



## Policy 16: Parent Advisory Councils

### Purpose:

Parents play a key role in the education of their children and are important educational partners in the District. The Board supports and encourages the establishment of a Parent Advisory Council (PAC) in each school in the District, and for it to operate in an advisory and/or support capacity to schools and the Board.

### Specifically

1. At the beginning of each school year, each PAC shall establish an executive structure and meeting schedule and inform the school administration of these items.
2. A record of each PAC meeting will be forwarded to their assigned Trustee for information.
3. Expenditure of PAC funds must be approved at a PAC meeting and authorized in writing by the PAC chairperson. Bookkeeping of PAC funds is to be completed by the school finance and administration assistant, or the elected Treasurer for the respective PAC.
4. Fundraising shall be conducted in accordance with the established administrative procedures governing fundraising.
5. Principals, or their designate, are required to attend PAC meetings.
6. Trustees are expected to attend their assigned PAC meetings.
7. Community partnerships and sponsorships must be approved by the principal.
8. Access to school facilities must be approved by the principal.
9. All PAC meeting agendas shall be made in consultation with the school principal at least two days before the meeting date to allow sufficient time for school administration to gather information and/or request attendance of administration specialists to attend the meeting. Agendas to be distributed to attendees prior to the meeting.
10. Throughout the school year, the Superintendent will call PAC meetings with representative(s) from each of the school PACs.

### References/Related Documents:

- Education Act
- Administrative Procedures



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Revision History			
Revision	Revision Description	Approved Date	Review Date
1-3	Adopted and revised before the revision table was included. Going forward a summary for the changes will be included	May 2008 June 2011 October 2019	2022-2026 Board
4	<ul style="list-style-type: none"><li>• Removed "All pack funds shall be held by the school in trust."</li><li>• Added "or the elected Treasurer for the respective PAC"</li><li>• Added Superintendent meeting with PAC representatives</li></ul>	April 2023	