501.8AP – Parents' Advisory Council

Purpose

To promote the development of positive school-community relations, the Board encourages, pursuant to the *School Act*, the formation of Parents' Advisory Councils.

A Parents' Advisory Council through its elected officers may advise the Board and the principal and staff of the school respecting any matter relating to school.

It is anticipated that the establishment of Parents' Advisory Councils would encourage parent participation in the many aspects of school life.

Procedure

1. *Board Coordination*

1.1. At the start of each school year, the Board of Education will assist the school in making parents aware of the opportunity to form a Parents' Advisory Council.

1.2. The 'Zone' Trustee will be available as a resource person for Parents' Advisory Councils, to clarify policies and procedures of the Board of Education.

2. *Expectations and Responsibilities*

2.1. Parents' Advisory Councils can expect to: receive information on school programs, policies and procedures; and have input into significant school decisions.

2.2. Parents' Advisory Councils are expected to:

- become knowledgeable of their school and offer advice based on that knowledge;
- respect the principal's responsibility to make decisions;
- keep the school informed about the concerns of parents;
- support and assist the school; and
- comply with school district Policy and Procedure.

3. *Parents' Advisory Council Activities*

3.1. Parents' Advisory Councils may, in cooperation with the school principal, initiate and participate in fund-raising activities.

3.2. Purchases made by the school district on behalf of Parents' Advisory Councils must be made in accordance with the school district's Purchasing Policy.

3.3. Purchases must meet school district standards.

4. ***Bank Accounts***

4.1. Parents' Advisory Councils (PAC) must maintain separate accounts from its members and have no fewer than two signing authorities from its Executive.

4.2. Principals and staff within the school will not be signing authorities on any Parents' Advisory Council bank accounts.

4.3. PAC should have their financial accounts reviewed by a qualified external accountant on an annual basis.

5. ***Contracts***

5.1. In order to protect members of the Council, Parents' Advisory Council Bylaws should provide authority regarding contracts or contracts should be authorized at a legally constituted Council meeting. Further, contracts should specify that any recourse is against the assets of the Parents' Advisory Council alone, and not Parents' Advisory Council members.

5.2. Parents' Advisory Councils are not authorized to enter into contracts on behalf of the school district. Therefore, Parents' Advisory Councils must include the following provision in any contract signed by the Parents' Advisory Council: "the Parents' Advisory Council is not acting as an agent of Nanaimo Ladysmith Public Schools and there is no recourse against the school district in case of any default in performance of this contract."

5.3. To ensure the interests of the school district have been covered, Parents' Advisory Councils are required to submit draft contracts to the Secretary-Treasurer's Office for review prior to approval by the Council.

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