

**Kootenay Lake District Parents'
Advisory Council
School District No. 8
Policies Manual**



December 16, 2010

TABLE OF CONTENTS

Page #

I. VISION STATEMENT 3

II. MISSION STATEMENT 3

III. CODE OF CONDUCT & REMOVAL OF AN EXECUTIVE OFFICER 3

IV. PERCEIVED BIAS & CONFLICT OF INTEREST 4

V. ATTENDANCE OF PARTNER GROUPS AND GUESTS TO DPAC MEETINGS 5

VI. EXTERNAL COMMITTEE REPRESENTATION SELECTION 5

VII. CONFERENCE DELEGATES SELECTION 6

VIII. REIMBURSEMENTS OF COSTS..... 7

IX. CHANGES TO DPAC POLICIES..... 7

I. VISION STATEMENT

To Enhance Parental Vision for their children in public education

II. MISSION STATEMENT

The Kootenay Lake District Parents' Advisory Council is recognized by the B.C. School Act to be the official and accountable body of Parents' Advisory Council representation in School District No. 8

- DPAC increases parental opportunity and capacity (to support their children) by using communication and collaboration to connect the following: PACs, district administration, BCCPAC, government, and local community.
- DPAC functions in a context of leadership, personal contact, parental education and advocacy to ensure that public education serves the best interests of students.

III. CODE OF CONDUCT & REMOVAL OF AN EXECUTIVE OFFICER

BYLAWS	
SECTION XVII	CODE OF CONDUCT AND ETHICS
1.	The Kootenay Lake District Parents' Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or any other individual members of the school community.
2.	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.
3.	If an Executive member is found to be in conflict with the Code of Conduct and Ethics by a two-thirds (2/3) majority vote of the Council, they will be removed from office. Administration of the Code of Conduct and Ethics will follow BCCPAC's "Administration of Code of Ethics" as set out in the BCCPAC Leadership Manual.

- 1.) Concerns with respect to the conduct of a DPAC Executive may be brought to the DPAC Executive Committee by any person.
- 2.) There will be a fair review of the concern to protect volunteers and Executives from vexatious and mischievous complaints.
- 3.) All complaints, verbal and written, will be received by the Chair and shall be dealt with in confidence.

- a) The Chair may appoint another Executive Committee member to act as Chairperson for the specific purpose of hearing the complaint.
 - b) In the event the complaint relates to the Chair, the complainant will be directed to the Vice-Chair or any non-involved Executive Committee Member
 - c) For the purpose of this process, the person receiving the complaint is named the Chairperson.
- 4.) 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 fair resolution that is agreeable to all parties
- 5.) The Chair will inform the Executive in question of the concern in writing and set a meeting to discuss the problem with both parties present.
- 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.
- 6.) 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.
- 7.) Every attempt will be made to resolve the concern in a timely manner.
- 8.) If the Chairperson requests the removal of an Executive Officer, the Executive in question will be informed in writing by registered mail.
- 9.) The Executive in question 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.) Decisions of the DPAC are final.

IV. PERCEIVED BIAS & CONFLICT OF INTEREST

1.) Perceived Bias

The voice of the Kootenay Lake DPAC must clearly be, and must be perceived to be, that of the parents of this school district. Individuals who may be in a situation of “perceived bias” by virtue of another role they hold in the educational system must avoid functions within this DPAC which involve REPRESENTATION of the

parent voice. Members who have concerns regarding conflict of interest or perceived bias should refer those concerns to the DPAC Executive Committee.

2.) Conflict of Interest

Individuals must refrain from discussing, influencing and voting upon any matter before this DPAC which they or their families have a monetary interest.

V. ATTENDANCE OF PARTNER GROUPS AND GUESTS TO DPAC MEETINGS

- 1.) In accordance with the School Act, the Superintendent of Schools for the Kootenay Lake school district, a designate of the Superintendent or a Trustee of the school district may attend any meeting of the Kootenay Lake DPAC.
- 2.) Education Partner groups including, but not limited to, the Kootenay Lake Teacher’s Federation, CUPE Local 748, Kootenay Lake Principals and Vice-Principal’s Association may attend any meeting of the DPAC as a guest.
- 3.) The DPAC Executive may invite other 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.
- 4.) The Chair may limit the speaking time and/or comments from partner groups and/or guests to ensure duly elected DPAC representatives and parents have an opportunity to speak.

