

George Jay PAC Meeting
12 Feb 2020
6:30-8:08 pm
George Jay Library

In attendance

Executive: Angela Cooper-Carmichael (President), Kim Drapeau (Vice-President), Zeta Lay (Treasurer), Roberta Hamme (Secretary)

Staff: Melanie Postle (Principal), Joy Nugent (Vice-Principal), Rebecca Bathurst-Hunt, Shelby Bouthillier, Joanne Buxton, Rachel Carlson, Sarah Goulet, Nicole Harcos, Jen Loukras, Aly MacKay, Natasha Mitchell, Marcy O'Keefe, Adria Rockwell, Annie Shum

Parents: Andrea Walker Collins, Kristy Domineck, Samantha Mason

1. Meeting called to order at 6:30pm. Original plan for the meeting was solely to discuss and amend draft of new bylaws. However, a large proportion of staff came to the meeting to discuss the petition presently circulating around the school, so discussion of this happened first.

Background: A petition has been circulating around the school expressing a "Vote of No Confidence" in Ms. Postle and asking for her removal as principal. The petition makes multiple charges (though does not detail specific incidents) several of which involve Ms. Postle's interactions with staff at the school.

Staff began by reading a statement prepared earlier today at the staff meeting. Text of statement: "We understand there is a letter/petition circulating around regarding the leadership of Melanie Postle. We want to let you know that we, as teachers (GVTA), are being included in this letter without consultation and without support. We appeal to you, as PAC Exec, to find out the plan for this letter and remove any reference to staff."

Following the statement, several staff spoke of their personal feelings about the school and the potential damage the petition may do.

Summary: Many staff have been at the school a long time and seen the changes. It has been a difficult year in many ways. The sudden increase in school population has created many challenges, particularly in having the space and number of staff needed. However, the problems at the school are not the result of one person. Also, many wonderful things are happening at the school. Teachers work incredibly hard to make George Jay a good place, a place that students, staff, and parents can all feel proud of. Given how hard staff is working with what they have, they feel personally attacked when members of the school community put down the school and its support of students on social media or in the news. Also, this petition specifically mentioning staff will create a bad situation for staff with their employer and could involve reprimands to staff. The best fixes to problems at the school will come from all of us (parents, staff, and students) working together to come up with and implement positive solutions. Staff are coming to the PAC for their support, particularly to have reference to staff removed from the petition, but also to find better ways to make progress toward a positive

solution for the whole community. Staff understand that multiple parents are frustrated, but also urge those frustrated parents to follow the district complaint process. See link: <https://www.sd61.bc.ca/our-district/documents/name/regulation-1155-complaint-process-for-a-resolution-of-concerns/>

PAC members responded. Angela (President): The PAC has not been involved with the creation of the petition. However, multiple parents have approached her with their frustrations, coming to her in tears. She has urged them to follow the district complaint process. Kim: Contacted the originators of the petition and conveyed to them the staff's request to be removed from the petition entirely. Andrea: Parents love this school and are so grateful for everything the staff does. The PAC's job is to support staff and help fill the gaps. This petition should not end with "Sincerely, Parents of George Jay Elementary" because it only comes from a segment of the parents.

2. Most staff departed and discussion ensued of proposed bylaws and code of ethics. Consensus was reached on new edits. These edits appear in red in the Appendix to these minutes.
3. Meeting adjourned.

Next meeting at 6:30pm on 8 April 2020 on Zoom

Bylaws

Part 1. – Membership

- 1.1 All guardians of children currently registered at George Jay School are voting members of the George Jay Parent Advisory Council (hereafter referred to as the PAC). Guardians include all parents, except in cases where a parent has never lived with the child or a parent has been removed from guardianship by agreement or court order, as well as foster parents.
- 1.2 Each voting member of the PAC shall have one (1) vote **when present** at PAC general meetings. This includes members of the PAC executive or other elected positions.
- 1.3 George Jay staff (teaching and non-teaching), administration, or other persons who support the purposes of the PAC may apply for associate membership by requesting to be added to the associate members mailing list. Associate members of the PAC may attend general meetings of the PAC but may not vote.
- 1.4 Every member shall uphold the PAC constitution and comply with these bylaws.

