



PAC 101

Presented by your Langley DPAC Executive

October 23, 2014

Topics on which PACs may offer advice and assistance

- ▶ School philosophy and program priorities
- ▶ School regulations and general student conduct
- ▶ The curriculum, new instructional programs, facilities, equipment and learning resources
- ▶ Budget, alterations and renovations to facilities
- ▶ Safety programs and procedures
- ▶ Alternatives for identifying, communicating and meeting unique community needs

Topics continued.....

- ▶ Communicating ideas from the community to the board of school trustees and school staff
- ▶ Informing the community about decisions made at the school, district and ministry levels
- ▶ Methods to ensure racial and cultural understanding and improve the sense of community within the school neighbourhood
- ▶ Methods of resolving school community differences and improving relations
- ▶ Methods to encourage other community individuals and groups who do not have children of school age to attend meetings to express their ideas and share their concerns

PAC Liability

- ▶ PACs need to be aware of potential liability issues
- ▶ A PAC as an organization is liable (responsible) for the actions of their members both off and on school premises as they relate to the members services on behalf of the PAC
- ▶ The PAC is only covered by the District Liability Agreement if the event has been sanctioned by the School District (authority given to administration) and the related activities are carried out in accordance with administrations' direction
- ▶ Make sure the event information is recorded in PAC minutes
- ▶ So get your Principal's sanctions on all aspects of an event (e.g. Pony rides at a fun night) or it may taint the sanction and potentially void liability coverage
- ▶ More information can be found at the School Board on this item.

What are some of the responsibilities of the PAC Executive ?

- ▶ Assessing the interest and concerns of people in the school community
- ▶ Planning events that reflects the priorities of parents and guardians
- ▶ Holding regular meetings and preparing agendas for general meetings
- ▶ Streamlining general meetings and making them interesting in order to encourage parent involvement

PAC responsibilities continued.....

- ▶ Working with the administration in a positive and respectful manner
 - ▶ Ideally, PAC members have healthy relationships with one another and with their administrative team. If this is not the case at your school the situations sometimes can be helped by the involvement of an Assistant Superintendent and/or DPAC
- ▶ Ensuring there is a proper transition plan in place should executive members leave their position with little or no notice
 - ▶ We suggest keeping a copy of your current Constitution & Bylaws in the DPAC files at the School District offices case other copies are lost
 - ▶ We would also encourage PACs to develop a manual or guides for executive positions and committees. This will prevent future PAC members from having to start from scratch, and provides guidance from the past experiences of others

PAC Positions

- ▶ Chairperson/President
- ▶ Vice Chairperson/Vice-President
- ▶ Treasurer
- ▶ Secretary
- ▶ Members at Large and Specified positions
- ▶ School Planning Council (SPC)rep
- ▶ DPAC rep

Chairperson/President

- ▶ Coordinates PAC affairs in cooperation with other executive members.
- ▶ Presides at all meetings (If he or she is unable to attend, the vice-chairperson fills in.)
- ▶ Conducts business meetings
- ▶ Establishes meeting rules with the executive members
- ▶ Helps prepare the agenda for all meetings and consults with the administration
- ▶ May be responsible for preparing the information and facts needed for a good discussion on agenda topics
- ▶ Keeps meetings orderly (To keep spur-of-the moment decision-making to a minimum, the chairperson provides an opportunity for additions to the agenda at the beginning of the meeting)
- ▶ Follow the timeline members decide best for beginning and ending meetings

Vice Chairperson/Vice-President

- ▶ Learns duties and responsibilities of the chairperson in order to preside at meetings in her or his absence
- ▶ Fulfils an important role as an understudy to the chairperson
- ▶ Takes over if the chairperson resigns
- ▶ May be called upon to chair special committees or projects

The Treasurer

- ▶ Custodian of funds
- ▶ Disburses money according to the budget and notes transactions in the treasurer's records
- ▶ Presents a report of finances at each meeting for information (an annual report is usually adopted before the election of new officers)
- ▶ Please refer to Treasurer 101 for further information on this position

The Secretary

- ▶ Records minutes of regular and executive meetings
- ▶ Presents minutes for adoption at meetings
- ▶ Maintains a minutes book that may include:
 - ▶ Rules of order and/or Constitution and Bylaws
 - ▶ Notes from past executives and committee chairpersons
 - ▶ School handbook
 - ▶ General membership list
 - ▶ School profile
 - ▶ Past submissions and correspondence to the board and the Ministry of Education
 - ▶ Historical minutes of the PAC

