some FAQs

- ▶ How is personal insurance coverage affected if/when there is a claim?
- ▶ SPP General Liability will provide coverage on a claim where the PAC member volunteer was performing approved duties during a School District sanctioned activity. For automobile claims, SPP provides excess liability coverage above the personal coverage on the vehicle. As not all situations that occur during school activities will be considered part of the volunteer's or PAC member's approved activities, everyone should be carrying personal liability coverage (via homeowners or tenants policy) to provide them with coverage against 3rd party liability and property damage claims.



Liability Insurance and SPP

Some FAQs

- ▶ Should PAC members be signing contracts on behalf of the PAC? Does this make them personally liable?
 - ▶ No, PAC members should not be signing contracts on behalf of the PAC. For contracts or agreements related to a School District sanctioned event, they should be reviewed and signed by an authorized District administrator. Since PACs are not legal entities, PAC members who sign contracts or agreements may make themselves personally liable.
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Liability Insurance and SPP

Some FAQs

- ▶ Who should PAC members contact if there are questions about insurance coverage?
- ▶ PAC members should contact the Office of the Secretary–Treasurer for questions related to insurance coverage or if they have questions related to contracts and agreements.



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.



Above all, PACs require good leadership, effective communication and a lot of teamwork to be successful.



Questions?



▶ Thank you for attending

chair@burnabydpac.com

info@burnabydpac.com