Part 2. – General

- 2.1 The PAC will operate as a non-profit organization with no personal financial benefit accruing to members.
- 2.2 The business of the Council will be unbiased with respect to race, religion, gender, politics, socio-economic status, sexual orientation, and physical or mental ability.
- 2.3 The PAC will refrain from partisan political action or other activities that do not serve the interests of the school.
- 2.4 **To encourage broad representation of the membership at meetings and on the executive, the PAC will actively encourage and promote participation from as much of the membership as possible.**

Part 3. – Meetings of Members

- 3.1 General meetings will be conducted with fairness to all members.
- 3.2 All voting and associate members are entitled to receive notice of and attend all general meetings of the PAC.

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- 3.3 At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
- 3.5 Notice of general meetings will specify date, time, and location and be provided to members by: a flyer on the PAC bulletin board, a list of dates on the PAC website, and an e-mail sent to member mailing lists. At least one of these methods must be used to give notice of a meeting in order for the proceedings at that meeting to be valid. Accidentally failing to give notice of a meeting by the other two methods, or if the notice is sent out but does not reach some members, does not invalidate proceedings at that meeting.
- 3.6 Members must be given at least seven days' notice of general meetings including access to a draft agenda. Four weeks' notice of general meetings must be provided when amendments to the constitution or bylaws or a motion to remove a member from the executive will be considered.
- 3.7 Any proposed amendments to the constitution or bylaws to be considered at a general meeting must be included with the notice of the meeting.
- 3.8 General meetings will be held **monthly from September to May except for March, unless otherwise determined by the membership.**
- 3.9 The annual general meeting (AGM) will be held in May. Election of Executive Members will take place at the AGM.
- 3.10 When warranted by pressing business, an extraordinary special meeting of the membership may be called by agreement of at least two members of the Executive. Notice of and proceedings at an extraordinary special meeting will follow the same rules as general meetings.**
- 3.11 Whenever possible, PAC general and special extraordinary meetings will be held at George Jay Elementary. When circumstances prevent meeting at the school, the PAC Executive may choose to hold meetings at another nearby accessible meeting place or may hold the meeting through electronic means with the same notice as in-person meetings.**

Part 4. – Proceedings at General Meetings

- 4.1 A quorum for general meetings will be five voting members, **at least one of whom is not currently a member of the Executive.** If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.2 Members must attend general meetings and vote in person. No provision is made for electronic participation **at in-person meetings. When circumstances prevent in-person**

physical meetings, the entire meeting may be held electronically through virtual meeting software that provides free access to all members. Voting by proxy will not be permitted.

4.3 All matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1), except that a supermajority of two thirds will be required to change the constitution or bylaws or to force a member of the Executive to resign.

4.4. In the case of a tie vote, the Chair does not have a second or casting vote, and the motion is defeated.

4.5 At in-person meetings, voting will be by a show of hands, except that secret ballot will be used for all elections of Executive Members or by request of two members present at the meeting. Ballots will be destroyed after every election. Equivalent means may be used for fully virtual meetings.

4.6 Any voting member may propose a motion. A motion must be seconded by another voting member to be considered. Motions included in the meeting's agenda are assumed to already be moved by the executive.

4.7 Discussion should follow any proposal and seconding of a motion. The Chair will end discussion after a reasonable period and call for a vote.

Part 5. – Executive

5.1 The members of the Executive include the President, Vice-President, Secretary, Treasurer, immediate past president (if that person remains a voting member of the PAC), and a number of Member-at-Large positions equal to student enrollment divided by 250 and rounded to the nearest integer.

5.2 Any voting member of the PAC is eligible to serve on the Executive. Employees or elected officials of School District No. 61 or the Ministry of Education must declare their affiliation at the time of nomination and at the time of voting and must recuse themselves from issues that conflict with their employer.

5.3 The President will also serve as the representative to the Victoria Confederation of Parent Advisory Councils or may designate another executive member for this role.

5.4 Executive members will hold office for a term of one year beginning 1 June and ending 31 May.

5.5 The Executive will propose a Nominating Officer and backup Nominating Officer to oversee executive elections at the AGM. The membership must vote to approve the Nominating Officers at the general meeting previous to the AGM. The Nominating Officer must be a voting member of the PAC, but may not be an employee or elected official of School District

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No. 61 or the Ministry of Education, and may not be a current member of the Executive or be running for a position in the PAC. Nominations will be submitted to the Nominating Officer, and they will prepare the ballot.

5.6 Voting by secret ballot will be supervised and overseen by two Scrutineers appointed by the Nominating Officer for the purpose of a specific ballot. The Nominating Officer may serve as a Scrutineer. The two Scrutineers will count the results of the secret ballot and will deliver the result of the vote (but not the tally of votes for or against) to the president for presentation to the membership.