VI. EXTERNAL COMMITTEE REPRESENTATION SELECTION

BYLAWS	
SECTION XIV	COMMITTEES
1. Standing and ad-hoc committees shall be formed by the Council when necessary.	
2. Committees, members and other individuals representing DPAC are responsible to the Council and its Executive.	
3. PAC Members may be appointed annually to committees by the Council or they may be appointed annually to committees by the Chairperson, when the Chairperson is authorized to do so by the Council.	
4. Parent representatives to S.D. No. 8 committees shall be selected by the Council from DPAC representatives or from a list of interested PAC members submitted by PACs.	

- 1.) Any PAC member of Kootenay Lake may be appointed by DPAC to sit on district committees as the Parent Representative.
- 2.) Parent Representatives to district committees are to represent the collective voice of the parents of the Kootenay Lake school district to the committee and will seek parental input on issues.
- 3.) Parent Representatives to district committees should report back to DPAC with information. Reporting can be done either orally or preferably in writing prior to the next regularly scheduled DPAC meeting, wherever possible.
- 4.) Parent Representatives to district committees will be reviewed annually.

VII. CONFERENCE DELEGATES SELECTION

- 1.) Delegate Selection for BCCPAC Fall Leadership Conference:
 - a) DPAC will determine prior to the conference how many parents they can afford to send.
 - b) DPAC will solicit interest from PAC members, with enough time to take advantage of the early booking discount.
 - c) Only parents from PACs who are members of BCCPAC will be considered.
 - d) DPAC will reimburse costs to delegates based on the Reimbursement Schedule.
- 2.) Delegate Selection for BCCPAC Spring Conference/AGM:
 - a) DPAC will determine prior to conference how many parents they can afford to send.
 - b) DPAC will send the Chair and first priority will go to DPAC Executive members for additional delegates. If another Executive Member is unable to attend, the selection will open up to any parent from a PAC who is also a BCCPAC member.
 - c) Delegates must be selected with enough time to take advantage of the early booking discount.
 - d) DPAC will reimburse costs to delegates based on their Reimbursement Schedule.
- 3.) Delegate Selection for other Conferences:
 - a) Any Kootenay Lake school district parent wishing to attend a non-BCCPAC conference will be required to submit a proposal to DPAC for consideration.
 - b) The submission must be made with as much advance notice as possible to allow time to make a decision and shall include conference information and projected costs.
 - c) The decision to send a delegate will be dependent on how much funding is available to DPAC.

- 4.) Expectation of Delegates attending Conferences:
 - a) Delegates should report back to DPAC with information from the conference. Reporting can be done either orally or preferably in writing prior to the next regularly scheduled DPAC meeting, wherever possible.
 - b) If the expectations of the delegate are not met, the delegate will not be considered for future conferences.
 - a) Once DPAC has sent in payment for a conference, and the delegate cancels, the delegate will be responsible for paying DPAC back the amount of the cancellation penalty.
 - b) DPAC will waive the cancellation penalty if the cancellation is due to a family or medical emergency and the delegate contacted the DPAC Executive to advise of the emergency and has received approval from the DPAC Executive to cancel.

VIII. REIMBURSEMENTS OF COSTS

- 1.) DPAC will reimburse parents' costs when representing DPAC in activities, upon approval by the Executive.
- 2.) Honourariums will be offered to parents who must take time off regularly scheduled paid employment to attend district meetings on behalf of DPAC.
- 3.) Parents must submit a completed Kootenay Lake DPAC Expense Form for approval.
- 4.) Parents requiring overnight stay will be expected to share hotel rooms. Single rooms will not be allowed unless only one parent is traveling.
- 5.) DPAC will not cover any costs other than those mentioned below or those listed on the Expense Form. All other costs will be the responsibility of the parent.
- 6.) Reimbursement schedule:
 - a) Honourariums to be reimbursed as follows:
 - District meetings up to 4 hours - \$50
 - District meetings over 4 hours - \$85
 - b) Travel to be reimbursed as follows:
 - 40 – 139km - \$20
 - 140 – 199km - \$35
 - 200km plus - \$50
 - c) Childcare to be reimbursed as follows:
 - Actual costs up to \$10/hour to a total maximum of \$40
 - d) Actual airfare costs, provided the lowest possible airfare is booked
 - e) Actual transfer fees from airport to hotel and return
 - f) Actual meal costs within reason, excluding alcohol
 - g) Actual conference fees

IX. CHANGES TO DPAC POLICIES

- 1.) Policies may be brought forward at any DPAC meeting and must pass by simple majority vote of the members present.
- 2.) Written notice will be given to members 14 days prior to a DPAC meeting at which a policy change is brought forward.