

Attachment 4

CLASSIFICATION	CODE
Section A: Foundations and Basic Commitments	File: ABA-R-2 Also: KC-R-2

TITLE	COMMUNITY INVOLVEMENT IN DECISION-MAKING
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REGULATION

District Parent Advisory Council (DPAC) Representatives: Specific Guidelines

Each Parent Advisory Council may elect annually one of its members to be its representative on the District Parent Advisory Council for a term of not more than one year.

DPAC Executive Representatives (Area)

The DPAC Executive representatives (area) will be elected from the DPAC and will:

- contact Parent Advisory Councils Executive (PAC's) in their respective areas in order to respond to the needs as they arise;
- act as resource persons for local PAC's;
- help direct questions and actions through the appropriate channels;
- with other area representatives, co-ordinate district-wide activities;
- keep other DPAC Executive representatives informed of events in their areas through the regular monthly meetings;
- meet regularly with the associate superintendents - area to discuss items of interest;
- share information concerning programs and activities with other area and council representatives.

District Parent Advisory Council Executive

The DPAC Executive will:

- present the parental viewpoint to the trustees and senior management as non-voting members on the five Board Standing Committees;
- communicate pertinent information to the appropriate PAC's Executive;
- offer assistance to PAC's Executive who are presenting briefs to Board Committees;
- assist PAC's Executive to direct their questions and actions through appropriate channels;
- inform area representatives if and when a matter of particular interest to their schools is to be discussed at a meeting;
- contact their alternate parent representatives if they are unable to attend a Board

- Committee meeting;
- share information concerning Board Committee meetings with area representatives.

The Chairperson

The chairperson is elected by a majority of the DPAC **Executive** representatives. The chairperson provides leadership and acts as spokesperson, based upon mutual consensus and the co-operation extended by the group. The chairperson, whenever possible, will attempt to reflect the opinion of the majority of the DPAC **Executive** representatives.

The chairperson will:

- call and arrange meetings and set agenda;
- manage correspondence and co-ordinate general communications on behalf of the group;
- meet regularly with the associate superintendent - area to share information;
- provide liaison as necessary with trustees, senior management, administrators, and with the presidents of the various associations with whom the group is in contact;
- co-ordinate planning and goal setting on behalf of the group.

Term of Office

- The term of office for the DPAC **Executive** representatives will run from July 01 to June 30 for a three (3) year period.
- The elections will take place in May.
- The DPAC **Executive** representatives will, in company with district staff as appropriate, familiarize the incoming DPAC **Executive** representatives during June.

Procedural Points

- The primary focus of DPAC **Executive** representatives is on programs and policies that have an impact on pupils and parents in the Vancouver school district.
- The DPAC **Executive** representatives may, when the need arises, appoint other parents or guardians to replace those district parents who resign from office or

who are unable to fulfill their duties.

- The DPAC **Executive** representatives reserve the right to choose those matters that they will endorse or advocate. They are not expected to act as automatic advocates for issues put forth by local DPAC's **Executive**. In addition, they usually refrain from endorsing programs of a commercial nature.

- Group decision-making occurs through consensus at duly constituted meetings of the ten (10) district parents at which there is a quorum of at least five members present. Individual parents are free to express minority opinions after consensus has been reached; nevertheless, care should be taken to emphasize to all concerned that it is a minority opinion that is being expressed.
- DPAC **Executive** representatives may establish sub-committees as necessary (e.g. a budget committee). In addition, they may appoint other parents or guardians to assist in committee work.

Representation on Committees

- The DPAC's **Executive** are responsible for designating who shall represent parents on both Standing and special committees established by the Board and its senior management.
- The DPAC **Executive** representatives are formally represented on the district committee responsible for the selection of principals and vice-principals.

Committees

There will be two committees:

- **Communications:** This committee is responsible for establishing a newsletter to be published at regular intervals.
- **Budgets:** This committee is responsible for preparing an annual brief representing the parents' priorities, to be submitted to the trustees for inclusion in their budget deliberations.

Liability Insurance Coverage

The school district's insurance coverage through the Schools Protection Program, enables third party liability insurance coverage to be extended to include Parents' Advisory Councils (PAC), District Parent Advisory Councils (DPAC), and School Planning Councils (SPC), their members and employees (but not non-member volunteers to the PAC, DPAC and SPC), while engaged in activities connected to the school district and sanctioned by the principal.

Regular meetings of the PAC, DPAC and SPC are considered a school-district-sanctioned activity, therefore, any persons who provide childcare services for these meetings, with or without receiving a small honorarium, are considered volunteer workers of the Board. In accordance with Policy EIB - Liability, insurance coverage through the Schools Protection Program provides third party liability insurance coverage to volunteer workers of the Board while acting within the scope of their duties, including extra-curricular activities.

REFERENCES		
Board Approved and Issued: 1982 November 29 SUPT.		SMT Responsibility:
Amended:	1989 June 19	
Revised:	1990 August	
	1996 December	
	1999 February	
	2003 May	
CROSS REF:	KC Community Involvement in Decision Making	
	KMA Relations with Parents' Organizations	
	EIB Liability	

Vancouver School Board, School District No. 39 (Vancouver), Vancouver, B.C.