5.7 If an executive member resigns or ceases to hold office for any other reason, the remaining executive members will issue a call for nominations for the vacant post to the voting members and hold a special election at the next scheduled **general or special extraordinary** meeting **with two weeks' notice**.

5.8 On election, every executive member and representative must sign and agree to abide by the code of ethics at the end of these bylaws.

5.9 No voting member may be paid for serving on the executive or in any other position within the PAC, but may be reimbursed for documented and approved expenses reasonably and necessarily incurred on behalf of the PAC.

Part 6. – Duties of Executive and Other Elected Positions

6.1 The Executive will manage the PAC's affairs between general meetings.

6.2 If an executive member is temporarily absent, they may appoint another member of the executive to fulfill their day-to-day duties during their absence. However, such a temporary executive will not have executive decision making powers.

6.3 When addressing outside organizations such as the district board or the media on behalf of the PAC, Executive members must ensure that the content of their message has been ratified by the membership at a previous general or extraordinary special meeting.

6.4 The President will

- (a) speak on behalf of the PAC
- (b) consult with PAC members
- (c) preside at general and executive meetings and ensure that an agenda is prepared
- (d) appoint subcommittees where authorized by the membership or Executive
- (e) ensure that the PAC is represented in school and district activities
- (f) organize and oversee PAC activities or ensure delegation of those duties, and ensure activities are aimed at achieving the purposes set out in the constitution
- (g) **may** be a signing officer
- (h) interface with the community

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- (i) issue and receive correspondence on behalf of the PAC
- (j) train the next President on duties and procedures as well as passing on any and all documents and helpful information

6.5 The Vice-President will

- (a) assist the President in the performance of their duties and accept extra duties as required
- (b) assume the duties of the President in the President's absence or upon request
- (c) participate in PAC event planning and execution
- (d) **may** be a signing officer

6.6 The Secretary will

- (a) ensure that members are notified of meetings
- (b) record and file minutes of all meetings
- (c) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- (d) maintain the register of members
- (e) issue an annual report to the BC Society Registry in the event that the PAC becomes a registered society
- (f) ensure that a subcommittee to review and update the constitution and bylaws is struck at least every other year
- (g) prepare and maintain documentation, correspondence, and records as requested by the membership or executive
- (h) participate in PAC event planning and execution
- (i) **may** be a signing officer
- (j) train the next Secretary on duties and procedures as well as passing on any and all documents and helpful information

6.7 The Treasurer will

- (a) ensure all PAC funds are properly accounted for, including maintaining proper financial records and books of accounts as well as comparing bank statements to cheques issued and deposits recorded
- (b) arrange for the disbursement of funds as authorized by the membership or Executive
- (c) provide a summary of deposits and disbursements at general and executive meetings, including having bank statements available to members and including an annual financial statement at the annual general meeting
- (d) make financial records and books of account available to members upon request and ready for inspection or audit annually
- (e) with the assistance of the executive, draft an annual budget for approval by the membership before the beginning of the financial year
- (f) be a signing officer
- (g) ensure that another signing officer has access to the financial records and books of account in the Treasurer's absence

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- (h) prepare the PAC Gaming Grant in May in consultation with the new Executive. Apply for the PAC Gaming Grant in June and submit annual report on previous Gaming Grant in October.
- (i) participate in PAC event planning and execution, particularly providing a float when necessary, counting cash at the end of the event, and depositing funds generated at the event. The Treasurer may pass these duties to another signing officer.
- (j) train the next Treasurer on duties and procedures as well as passing on any and all documents and helpful information

6.8 Members-at-Large will

- (a) volunteer at PAC events
- (b) assist in planning and execution of PAC events as requested by the President
- (c) accept duties from other Executive members as requested and as their ability allows

6.9 The immediate Past President will

- (a) advise and support the membership and Executive
- (b) provide information about resources, contacts, and other matters