Members at Large and Specified positions

- ▶ Examples of specified positions are parent education, social coordinator, hot lunch programs, volunteer coordinator
- ▶ These individuals support the entire PAC
- ▶ They may assist with committees
- ▶ The number of special or members at large is set out in each school's bylaws and may vary from school to school

School Planning Council (SPC)

- ▶ Three parents are members of the SPC, at least one of which must be a member of the PAC executive
- ▶ The School Planning Council is an advisory body
- ▶ The primary responsibility of School Planning Councils is to consult with the school community in developing, monitoring, and reviewing school plans for improving student achievement
- ▶ The SPC consults on matters pertaining to student achievement referred to it by the Principal, the teaching staff, or by the Parent Advisory Council

Running a PAC Meeting

- ▶ Chairing a meeting can be a challenging experience
- ▶ You will want to be organized so you can have a successful meeting
- ▶ You need to carefully prepare an agenda
- ▶ Delegate work
- ▶ Don't forget to make people feel comfortable;
- ▶ Introduce yourself and welcome everyone - new parents may not know anyone
- ▶ And learn by doing

Agenda

- ▶ Lets your PAC members know what to expect and how they might participate in the meeting
- ▶ Provides order and direction to the meeting
- ▶ Streamlines and shortens your meeting
- ▶ Makes the job of the recording secretary easier, thus improving the accuracy of the minutes
- ▶ An agenda is simply a brief outline of what you intend to discuss and in what order
- ▶ A well-planned agenda reflects the concerns and interest of your school community and is based on mutually defined goals

Planning Your Agenda

- ▶ Review previous minutes for items that are pending and issues that were tabled or should be reported on
- ▶ Items on the agenda may be classified as follows:
 - For information
 - For discussion or tabling
 - For decision and action
- ▶ Plan your time realistically
- ▶ Indicate when the meeting will start and end
- ▶ Try to stick to your schedule

A Common Agenda

- ▶ 1. Call to order & introduction of new members
- ▶ 2. Approval of agenda
- ▶ 3. Approval of minutes of previous meeting
- ▶ 4. Committee Reports & Correspondence
- ▶ 5. Business arising from the minutes (old business)
- ▶ 6. New Business
- ▶ 7. Program (guest speakers, discussion, etc.) through the business portion of the meeting
- ▶ 8. Adjournment

Minutes

- ▶ The simplest way to reflect the meeting is to follow the agenda and keep the same numbering system for both
- ▶ Minutes should be a summary of the discussion
- ▶ Names should not be used except for motions, actions, or topics brought forth by a specific individual
- ▶ If names are required it should be a first name or initials
- ▶ The meeting attendance sheet will reflect the full name of the people in attendance if there is ever follow up needed

Minutes continued

- ▶ A copy of all documentation presented should be kept with the original minutes including financial information and the attendance sheet for the meeting. It may be reflected in minutes as “see hand out”
- ▶ When presenting the minutes at the next meeting it is not necessary to make a copy of these items, just have them available for review should someone who was not in attendance wish to review
- ▶ Action items are used to attach specific tasks to an individual
- ▶ The timeframe for the action is assumed to be by the next meeting, or by a specified deadline

MOTIONS within your minutes

- ▶ Only require someone to move the motion
- ▶ Be sure to repeat the motion to ensure that it is recorded accurately
- ▶ The chair of the meeting should allow for discussion of the motion, and then call a vote on the motion
- ▶ Record if the motion is carried or defeated
- ▶ If a count is called for record the number in favor, opposed and sustained
- ▶ Areas where a motion would be used include expenditures outside of the approved budget, to strike a committee or to appoint someone to a position

And Don't Forget

- ▶ The following should always be noted somewhere on the minutes:
 - ▶ Date and time of the meeting
 - ▶ Place of meeting
 - ▶ Name of chairperson
 - ▶ Names of members present (pass around attendance sheet)
 - ▶ Name of recorder/secretary

Special Activities and Events

- ▶ Organize a hospitality night
- ▶ Arrange small coffee parties to help parents new to the school meet other parents
- ▶ Promote an open house with students acting as hosts and hostesses
- ▶ Create a newsletter with contributions from staff, students and parents
- ▶ Send a questionnaire out to determine parents interests
- ▶ And of course organize other events to bring your community together

Helpful Hints

- ▶ Your best resources are the school principal and your district parents
- ▶ Prepare a statement for the other parents - on why they should be involved and how their children can benefit
- ▶ Encourage parents to become involved
- ▶ Ensure good attendance by communicating the meeting ahead of time
- ▶ Prepare an agenda in consultation with your executive and the principal
- ▶ When problems arise deal with them at once

The End

▶ Any Questions?

▶ Thank you for your time

Source for some of this information is the BCCPAC website