

PAC: Consists of every parent at the school (but you might never know that from the meetings.)

What is a PAC?

A PAC (Parent Advisory Council) is the official collective voice of the parents of a particular school's student community as constituted by the BC School Act.

The PAC should:

- Provide input to the school through a direct channel to administration;
- Learn about (and participate in) school-based activities;
- Advocate for all students of the school community.
- There can only be one PAC per school.

BCCPAC: What is a PAC?



PACs are not:

- A social club;
- are not the forum to discuss individual student or staff issues.

Building Community / Being Inclusive

All parents and students in BC's public education system deserve the opportunity to participate fully and equally in everything the system has to offer. To be truly representative and effective, PACs and DPACs must respect the diversity among parents and students in our school communities and find ways to draw all parents into the work of our councils.

Building inclusive means going beyond recognizing the diversity among us; it means working actively to encourage and make it possible for all parents to participate fully in all activities of the council.

Suggestions for building inclusivity:

- If feasible, publish information about your council in the major languages of your parent community. This is especially important for newsletters and announcements.
- Enlist the help of your principal and teachers in promoting your PAC whenever they meet with parents.
- Have parents who speak the major languages in the school welcome parents in their language.
- Use plain language in all communications and at meetings. Avoid jargon when phrasing survey questions, and make instructions clear and simple.
- *Encourage your executive (and all parents) to speak to parents in the hallways, parking lot, and playground.*
- Host English-language discussion groups where parents who are learning English can come and practice English with English-speaking parents and also gain support for interacting with school and students
- Having printed agendas or emailed agendas available makes it easier for parents to use apps like Google translate to convert the meeting plan into a home language.

PAC Meetings - Best Practices

Some best practices to consider:

- Publish an agenda, with timings or a set end time, in advance of each meeting.
- Establish meeting rules and procedure (Robert's Rules training, running meetings)
- *Create space for all parents have a voice (this is the meeting chair's highest responsibility).*
- Keep discussions relevant and take some offline if necessary.
- Be sure to thank parents and staff for attendance.

PAC bylaws may dictate a formal meeting format and agenda; but if not, the following monthly meeting agenda topics are recommended:

- *Welcome to attendees,*
- *a land acknowledgment,*
- *and a round of introductions.*
- *Approve the meeting agenda, after review + feedback.*
- *Approve last meeting's minutes, after review + corrections.*
- *Recurring reports (Chair, Trustee, Principal, Teacher, Treasurer, committees).*
- *New business or special presentations.*



Also, take care with important decisions (ergo follow bylaws scrupulously):

- Approve (by vote) and minute any budgetary or financial change or decision.
- Ensure officer elections (often a case of recruitment and attrition) are handled with respect and are recorded in the minutes.
- Approve (by vote) and minute the addition or removal of signing officers for the banking or related accounts diligently and promptly.
- Transparency and permanency of record are an important consideration.

A few notes about Land Acknowledgements: Be brave, reflect from your heart, start simple if needed, and

- speak about what this place means to you, the natural beauty you see, respect & recognize past stewardship.
- Find out more from the K'ómoks First Nation on the KFN Website "About KFN" here:



Scan here to search any address to find the uncoded territory you are on with Native-Land



KFN has a suggested land acknowledgement on this site



To make the ó: on a Mac or iphone: hold down o key until option appears.

To make ó on a PC: press the "control key" and ' (apostrophe key) then press "O"

The Norms of Collaboration

- **Pausing:** Allowing time for people to think before responding
- **Paraphrasing:** Providing an overview of what the speaker shared to ensure understanding
- **Posing questions:** Asking questions of others' ideas before advocating for your own
- **Putting ideas on the table:** Sharing alternative solutions with the intent for honest feedback
- **Providing data:** Planning for data and facts to drive the conversations
- **Paying attention to self and others:** Looking for body-language and reactions or others to ensure positive results
- **Presuming positive intentions:** Believing comments/intentions are being done in the positive



As parents and PAC, we need to remember about you:

PAC / Administration Relationships:

- School administrators provide support, information, and access to facilities, without which PACs cannot function effectively.
- Strengthening and maintaining the relationship with school administrators is therefore crucial for success and can be a source of great stress when it deteriorates.
- Regular communication between the PAC executive and administrators outside of meetings is needed and recommended.
- Administrators should be included as non-voting members of PAC executives and therefore should be included in communications as much as possible.

