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**SCHOOL PARENT ADVISORY COUNCILS**

APPROVED: 1978.06.20  
REVISED: 1980.12.15  
1990.06.05  
1997.11.18  
1999.02.16  
2000.02.08  
2002.02.26  
2003.02.25

***POLICY***

The Board of Education requires principals to recognize and work with school parent advisory councils. The principal will:

1. Receive advice from the parent advisory council (PAC) on any matter related to the school, other than matters assigned to the school planning council.
2. Regard the parent advisory council as a communication link between the parent population, principal and staff.
3. Support the role the parent advisory council serves as an advocate for parents and students.
4. Work with the parent advisory council when general issues and concerns affecting students, parents and the school are identified and brought forward. PAC meetings are not forums for discussion of personnel matters or personal or confidential information about students, parents, teachers or other employees or members of the school community.

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Responsibility Centre: Assistant Superintendents  
References: *School Act*, Sections 7 and 8  
Policy 1221 District Parent Advisory Council  
Policy 1222 School Planning Councils

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***PREAMBLE***

There is a need for a consultative process to gather parental input on broad issues affecting students and schools in the district.

Parents should be able to participate in decision-making and related activities that affect their children's school environment.

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Approved: 1999.02.16



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**REGULATIONS:**

1. The principal shall ensure that a meeting of the parents of students attending the school is called prior to September 30 of each year.
2. The principal is responsible for ensuring that the parent advisory council's decisions or actions are consistent with district policies, processes and established procedures.
3. The principal or designate and a designated staff member will be invited to be non-voting members of the parent advisory council.
4. Parent advisory council meetings are open to all parents of students attending the school.
5. The principal shall assist the council by providing meeting facilities and facilitating the use of district communication systems.
6. A constitution and bylaws must govern the council meetings and the business and conduct of the council affairs.

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SCHOOL PARENT ADVISORY COUNCILS**ADMINISTRATIVE PROCEDURES:**

1. Fundraising
  - 1.1 If a parent advisory council (PAC) wishes to utilize a school trust account for PAC fundraising, other than for fundraising through the British Columbia Gaming Commission, the school will provide a separate trust account for the parent advisory council within the school trust funds.
    - 1.1.1 All records, reconciliations and reporting related to this account are the responsibility of the school
    - 1.1.2 No expenditures will be made from this account without the prior authorization of the parent advisory council.
    - 1.1.3 The school will provide a monthly report of activity in the parent advisory council trust account to the parent advisory council. The report will include all revenue and expenditure transactions on a year-to-date basis for each fundraising activity undertaken.
  - 1.2 If a parent advisory council accounts for fundraising using their own bank accounts, including separate accounts for (a) fundraising through the B.C. Gaming Commission and (b) all other fundraising purposes, it will file a copy of its constitution and bylaws with the Manager of Finance. Once a copy of the constitution and bylaws is on file, any changes approved by the parent advisory council will be forwarded to the Manager of Finance.
    - 1.2.1 All records, reconciliations and reporting related to this account are the responsibility of the parent advisory council.
    - 1.2.2 For information purposes, parent advisory councils are encouraged to provide a copy of their year-end financial statements, including a statement of revenue and expenditure and a balance sheet, to the Manager of Finance.

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Reference: For guidance on the process to be followed by parent advisory councils acting under Administrative Procedure 1.1 above with respect to fundraising through the B.C. Gaming Commission, please refer to the *School Operations Handbook*.

Approved: 1997.11.18  
 Revised: 2000.02.08, 2002.02.26