Part 7. – Executive Meetings

7.1 At least three executive meetings will be held each year, at least one of which must take place in June.

7.2 The President may set the time and place of executive meetings with at least 7 days' notice.

7.3 A quorum for executive meetings will be a majority of executive members.

7.4 All matters requiring a vote by the Executive will be decided by a simple majority of the votes cast (50% plus 1).

7.5 In the case of a tie vote, the Chair does not have a second or casting vote, and the motion is defeated.

7.6 The Executive will meet with the school administration at least once per term.

Part 8. – Subcommittees and External Committees

8.1 Subcommittees may be formed by passing a motion at general meetings.

8.2 All members are eligible to serve on subcommittees of the PAC.

8.3 Subcommittees must record minutes at their meetings and report on their activities at general meetings of the PAC.

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8.4 The membership or Executive may elect or appoint a voting member of the PAC to serve on external committees or represent the PAC to external organizations and to report to the PAC as required. **In order to serve in this capacity, employees or elected officials of School District No. 61 or the Ministry of Education must declare their affiliation at the time of appointment and recuse themselves from any matter impacting their employer.**

Part 9. – Financial Matters

9.1 The PAC's financial year will be 1 October to 30 September.

9.2 The Council may raise and spend money to further its purposes.

9.3 All PAC funds must be kept on deposit in the name of the PAC in a bank or financial institution registered under the Bank Act.

9.4 The Executive will prepare a budget and present it to the membership for approval before the current budget expires. The budget gives the Executive authority to spend money. Without a current budget, the Executive cannot spend money. A budget covers the entire financial year and must not extend over more than one financial year.

9.5 The Executive will present all proposed expenditures beyond the current budget for approval at the next general meeting.

9.6 A Treasurer's report will be presented at each general meeting.

9.7 **The Executive will appoint three signing officers from the membership, in addition to the Treasurer, for banking and legal documents including cheques. The President, Vice-President, and Secretary may serve in this capacity.** Two different signatures are required on all of these documents. Neither the person preparing cheques (typically the Treasurer) nor the person to whom the cheque is issued may act as a signing officer for those cheques.

9.8 All signing officers and cash handlers must have a current (within 1 year) criminal record check.

9.9 Cash will be kept in a secure location at the school until it can be directly deposited. As soon as possible after an event, cash will be counted by two signing officers and logged.

9.10 Members at a general meeting may appoint an auditor.

Part 10. – Conflict resolution

10.1 Conflicts arising between members of the PAC involving matters concerning the PAC will first be addressed at a meeting of the Executive and the parties involved.

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10.2 If such a meeting fails to find a resolution, an unbiased third party, that all parties agree to, will be asked to mediate the dispute.

10.3 If such a mediation fails, a special resolution meeting will be requested through the Victoria Confederation of Parent Advisory Councils. The PAC will then follow their recommended actions.

Part 11. – PAC Documents and Assets

11.1 All official documents (including records, minutes, correspondence, or other papers) kept by any member in connection with the PAC are considered to be the property of the PAC and will be turned over to the PAC **by way of the** President when the member ceases to perform the task to which the papers relate.

11.2 All PAC assets kept by any member are the property of the PAC and shall be turned over to the PAC **by way of the** President when the member ceases to perform the task to which the assets relate.

12. Dissolution of the PAC

12.1 In the event of winding up or dissolution of the PAC, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the PAC shall be distributed to another parent advisory council or councils in School District No. 61 having purposes similar to those of the PAC, as the members of the PAC may determine at the time of winding up or dissolution.

12.2 In the event of winding up or dissolution, all PAC records shall be given to the Victoria Confederation of Parent Advisory Councils.

CODE OF ETHICS

A **member** who accepts a position as a PAC executive member, signing officer, or representative pledges to:

1. uphold the constitution and bylaws, policies, and procedures of the PAC
2. perform their duties with honesty and integrity and in the interests of the PAC
3. avoid using their position on the PAC for personal gain
4. fully and promptly disclose any conflict of interest, either direct or indirect, in a proposed contract or transaction with the PAC
5. demonstrate respect for themselves and others by encouraging diverse perspectives, supporting the rights of all individuals, and working to create an environment that engenders trust, confidence, and mutual cooperation
6. undergo an annual criminal record check for signing officers
7. work to ensure that the well-being of students is the primary focus of all decisions
8. take direction from the membership and Executive
9. encourage and support parents and students with individual concerns to act on their own behalf, and to provide information on the process for taking concerns forward
10. work to ensure that issues are resolved through due process
11. strive to be informed and only pass on information that is reliable
12. respect all confidential information and take care not to divulge confidential information without permission
13. support public education

Statement of Understanding

I, the undersigned, in accepting the position of _____
of the George Jay Parent Advisory Council have read, understood, and agreed to abide by
this Code of Ethics. I also agree to participate in the dispute resolution process that has
been agreed to by the electing body, should there be any concerns about my work.

Name _____

Signature _____

Date _____