We recommend some of these practices to help build and maintain relationships with administrators:

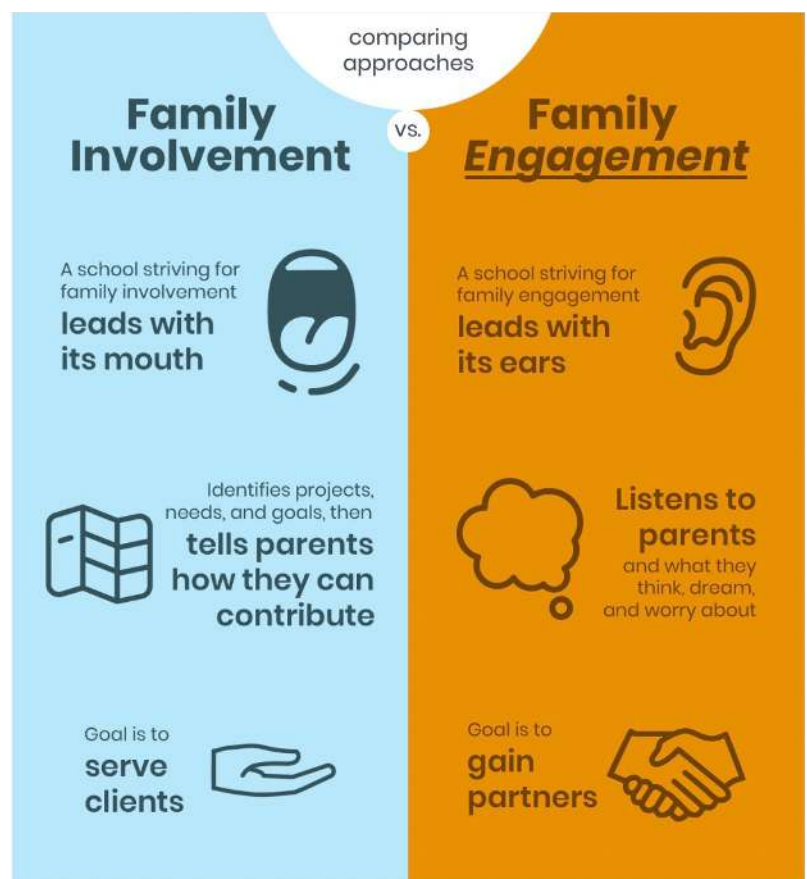
- Include administrators in agenda setting and provide a regular place on the agenda for them to deliver a report.
- Keep administrators in communication loops where appropriate.
- When issues are impacting your school community, provide leadership and a common voice for the parent community to cut down on the noise.

(Above extracted from Vancouver DPAC's slideshow: PACS101)

As Staff, please remember this about us:

