

RPAC Annual General Meeting
(the "Meeting")
June 16, 2023
In Person Ridgeview Elementary Library 9 a.m.

1. Call to Order

A quorum of members being present, the Meeting was called to order at 9:11 a.m. by Rianne Kamphuijs as Chair of the Meeting, and Litza Anderson acted as Secretary of the Meeting.

2. Approval of Minutes

On motion duly made Vania Pecchia, seconded Lucy Lu and carried IT WAS RESOLVED THAT the minutes of the May 10, 2023 General Meeting be approved.

3. Chair's Report -Rianne Kamphuijs

Rianne welcomed everyone.

Many on the RPAC Executive this year were new. It was a learning curve to determine how the RPAC functions and the needs of the school and parents. Some of the many things done this year:

Started Whatapp groups for each grade -will continue next year but the old groups will be closed end of June

A number of events were held throughout the year with great success ending with the first ever SummerFest. The kids had fun even with the rain. SummerFest will alternate years with Mayfair. Numerous field trips and workshops were supported by the RPAC throughout the year. Sportswear is now available with a new updated logo. It will continue throughout the year next year.

Our school tree at the Dundarave Festival of Trees won for best school!

Hot Lunch is the school's biggest fundraiser. Thank you to Victoria and Irene for all their hard work running it.

Gaga Ball pitt was approved and purchased. It will hopefully be installed by the district over the summer.

RPAC is starting to look at ideas for next year so please contact Rianne with any ideas.

A big thank you to all volunteers.

4. Treasurer's Report -Christy Strashek

4.1 Review of past year's financials

-Reviewed Financials for 2022-2023. We had excess funds this year from previous years. It was determined that the RPAC's reserve will be kept at \$45,000 (which is one year's operating costs), leaving \$20,000 in excess funds to be spent. It was determined, and approved at a general meeting, that \$20,000 should be spent on a gaga ball pit, additional funds to the library and some outstanding items to modernize the primary grades classrooms.

-Hot lunch is now \$30,000 which means we met budget.

4.2 Review and vote on the proposed budget for 2023/2024

-A draft budget for the 2022/2023 school year (the "Budget") was circulated prior to the Meeting. A discussion of the Budget ensued.

-Some items to note, we have included MayFair and Cheque Writing Campaign in our budget for next year. MayFair is every two years and will alternate hopefully with SummerFest. We consolidated a couple of items into one to provide a bit more flexibility depending on the needs of the classes next year. We are planning for a Kids Event around Easter or Christmas for all children.

On motion duly made by Whitney Greenwood, seconded Victoria Bilinski and carried IT WAS RESOLVED THAT the Budget for 2023/2024 be adopted and approved. A copy of the approved Budget is attached to these minutes.

5. New RPAC Constitution and By-Laws (the "By-Laws") -Litza Anderson

5.1 Adoption and Approval of the Draft RPAC By-Laws

RPAC By-Laws have not been amended since 2004. The West Vancouver School District has requested that RPAC update their By-Laws. Upon review of several other West Vancouver schools' By-Laws, the RPAC Executive have drafted new By-Laws in-line with its counterparts.

Some of the changes, include but are not limited to:

- Setting a minimum of four general meetings, one of which must be the annual general meeting with the authority to have more as needed
- Reducing quorum requirements for both the general meetings, annual general meeting and executive meetings (it is often difficult to meet the general meetings quorum of 12 members, which makes it very difficult for the Executive to operate)
- Clarifying notice requirements for various meetings
- Clearly allowing meetings by electronic means, as determined by the Executive
- Clarifying the various roles of the Executive members
- If By-Laws need to be amended in future, the amendments can be done with proper notice at a general meeting, no need to wait for an annual general meeting

- Expenditures in excess of \$500 not approved in the annual budget can be approved by two members of the Executive, a formal approval at a general meeting is not required (currently \$200, which is proving to be too low given escalating costs and making it difficult for the Executive to operate).
- Executive Code of conduct

Under section X of the RPAC's current By-Laws, amendments can be made to the By-Laws by special resolution given to members in writing at least two weeks prior to the AGM. Any amendments must be passed by two-thirds (2/3) majority of the voting members attending the AGM.

