

## **PARENTS' ADVISORY COUNCILS**

### **Background**

The District actively encourages and supports the development of effective Parents' Advisory Councils (PAC's).

All parents of students in a school belong to the Parents' Advisory Council (PAC). A PAC, through its elected officers, may advise the Board and the Principal and staff of the school.

### **Procedures**

#### **1. PAC Constitution and Bylaws**

- 1.1. All School PACs are expected to develop, adopt and keep a current constitution and bylaws.
- 1.2. Support for the development of PAC bylaws is available through the District Parents' Advisory Council (DPAC).
- 1.3. There must be only one PAC for each school as outlined in the School Act.

#### **2. Administrative Support**

- 2.1. The Superintendent directs and encourages principals and vice-principals to support parents in the establishment of effective PAC's at each school in the District.
- 2.2. Principals will assist PAC activities at the school level.
- 2.3. At the District level, the Superintendent, will actively support collaborative engagement of PACs within District schools.
- 2.4. The District recommends that the principal/vice-principal be a non-voting member of the PAC Executive in order to provide advice, guidance and support to the PAC.

#### **3. Meetings**

- 3.1. Meetings of PAC Executives are usually held in accordance with their constitution and bylaws.
- 3.2. Notice of meeting should be published in accordance to their constitution and bylaws.
- 3.3. Meetings are intended to provide an opportunity for parents to engage in dialogue with the principal/vice principal about school events and activities. Meetings also provide an avenue for parents to provide input to the school principal/vice principal.
- 3.4. Only parents with children in attendance at the school may vote at a PAC meeting.
- 3.5. PAC may invite and include at their meetings representatives of staff and students.

#### 4. Elections and Officers

- 4.1. The election of PAC Executives and officers will be conducted according to the PACs constitution and bylaws. Only parents of children in attendance at the school are voting members of the PAC or PAC officers.
- 4.2. PAC Executive is to be as representative as possible of all parents in the community.
- 4.3. The size of the PAC Executive will be determined by local organizational needs.
- 4.4. Newly elected to membership in the PAC Executive are to be fully briefed as to the important nature of the role they are to fulfil by the "outgoing" Council and the principal.
- 4.5. In the event that a PAC is incorporated as a society, the society's constitution must contain a provision indicating that the society will adhere to the policies and practices of the Board.

#### 5. Liability Insurance Coverage

- 5.1. The District's insurance coverage through the Schools Protection Program, enables third party liability insurance coverage to be extended to include PAC, and DPAC, their members and employees (but not non-member volunteers to the PAC, and DPAC), while engaged in activities connected to the District and sanctioned by the Principal.
- 5.2. Regular meetings of the PAC and DPAC are considered a District-sanctioned activity, therefore, any persons who provide childcare services for these meetings, with or without receiving a small honorarium, are considered volunteer workers of the District. In accordance with Administrative Procedure 532 – Liability Insurance, insurance coverage through the Schools Protection Program provides third party liability insurance coverage to volunteer workers of the District while acting within the scope of their duties, including extra-curricular activities.

Reference: Section 8, 20, 22, 23, 65, 85 School Act  
Societies Act  
Statement of Education Policy order OIC 1280/89

Adopted: January, 1981  
Revised: May 2, 1983; June 19, 1989; August 1990; December 1996; February 1999; May 2003; September 24, 2018, April 10, 2019