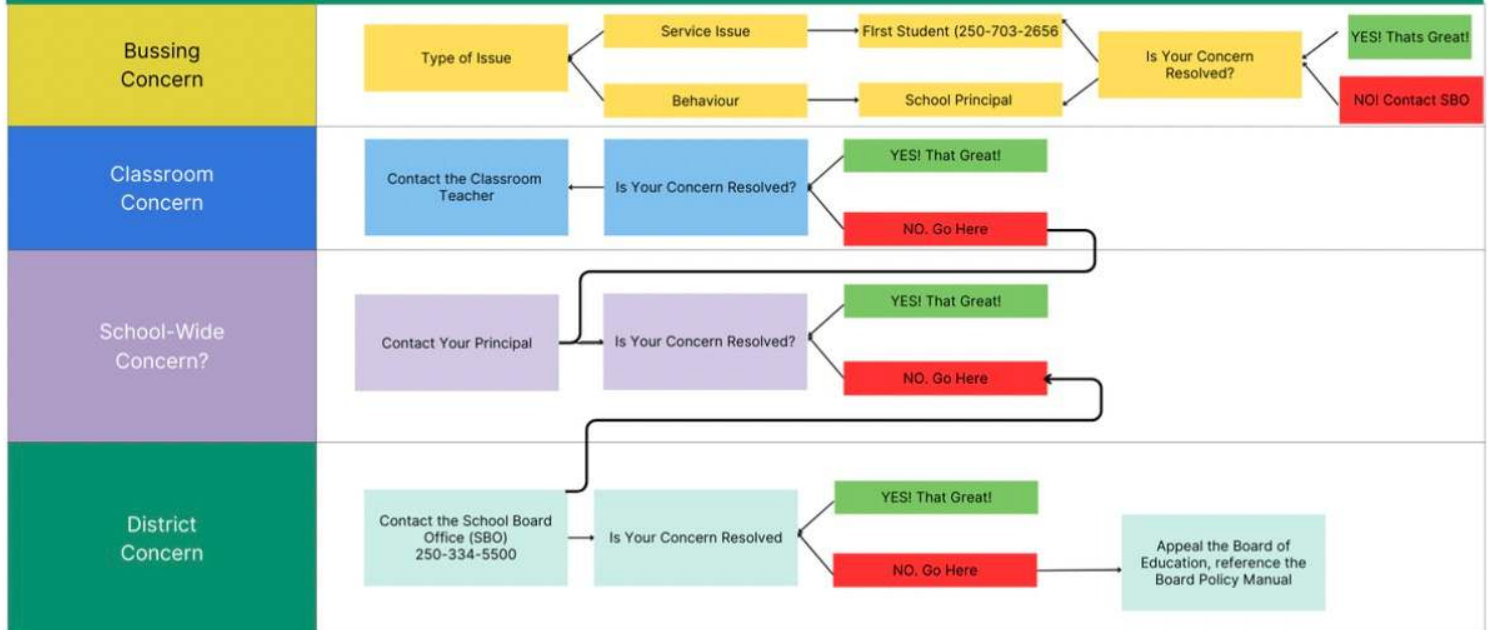
Many families and parents did not have a safe experience in school. This combined with the vulnerability of putting your child in a system you did not feel safe in yourself can create disregulation and contribute to conflict.

- *Centre the kids in every conversation.*
- Lean into the power of listening.
- Bringing in help is a strength not a weakness.