The Executive hereby approve the proposed draft By-Laws and recommend approval at the AGM.

On motion duly made by Shawn Lin and seconded by Whitney Greenwood and carried IT WAS RESOLVED THAT the draft By-Laws be adopted and approved unanimously. A copy of the approved By-Laws is attached to these minutes.

6. Election of 2023/2024 RPAC Executive -Litza Anderson

6.1 Introduction of the Nominees

Litza reviewed the list of nominees for the 2023/2024 RPAC Executive, which had been circulated prior to the Meeting:

Chair:	Rianne Kamphuijs
Vice Chair:	Nadia Aldea
Secretary:	Litza Anderson
Treasurer:	Sandra Parra
DPAC Representative:	Vania Pecchia
Members At Large:	Shawn Lin

6.2 Vote on the List of Nominees

- Litza asked whether there were any further nominees for the 2023/2024 RPAC Executive. In particular if there is anyone interested in the secretary position please let the Executive know as Litza is looking to be replaced as Secretary sooner rather than later.
- There were no additional nominees.

On motion duly made by Victoria Bilinski, seconded by Ali Fodaeetabrizi and carried IT WAS RESOLVED THAT the nominees as read be the RPAC Executive for the 2023/2024 school year.

Congratulations to the new elected RPAC Executive.

6.3 Thank You's

Rianne thanked all the volunteers who have assisted this year. In particular Christy who is stepping down as Treasurer and the continuing support from Victoria and Irene as the Hot Lunch coordinators.

7. Principal's Report -Mr. Zerbe

Mr. Zerbe thanked the RPAC Executive and all the parents who helped behind the scenes at various times throughout the year. In particular:

Shawn and Lucy for all their assistance with the traffic during pick up and drop off. James for all his assistance with Lunar New Year celebrations and Kung Fu. Tamara for her assistance with the Naroose Celebration. Katie and Haley for all their work as grade 7 grade committee chairs.

The grade 7s give an alumni scholarship of \$250. This year it is going to Taylor Mason.

This year he received an Affordability Grant of \$7500 which assisted with a lot things. It was flexible as to how Mr. Zerbe could use it. Next year it will be more focused on well being and possibly a food program. He is waiting to hear from details from the district.

Numeracy was a focus for grade 2-5 this year. He spent \$10,000 on a new program.

Remedial reading program was put into place. The school was finding that those grades were not where they should be. There was catch up. He spent \$10,000 on a new program.

Replaced primary ipads and view boards with the remaining funds from the cheque writing campaign from previous years. Very useful for teachers.

Sports Day June 21st -Teams will be based on the canoe paddles each with an animal. There are specific colors assigned to each team.

Planning for next year is in full swing: Planning for Grade 6 camp next year. Chichimus (spelling?) Centre overnight with a focus of connecting to the land. Skiing for grade 7. Bringing in Jesse Miller for technology discussions with parents. This may be coordinated with other schools. Sept 15th will be the meet the teachers but also meet the principal at 1pm. Next year, orange shirt day will be focussing more on what does orange shirt really mean but will be age specific.

Next year, Mr. Zerbe is wanting to do an immigration story inquiry -Staff and students how they and their families came to Canada.

Mr. Zerbe will not know what the classes will look like until the first week of school.

There was a question about the entire school photo and why it isn't being done anymore. Companies don't like going on the roof. There was a suggestion that perhaps one could be taken with the children on the bank or with a drone. Maybe at Terry Fox in Sept 2023. Mr. Zerbe will look into options.

8. DPAC Report -Vania Pecchia

She attends a monthly meeting with representatives from all West Vancouver schools. Chris Kennedy attends. They have hosted a couple of guest speakers at Kay Meek throughout the year for all parents. There are Whatapps groups for Hot Lunch, Fundraising to make it easy to learn what other schools are doing.

9. New Business

There was a question around how gifted students are assessed. Mr. Zerbe discussed how the process works at Ridgeview and suggested if there are any additional questions to speak with him directly.

