

LPAC Meeting Minutes – 22nd February 2021, 7:15pm

Attendees:

Sheila Hui
Hilary Moran
Carrie Smith

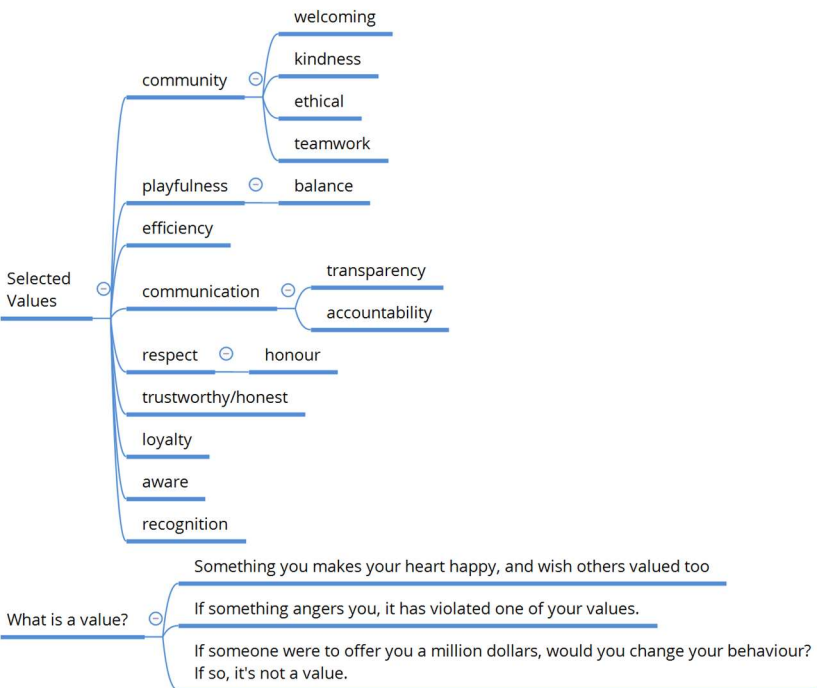
Bob Gill
Juane Stewart
Tracy Hunter

Michelle
Tania St John
Andrea Hunter

Maria Santoso
Shawn Callihoo

Agenda Item	Discussion
Call to order	7:15 pm, Monday, February 22, 2021
Approval of minutes	Minutes from January 11 approved
President’s Welcome Shiela Hui	
Principal’s Report Andrea Hunter Shawne Callihoo	<ul style="list-style-type: none"> • Thank you to Shawne Callihoo for leading the school while Andrea was recovering from surgery. She had to handle a number of challenges including COVID and cougars. She did a great job and we thank her for her leadership. • Cougars – With respect to cougars in the community, we take direction from the conservation officers. • 2021/2022 School Year – There are 82 students registered for K starting in Sept 2021. We are forecasting 22 divisions, 1 more than we have this year, with 501 students. Registration is now closed to cross-catchment students. • Grade 5 Ceremony – We are following provincial health orders to keep everyone safe. That still restricts any in-person events at the school. • Communication – To clarify which PAC communication should be sent out to families, Shiela will now be the key contact for sending out communication. This is to avoid any confusion. • Fundraising – The PAC has always supported school initiatives and here are some of the initiatives planned for the coming school year where PAC support could really help, in conjunction with district funds. <ul style="list-style-type: none"> ○ Technology <ul style="list-style-type: none"> ▪ 4 projectors need to be replaced. At approximately \$500 each, that would need \$2000 of funding. ▪ 20 iPads will need to be replaced. At approximately \$200 each, that would need \$4000 of funding. ▪ 15 teacher laptops will need to be replaced. At approximately \$1000 each, that would need \$15000 of funding. ○ Outdoor Learning <ul style="list-style-type: none"> ▪ Mural Project – We would like to improve the courtyard and turn it into a better outdoor learning space by adding murals. These have been done at other schools. Shawne Callihoo was involved in doing this at another

