

## **2300 School Parent Advisory Councils**

Policy 2300

STATUS: ADOPTED

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### *SCHOOL PARENT ADVISORY COUNCILS*

Board Approved and codified: February 13, 1989

Last Revised: June 19, 2013; December 9, 2015

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#### Description:

To promote the development of positive school-community relations, the Board encourages the formation of Parent Advisory Councils - Schools.

The purpose of the Parent Advisory Councils - Schools is to provide a regular opportunity for principals and staffs and parents to consult with one another on issues of general interest which affect the education of the children. However, individual students and teachers shall not be discussed, as other policies cover procedures for these topics. The outcome of such meetings shall provide all with a better understanding of the learning plans of the school, the community's needs and how students can be supported effectively by both.

As a Parent Advisory Council, members shall have consultation with the principal as a major objective. Such consultation may occur for the following reasons:

- i) to clarify policy or discuss the implementation within schools of new policy;  
e.g., May consult where the board proposes to offer a specialty academy
- ii) to receive and convey information and ideas;
- iii) to plan collaboratively for school activities and events;
- iv) to receive and convey information and ideas;
- v) to make recommendations to the Board, when appropriate.  
e.g., May make recommendations to a board to install and operate a video surveillance camera in a school or on a school land

It is hoped that the establishment of a Parent Advisory Council shall encourage parent participation in the many aspects of school life. Consequently, as an organized group, this, or through sub-committees as required, shall continue to encourage and support the various auxiliary activities which have developed over the years.

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**Description:****Parent-Advisory Councils**

The Board recommends that the organization and operation of a Parent-Advisory Council reflect the guidelines below. The Board realizes that a school may have to adjust these guidelines to reflect the needs of the school.

**Organization and Procedures:**

1. Each year, where a Parent Advisory Council - School does not exist in a school, the principal shall advise parents of the opportunity to form an advisory group, and to outline the concept.
2. The Parent Advisory Council - School shall consist of two parts:
  - i) A Parent-Advisory Council executive consisting of the President, and other members as shall be required.
  - ii) The general Parent-Advisory Council includes all parents with children in attendance at the school.
3. The executive will be elected early in the school year at a general meeting of the parents called by the administrative officer.
  - i) The general meeting shall be called for this purpose, although the elections may be combined with another school activity.
  - ii) Normally, the election of the executive shall take place by September 30th, unless some other date is established to facilitate continuity and transition.
  - iii) The Parent Advisory Council shall determine the size and membership of the Executive to meet the purposes and needs of their school.
  - iv) The chairperson of the Parent Advisory Council shall be a parent of a student within the school.
4. The staff of the school shall be encouraged to appoint a representative to the Parent Advisory Council who shall be an ex-officio member.
5. The student body of each school shall be encouraged to appoint a representative to the Parent-Advisory Council who shall be an ex-officio member.
6. The Principal or Vice Principal shall be an ex-officio member of the Parent Advisory Council.
7. The Parent Advisory Council must make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.
8. The PAC should practice sound accounting and internal control procedures.

**Meetings:**

1. The Executive shall determine the date and time of its regular monthly meetings.
2. Meetings shall be open to all parents and interested members of that school community.
3. Parents shall be notified through newsletter or on the school website of all meetings and agenda topics.

4. The Executive shall be encouraged to sponsor larger public meetings as the need and interest arises.
5. Minutes of meetings of the Parent Advisory Council shall be kept and recommendations recorded.

**Board Co-ordination:**

1. The Trustee assigned to each school shall act as a liaison person for the Parent Advisory Council - School, to clarify policies and procedures of the Board of Education.
2. The assigned Trustee shall liaise with the principal or vice principal as the contact person for the council.
3. Minutes of Parent Advisory Council - School meetings shall be received by the assigned Trustee.