There was a request that the dates of all general meetings and events be put on the school's website calendar. Rianne confirmed that updating the Website and posting dates will be a focus next year.

10. Adjournment

The meeting was adjourned at 10:00 a.m.

RPAC Budget: 2023/2024

Received Funds (Net of Expenses)

	BUDGET 2023-2024
Bingo night	\$800.00
Cheque writing campaign	\$10,000.00
Family photo fundraiser	\$500.00
Gaming Grant	\$7,780.00
Halloween Movie	\$1,500.00
Hot Lunch	\$30,000.00
Mabel's Labels	\$100.00
Mayfair	\$5,000.00
School Supplies	\$350.00
Sportswear	\$2,500.00
Two Rivers	\$600.00
Total Received Funds	\$59,130.00

Disbursements

	BUDGET 2023-2024	
Arts & Culture	\$2,000.00	
Bank Fees	\$100.00	
Tech Spend (Cheque Writing Campaign)	\$10,000.00	
Community Outreach	\$850.00	Dundarave lights
Enriched learning experiences	\$9,000.00	
First Aid Course	\$600.00	
Grade 7 Grad Donation	\$1,500.00	Annual contribution
Health & Career Support	\$1,625.00	
Hot Lunch Expenses	\$400.00	Munch a lunch platform cost
Ice Cream & Coffee Social	\$500.00	
Library Support	\$2,000.00	
Outdoor School	\$5,000.00	Grade 6 outdoor school
Principal's Fund	\$5,000.00	Annually provided to the Principal at beginning of school year
Sports Day Treat	\$200.00	
Staff Appreciation	\$2,000.00	Christmas lunch
Special Kids Event	\$4,000.00	
Teacher's Fund	\$10,000.00	Annually divided to each grade at the beginning of the year
Misc.	\$500.00	
Classroom modernization	\$1,800.00	Rollover from \$4,000 of funds approved Feb 2023, but not fully spent
Parent Education	\$2,000.00	
Total Disbursements	\$59,075.00	

Net Funds

\$55.00



RIDGEVIEW

ELEMENTARY

Ridgeview Parent Advisory Council

CONSTITUTION AND BY-LAWS

Adopted June 16, 2023

CONSTITUTION AND BY-LAWS

("By-Laws")

I. NAME

The name of the organization shall be the Ridgeview Parent Advisory Council ("**RPAC**"). The RPAC will operate as a non-profit organization and be represented by its elected Executive.

II. DEFINITIONS

1. **AGM:** Annual General Meeting
2. **DPAC:** the West Vancouver District Parent Advisory Council of SD45, which is recognized by the Board of Education of School District No. 45, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local School
3. **DPAC Representative:** the parent elected by RPAC to the DPAC
4. **Executive:** members of the RPAC Executive elected by the voting Members each year at the AGM
5. **Member:** Parent who attends a general meeting and/or AGM
6. **Parent:** the parent(s) or guardian(s) of a student registered at Ridgeview Elementary School
7. **Ridgeview Parent Advisory Council ("RPAC"):** the recognized organization consisting of parents and guardians of Ridgeview Elementary School students
8. **School:** Ridgeview Elementary School
9. **SD45:** School District No. 45 is the West Vancouver School District
10. **WVBE:** West Vancouver Board of Education

III. PURPOSES

1. Promote the education of students by supporting the School's teachers and administration in ways jointly determined to have a high impact
2. Contribute to a sense of community within the School, and between the School, home and neighborhood
3. Advise School staff and administration with the parent perspective on School programs, activities and policies
4. Communicate with Parents and promote cooperation between School and home
5. Organize and support activities for students and Parents
6. Promote a spirit of respect and open-mindedness within the School community

IV. DISSOLUTION

1. The RPAC shall be dissolved in the event that:
 - (i) The School is permanently closed; or
 - (ii) For three (3) consecutive years, there are less than three Parents willing to serve on the Executive.
2. In the event of dissolution or winding up of the RPAC, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the RPAC shall be distributed to the School.
3. In the event of dissolution of the RPAC, all records of the organization shall be placed under the jurisdiction of SD45.