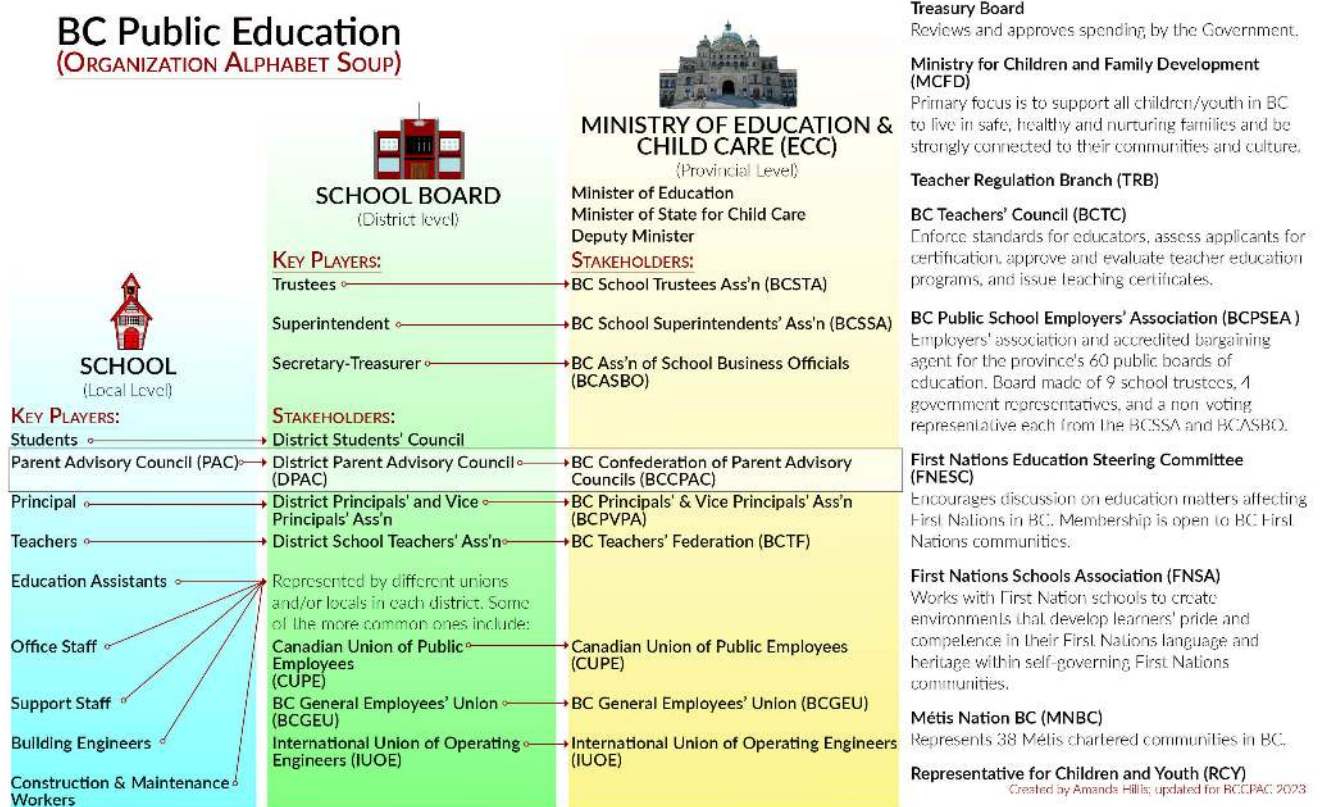


Navigating the District:

Guardian Concern Flowchart

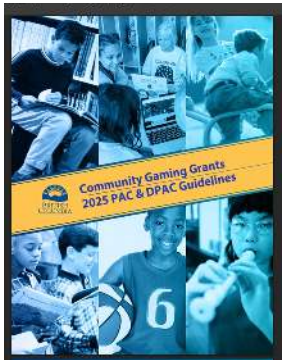


Understanding the structures and Partner Groups:

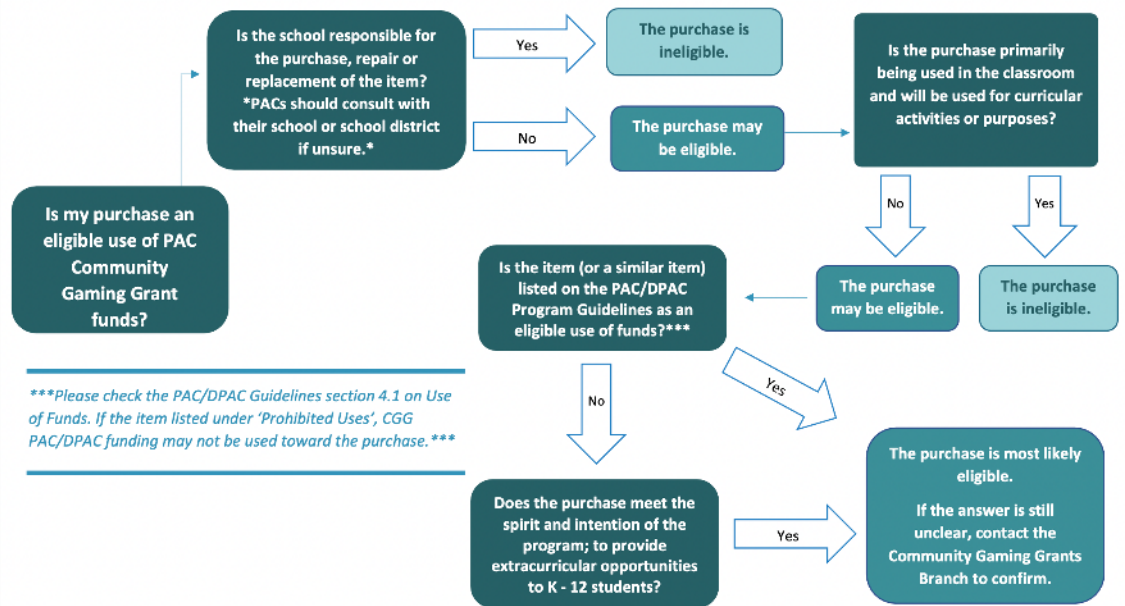


BC Gaming Decision Tree for PAC Gaming Funds:

Find more info in
this booklet:
(revised annually)



Decision Tree for eligible uses of PAC Community Gaming Grant funds:



<https://gov.bc.ca/gaminggrants>



Gaming Grants: What kind of purchased are eligible? (2019)

Eligible examples

- Uniforms and equipment for after-school activities including sports;
- Playground equipment;
- School clubs and societies;
- Student ceremonies such as graduation;
- Travel within BC for student-related activities;
- Student publications (e.g. newsletters, yearbooks);
- Student competitions (e.g. writing, debating, chess, music);
- Scholarships and bursaries for post-secondary education (paid directly to students);
- Emergency, safety or earthquake related supplies or equipment

Not eligible examples

- Anything directly related to the normal curriculum;
- Travel outside of BC without prior Ministry approval;
- Teacher or classroom resources, eg computer;
- Capital improvements (eg building- related);
- Past debt, loan or interest payments;
- Extra lighting, curtains, props, etc. for in-school theatre/drama classes;
- Digital reader boards;
- Goods and services that benefit parents;
- BCCPAC membership fees (exception for DPACs);
- Teachers on call to attend field trips;
- Staff luncheons

Gaming Grants: best practices

- **Ask the school community** (parents, administration, teachers, staff, students) for project ideas to fund, ensuring that any project is allowable under the BC Gaming rules.
- **Always pay any vendor directly, rather than through the school.** This ensures appropriate separation of jurisdiction in case of audit.
- **Ensure your minutes record any decision** regarding gaming fund allocation, including noting quorum and attendance.
- Make sure you **have a copy of your bylaws.**
- If you do fundraise and plan to hold a gambling event (bingo, raffle, wheel of fortune, 50/50, cake walk, ...), **remember to apply for a gambling event licence.**

Extracted from
Vancouver DPAC
(with thanks)



PAC Treasurer Best Practice

Treasurer Info: Treasury Best Practices

- Utilize two bank accounts, one for gaming grants and one for unrestricted funds.
- Name accounts clearly.
- Always require two signatures for cheques.
- Limit online bank access to reporting/read-only functions only, if possible.
- If using any other online financial system (PayPal), ensure account is owned by the PAC email account and that there is always at least 2 PAC executives with full access.
- All PAC officers are normally signatories at the bank. Ensure you have more than two. (For expenses incurred by a PAC officer, approval should be two other signatories.)
- Present monthly financial statements at PAC meetings and publish them as part of the meeting minutes.
- When electing a treasurer, some accounting experience is helpful but not required.
- Use a low cost, community-minded bank, like VanCity.
- When in doubt, ask for help; DPAC can connect you with someone who can help.

Always err on the side of maximum transparency

There are many templates available for free (volunteers love to make things that save other volunteers time.)

Report Templates:
Treasurer Report
PAC Monthly Report
PAC Yearly Budget
Reports



Understanding PST
& GST claims for
PACS (different
district context but
good info)



Internal Controls for
PACS from BC Gaming:



Treasurer 101 & Bootcamp
Youtube Presentation:
Note 2019 information:



Someone put these here
to help you (help
others.)

Knowledge
saves Time:



Knowledge
soothes MOO-ds:

