

## SCHOOL DISTRICT NO. 51 (BOUNDARY)

### P O L I C Y

SECTION	TITLE	NO. 1340
GOVERNANCE/COMMUNICATIONS	<u>Parent Advisory Councils</u> <u>District Parent Advisory Council</u>	

**DATE ADOPTED:** November 14, 2000

**DATE AMENDED:** January 8, 2008

**A. Parent Advisory Council:**

The Board shall establish a Parents' Advisory Council in each school in the District in response to an application made by parents of school-aged students attending the school.

### R E G U L A T I O N S

1. In response to a request from the parents/guardians of students attending a school, the Board shall establish a Parents' Advisory Council in that school.
2. A school parents' advisory council through its elected officers may:
  - (a) advise the Board and the principal and staff at the school respecting any matter relating to the school other than matters assigned to the School Planning Council and:
  - (b) at the request of the School Planning Council, assist the school planning council in carrying out its functions under the School Act (School Act: Section 8(4)).
3. Every parent/guardian of school-aged students attending a given school shall have the right to belong to the council.
4. Employees of the District shall be expected to provide an appropriate degree of support for the organization and its programs of development.
5. In consultation with the Principal, the council shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.
6. In consultation with the Principal and the staff of the school, a concerted effort should be made to enroll all eligible parents/guardians in the council so that it represents its particular community.

7. The following are suggested guidelines for the operation of a Parents' Advisory Council:
- (a) Executive officers for the council are elected annually.
  - (b) A delegate is normally elected to represent the council on the District Advisory Council.
  - (c) Meetings are usually held monthly, but at least four times annually, and are advertised in the school newsletter. Meetings should be held at times and locations convenient for parents.
  - (d) The Principal and one elected member of the teaching staff act on the council in an advisory capacity.
  - (e) Secondary school Parents' Advisory Councils may ask the Students' Council to elect a member to represent students.
  - (f) Fund raising is not usually a prime function of the council. If funds are raised, a trust account must be set up in the council's name (including the name of the school). Two signing officers are required for the account, executive officers and may include the Principal at the PAC discretion. The account books which are kept must be available for audit by the Board.
  - (g) Any problems not resolved within the council should be referred to the Principal, the Superintendent, or the Board for resolution.

#### B. District Parent Advisory Council

The Board shall establish a District Parent Advisory Council upon application from a School Advisory Council. Each School Parent Advisory Council may elect one of its members to be its representative on the District Parent Advisory Council. There must be only one District Parent Advisory Council for the District.

#### Roles and Responsibilities of the District Parent Advisory Council (School Act Sec 8.5)

1. The District Parent Advisory Council may advise the Board on any matter pertaining to education in the School District.
2. The District Parent Advisory Council is required to make bylaws governing its meetings and the business and conduct of its affairs.
3. The Superintendent, a designate of the Superintendent or a Trustee of the School District may attend any meeting of the District Parent Advisory Council.
4. The District Parent Advisory Council is required to advise the Superintendent of meeting dates.
5. Employees of the District shall be expected to provide an appropriate degree of support for the organization and its programs of development.