V. MEMBERSHIP

1. All Parents and guardians of students currently registered at the School in attendance at a general meeting, AGM and/or Executive meeting may be voting Members of the RPAC. Membership is free. Each Member is entitled to, and the RPAC shall provide without charge, a copy of its By-Laws upon request.
2. The Principal, Vice-Principal and staff are not Members, however, they are entitled to attend, speak and to be heard at general meetings.
3. Every Member shall uphold and comply with these By-Laws.
4. Every Member is encouraged to attend as many RPAC meetings as possible and to become knowledgeable about educational programs and resources of the School. Members are also encouraged to support and promote positive attitudes about the School and its educational programs and services.

VI. MEETINGS

1. There shall be no fewer than four (4) general meetings a year, including the AGM, open to all Parents.
2. A schedule of a year's general meeting dates is to be posted on the school website by the end of September.
3. Meeting date(s) may be changed on 7 days notice to Members at the discretion of the Chair, Vice Chair, or a quorum of the Executive when the scheduled date(s) no longer serve the majority of the Parents or if the majority of the Executive can no longer make the date or dates.
4. General meetings can be in-person and/or held by of electronic means, as determined by the Executive. The AGM shall be held in person. The Executive, with appropriate notice, may determine to hold the AGM by electronic means.
5. Notice of the general meetings shall be delivered to the Members and the Principal at least seven (7) days before the meeting date and at least fourteen (14) days before the AGM.
6. There shall be an AGM for the purpose of election of the Executive held in June of each year.

7. Quorum for the AGM shall be established by the presence of five (5) voting Members in attendance in person or by electronic means. Whereas quorum for Executive meetings and general meetings shall be established by the presence of three (3) voting Members in attendance in person or by electronic means.
8. Where quorum is not present within 15 minutes of the commencement of the AGM, the AGM shall be adjourned to the same day of the week, one week later and quorum shall be established by the voting Members in attendance at that time.
9. The Executive meetings and any additional general meetings may be held at the discretion of the Executive.
10. The Executive may invite guests, including, but not limited to, SD45 staff, Principal and Vice-Principal, to any meeting of the Executive, general meeting and/or AGM.

VII. VOTING

1. Unless otherwise provided, motions arising at any meeting shall be decided upon by a simple majority vote.
2. In the event of a tie vote, the chair of the meeting shall cast a further and deciding vote.
3. Voting on all matters must be given personally; voting by proxy shall not be permitted.

VIII. ELECTIONS OF EXECUTIVE

1. The Executive shall be elected or acclaimed as a slate by the voting Members at the AGM.
2. Call for nominations shall be made no later than thirty (30) days in advance of the date for the AGM.
3. Should a member of the Executive resign, cease to be a Member, or cease to hold office for any reason, the Executive may appoint a Member to fill the role until an election for the position is held at the AGM.

IX. TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall continue until the next AGM.
2. The Executive shall be bound by the Code of Conduct as set out in section XV below.
3. Any Executive member may serve on the Executive for as many years as they are elected to a position.

X. EXECUTIVE

1. Elected members and the immediate Past Chair shall manage the affairs of the Executive.
2. The Executive shall consist of:
 - Chair or 2 Co-Chairs
 - Past Chair
 - Vice Chair
 - Secretary
 - Treasurer
 - District RPAC Representative (minimum 1)
 - Member-at-Large
3. In the event that one or more positions cannot be filled, the elected members will, on a best effort basis, work collaboratively to ensure the proper functioning of the Executive. Three (3) filled positions will be considered the minimum for an Executive in good standing.
4. There shall be three (3) signing officers at all times.
5. No member of the Executive may be remunerated for serving on the Executive, but may be reimbursed for expenses reasonably and necessarily incurred while conducting RPAC affairs.
6. All members of the Executive are expected to use reasonable efforts to assist with the handover of their respective roles to the incoming replacements to facilitate a smooth transition.

XI. DUTIES OF THE EXECUTIVE

1. CHAIR (CO-CHAIRS)
 - (a) Convenes and presides at general meetings, meetings of the Executive and the AGM
 - (b) Directs the affairs of the RPAC
 - (c) Ensures that an agenda is prepared and presented
 - (d) Knows the By-Laws and meeting rules
 - (e) Represents the parent body to School administration, WVBE, and DPAC
 - (f) Meets and coordinates with the Principal on a regular basis
 - (g) Along with the Vice Chair, assists with events and fundraising ideas and events
 - (h) Ensures that RPAC activities are aimed at achieving the annual objectives and purpose of the RPAC
 - (i) Prepares a year-end report summarizing the activities of the past year for presentation to the AGM
 - (j) Communicates with the Parents at regular intervals via email, the website and meetings
 - (k) Is the official spokesperson for the RPAC

- (l) For continuity, this position should, whenever possible, be filled by a member with previous RPAC Executive experience.
2. VICE CHAIR
- (a) Assumes the responsibilities of the Chair in the Chair's absence or upon request
 - (b) Assists the Chair in the performance of their duties
 - (c) Along with the Chair, assists with ideas and implementation of upcoming events and fundraising activities
 - (d) Accepts extra duties as required
 - (e) Prepares and presents the slate of nominations for the Executive each year
3. SECRETARY
- (a) Records and keeps the minutes of general, Executive meetings and AGM in writing and posts electronic copies on the RPAC website
 - (b) Keeps an accurate and up-to-date copy of the By-Laws
 - (c) If changes are made to the By-Laws, ensures they are dated and initialled and a copy is submitted to the office of SD45 for safekeeping
 - (d) Safely keeps all administrative records of the RPAC and creates a repository of RPAC records for successive RPAC Executives, including but not limited to, general meeting minutes, Executive meeting minutes, AGM minutes, newsletters, correspondence, survey results, and committee reports, unless otherwise delegated to another Executive member
4. TREASURER
- (a) Maintains an accurate record of all revenue and expenditures of the RPAC
 - (b) Reconciles various systems with the bank account
 - (c) Disburses funds authorized by the RPAC
 - (d) Provides a record of all revenues and expenditures and a balance of each account at general meetings and the AGM
 - (e) Deposits all monies collected on behalf of the RPAC in an account at a recognized financial institution approved by the Executive
 - (f) Presents financial statements for the past year at the AGM, and prepares the final statements to the end of the school year (June 30) before leaving the position
 - (g) Presents a proposed budget of expenditures, as drawn up by the Executive, for approval at the AGM
 - (h) Ensures that another signing officer has access to the RPAC books in the event of their absence
 - (i) Is responsible for completing and filing the Annual Gaming Grant Application

5. DPAC REPRESENTATIVE

- (a) Attends all DPAC meetings
- (b) Represents, speaks and votes on behalf of the RPAC (is responsible to find alternate member of the Executive to attend in their absence so that the School is represented)
- (c) When issues are known in advance of DPAC meeting, is responsible for discussing such with Executive to solicit majority position and votes accordingly
- (d) Reports to Executive after each meeting and presents at general meetings and AGM on matters relating to the DPAC

6. MEMBER-AT-LARGE

- (a) Should expect to be involved in one or more committees as a member or lead a committee
- (b) Should be prepared to fulfill other special function as necessary

XII. COMMITTEES

- 1. Standing and Ad-Hoc Committees shall be formed when necessary. The Executive may delegate any, but not all, of its powers to Committees consisting of members of the Executive and/or Members of the RPAC to undertake specific responsibilities and projects.
- 2. All committees must appoint a Committee Chairperson, The Committee Chairperson is responsible for communicating to the RPAC Chair and, as required, any other members of the Executive and/or Members.
- 3. The RPAC Executive may appoint Members to committees annually.
- 4. Committees shall submit reports to the RPAC Chair for addition to the general meeting agenda when a Committee requires either financial, human resources or Executive decision-making support.
- 5. Committees may be formed and dissolved in the sole discretion of the Executive.

