
SCHOOL DISTRICT NO. 36 (SURREY)

No. 10300

POLICY: PARENTS' ADVISORY COUNCILS

The Board recognizes the positive contribution parents' advisory councils can make to individual schools, and that a district-wide representative group can make to the system as a whole. This policy is intended to promote the establishment and operation of such representative bodies. It is the Board's expectation that school administrators and staff will encourage the establishment of parents' advisory councils and assist with the function of such groups.

I. SCHOOL PARENTS' ADVISORY COUNCILS

A. Establishment of School Parents' Advisory Councils

1. Parents of students attending a school in the district wishing to establish a school parents' advisory council shall apply to the Board to establish such an advisory council. Applications to the Board shall be made through the office of the Secretary-Treasurer.
2. On receipt of such application the Board will recognize the establishment of a parents' advisory council for that school.
3. There shall be only one parents' advisory council for each school in the district. (*School Act*: Section 8(3).)

B. Function of School Parents' Advisory Councils

1. A parents' advisory council, in consultation with the principal, shall have a constitution and bylaws governing its meeting and the business and conduct of its affairs. Bylaws governing amendments of the aforementioned constitution and for a possible dissolution of the parents' advisory council should also be included.
2. The constitution and bylaws of every parents' advisory council shall be filed with the Board. The constitution and bylaws of the organization should promote the individual school in particular and the public school system in general, and should preclude partisan political action or other activities which do not serve the interests of the school or public school system.

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3. A school parents' advisory council through its elected officers may:
 - (a) advise the Board and the principal and staff at the school respecting any matter relating to the school other than matters assigned to the school planning council; and
 - (b) at the request of the school planning council, assist the school planning council in carrying out its functions under the *School Act* (*School Act*: Section 8(4).)
4. Notwithstanding 3. above, school parents' advisory councils should not discuss individual school personnel, students, parents or other members of the school community.
5. Meetings of school parents' advisory councils should be held at a time and place convenient to the majority of parents. In some schools alternating day and evening meetings may provide greater opportunity for involvement.
6. Copies of the minutes of meetings are to be kept on file and be available to members of the school community.

C. Funding of School Parents' Advisory Councils

1. Annually the Board will provide funding to duly established parents' advisory councils to support its activities. The amount will be determined annually.
2. Individual school parents' advisory councils will use the money provided to support its activities consistent with its constitution and bylaws, as amended, and as approved from time to time by its membership.

II. DISTRICT #36 PARENT ADVISORY COUNCIL

The Board recognizes District #36 Parent Advisory Council as representing individual school parents' advisory councils. Such recognition is subject to the understanding that:

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- A.
1. Membership and participation in the Council and its activities is open to all parents' advisory councils established pursuant to this policy.
 2. Each parents' advisory council may elect annually one of its members to be a representative on the district parents' advisory council for a term of not more than one year.
 3. The provision of this policy relating to parents' advisory councils also applies to the District Parent Advisory Council.
 4. The District Parent Advisory Council's activities will be carried out at the district level, rather than at the local school level.
 5. Minutes of the District Parent Advisory Council meetings will be provided to the Board and kept on file in the Secretary-Treasurer's Office.
 6. Individual school parents' advisory councils have the right and authority under the *School Act* to approach the Board directly.

B. District #36 Council Executive Committee

1. The Council will endeavour to ensure geographic representation from the various school parents' advisory councils on its executive. The executive membership should also reflect parent interest from primary to graduation levels.
2. Minutes of Council Executive meetings, including the annual financial statements, will be provided to the Board and kept on file in the Secretary-Treasurer's Office.

C. District #36 Parent Advisory Council Function

The stated objective of the District #36 Parent Advisory Council is to encourage cooperation and communication among parents, students, educators and school district appointed and elected representatives. In meeting this objective District #36 Parent Advisory Council, as the recognized district representative group, shall:

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1. Promote the interests of the public school system throughout the district.
2. Liaise with the Board, district staff assigned this responsibility by the Board or the Superintendent and other partner groups.
3. Liaise with the British Columbia Confederation of Parent Advisory Councils.
4. Make recommendations to the Board on district-wide matters relating to the education and well-being of students.
5. Provide a vehicle for communication among parents' advisory councils and provide assistance to councils as requested.

D. Board Support for the District Parent Advisory Council (DPAC)

1. The Board shall provide meeting space for DPAC meetings free of charge at the Conference Centre for up to two meetings a month.
2. The Board shall provide access to reprographic services with a budget of up to \$1,000 annually to support the publication of newsletters and other materials.
3. The Board shall provide access to the school district courier system to DPAC to enable them to distribute mail to and from schools and district offices.
4. The Board shall provide to the District #36 Parent Advisory Council, without charge, a copy of all Regular Board meeting agendas and a copy of the Board Policy Manual with amendments as necessary.

III. DISTRICT COMMITTEES THAT INCLUDE PARENT MEMBERS

- A. District committees which call for parent members will include the following:

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- (a) One or more representatives appointed by the District Parent Advisory Council
- (b) One or more members of the parents' advisory council where the district committee's mandate deals with a program or service that is located at a specific school
- (c) Other parent representatives as determined by the Board's terms of reference for a specific district committee.

(The number of each to be determined by the Board upon establishment of each new committee.)

- B. The District Parent Advisory Council shall appoint representatives to district committees for a one-year term.
- C. Where applicable, the parents' advisory council shall appoint representatives to district committees for a one-year term.
- D. Where possible, appointments should be made by September 30 of each year.
- E. With the District Parent Advisory Council's endorsement, a PAC representative may also serve as the DPAC representative on district committees.

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