XIII. FINANCES

- 1. A budget and tentative plan of expenditures shall be drawn up by the Executive and presented for approval at the AGM for the upcoming school year.
- 2. Expenditures up to, and including, \$500 (five hundred dollars) may be approved by two members of the Executive. Any expenditures in excess of \$500 not approved in the budget, will be presented by the Executive for additional approval by providing explanation of the proposed expenditure in writing to the Members prior to a general meeting wherein a vote shall take place.

3. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act.
4. The Executive shall name at least three (3) signing officers for banking and legal documents. Two (2) signatures will be required for these documents. In the event additional signing officers are needed during the term, the Executive may appoint other members of the Executive or Chair(s) of any Committee to also serve as signing officers.
5. The Executive shall have the authority to cover expenses for previously authorized School activities without further consent of the Members.
6. A Treasurer's report to all Members should be presented at each general meeting and made available to all Parents.
7. An annual Treasurer's report shall be prepared and presented to Members at the AGM.

XIV. BY-LAWS AMENDMENTS

1. Members may, by a majority of not less than two-thirds (2/3rds) of the votes cast at a general meeting, amend the By-Laws of the RPAC.
2. Notice of any proposed amendment to the By-Laws must be given in writing to Members at least fourteen (14) days before the general meeting at which the amendments will be voted on.

XV. REMOVAL OF AN EXECUTIVE MEMBER

1. Should a member of the Executive fail to attend to the duties of the office, the member may be removed by an affirmative vote of two-thirds (2/3rds) of the Members who are present at a general meeting and vote on the resolution.
2. Written notice specifying the intention to make a motion to remove the member of the Executive shall be given to the Members not less than fourteen (14) days before the general meeting.
3. The Executive may appoint an interim officer and a replacement shall be elected by the Members at the next general meeting.

XVI. DISCLOSURE OF INTEREST

1. A member of the Executive who is interested, either directly or indirectly, in a proposed contract or transaction with the RPAC must disclose fully and promptly the nature and extent of their interest to the membership and Executive.
2. Such a member of the Executive must avoid using his or her position on the RPAC for personal gain.

XVII. EXECUTIVE CODE OF CONDUCT

1. The Executive is not a forum for the discussion of individual School personnel, personal issues with School personnel, students, parents or any other individual members of the School community.
2. A member of the Executive who is approached by a Parent with a concern is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A Parent who accepts a position as a member of the Executive:
 - (a) Upholds the By-Laws, Policies and Procedures of the RPAC
 - (b) Performs their duties with honesty and integrity
 - (c) Works to ensure that the well-being of all Students is the primary focus of all decisions
 - (d) Respects the rights of all individuals
 - (e) Takes direction from the Members, while still recognizing the overall duty to the RPAC
 - (f) Encourages and supports Parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward
 - (g) Works to ensure that issues are resolved through due process
 - (h) Strives to be informed and only passes on information that is reliable and correct
 - (i) Respects all confidential information
 - (j) Supports public education

	PRINTED NAME	E
1	Shirin Sharifian	Shar
2	Neda Naraghi	Neda.Na
3	Ali Bonakdarsakhi	a.sak
4	Olha Peltok	peltok
5	Sepideh Motaghi	sepideh.
6	Sandhya Panyo	sandhya
7	Maryam Bakhtiari	mbakhti
8	Victoria Bilinski	vtbilin
9	Whitney Greenwood	wyanni
10	Meghan Decosta	meg
11	Kira Faris	Kiraf
12	Shawn Lin	Shawn.
13	Lucy Lu	lucyl

14	Crystal Zeng	zong10:
15	Ali Fadacetabrizi	Tabrizi12
16	Liza Anderson	
17	Rianne K.	
18	Nadia A.	
19	Christy S.	
20	Barufshoh Rahmani	Bunafs
21	JUSTIN FONG	jtfglo
22	Ting-Hway WONG	wongt
23	Paola Malvido	paolamal
24	Alexandro de Pablo	d-depa
25	James Chang	jijchar
26	Vania Pecchia	
27		