	<p>school, and has contacts to help us do this here. They would be co-created between students and local artists.</p> <ul style="list-style-type: none"> ▪ Water Feature – Having some kind of an outdoor water feature could help beautify the grounds. ○ Music <ul style="list-style-type: none"> ▪ For the school to use different music as part of our Christmas concert, we need to pay royalties. The PAC often supports the music program by covering these costs.
Treasurer’s Report Juanne Stewart	We have \$12,697 of funds available at this time. Our coffee promotion was very profitable this year, and this was our first year running the promotion. The Card Project is also usually profitable and we are planning to do that one soon.
Revamp of Executive Roles/LPAC Constitution	Updates have been made to the constitution documents. We are trying to make them more clear, concise and friendly. A draft is included with these minutes for review. Please send any feedback on these to leighpacinfo@gmail.com
DPAC Update	<p>The Dulce Huscroft Memorial Scholarship has been increased to 4k</p> <ul style="list-style-type: none"> • awarded annually \$500/student/year • rotating though the district <p>Stephen Whiffin –</p> <ul style="list-style-type: none"> • Covid-19 has been the focus and working diligently to follow all protocols • Work between the school district and Fraser Health • Want the families to feel safe - beneficial for young students to attend school. • Gradual Transition Program (GTP) is to keep students registered in the classroom they were originally assigned to versus leaving the registered school and working with district program (Encompass). It’s a parent directed program with learning packages created by central expert teachers. • At the start of this current school year, 2,700 students participated in GTP district wide and now there are 900 using the program in the district. • Expectation to return to school after spring break. <p>Presentation, Protecting our children on line - Dave Sands, SD43 Principal of Technology and Rob Heinrich, SD42 Technology Support teacher</p> <ul style="list-style-type: none"> • Increase awareness about the technology and regulating the use of the technology. <p>New Initiative - March 1st and 21st</p> <ul style="list-style-type: none"> • 21day Racial equity habit building challenge • March 21st is the International Day for the Elimination of Racial Discrimination • Details to follow at next meeting
Fundraising Coffee Sales	Hilary is planning to run another coffee sale in March
Fundraising Plant Sales	Tia is all set for the Mother’s day plant sale. Plants will be picked up May 8 at 2pm near the school. A flyer will come out with more details soon.

Fulfill Shoppe	So far, we have raised \$160. There is more marketing to come to showcase how much plastic we have saved by promoting this program.
Fundraising Leigh Gear	Maria has designed 2 shirts for sale. The designs are included with the minutes. We will likely sell these through our square site. More details to come later.
Munchalunch Credits	Munchalunch credits will expire at the end of the school year. The square site has been easier to administer than Munchalunch, so we are going to try and move parents' credits from Munchalunch to square. We will craft communication to send out to parents with more details and instructions.
Staff Appreciation	To show our appreciation for staff, we will be giving them giftcards sometime in May. Sheila will organize a vote to decide which giftcards to give before our April meeting.
Draft Values	<p>As part of the LPAC constitution review, we have been discussing our values. Here is a draft of our selected values to help guide our decision-making.</p>  <p>Selected Values</p> <ul style="list-style-type: none"> community <ul style="list-style-type: none"> welcoming kindness ethical teamwork playfulness <ul style="list-style-type: none"> balance efficiency communication <ul style="list-style-type: none"> transparency accountability respect <ul style="list-style-type: none"> honour trustworthy/honest loyalty aware recognition <p>What is a value?</p> <ul style="list-style-type: none"> Something you makes your heart happy, and wish others valued too If something angers you, it has violated one of your values. If someone were to offer you a million dollars, would you change your behaviour? If so, it's not a value.
Brainstorm 2021/2022 vision/goals	<p>What do we want to do for the community next year?</p> <ul style="list-style-type: none"> Parent and student workshops (Salima Noon) School Busses Christmas Concert Licensing Winter Wonderland Teacher Appreciation Website update Branded apparel Marketing help Playground equipment Outdoor shelter Informal parent sessions
Marketing	We recognize we need help with getting a clear and effective message out to the families in our community. As we solidify our vision, we are reaching out to the community for help. If you have marketing expertise, please reachout to





Growing up Digital

What makes our kids “click”?

(and how we keep them safe)



Dave Sands – Father and SD 43 Principal of Technology
Rob Heinrichs – Father and SD 43 Technology Support Teacher

In this presentation we hope to...

Reveal

- ...the motivations around our children's use of technology.

Increase

- ... your awareness of the potential issues and challenges around your children's technology use.

Share

- ... practical strategies you can utilize to support your children with healthy technology choices.

Remember When...



The World has changed

For Our Children...

- have never not known the Internet/smart phones
- communication is seamless
- they are never alone



Current Trends

- 53% of children have access to a cell phone by age 11, 69% by 12 and 85% by age 16
- Children and adolescents average 5-7 hours of non-homework screen time per day
- One third of students in grades 4-6 are active on various social media platforms despite the terms of use agreement age of 13
- One quarter of students in grades 7-11 report that someone has “sexted” them. 15% forwarded it to someone else.



Common Sense Media, 2018, 2019

What are their needs?

Even though the world has changed dramatically, our kids "needs" have remained the same.



- Fun/Entertainment
- Independence/Identity
- Communication/Connection
- Adventure
- Creation
- Sense of Belonging
- Risk
- Being heard

The Challenges they face

- **Inappropriate Content**
 - Pornography
- **Inappropriate Social Bhvr.**
 - Cyber Bullying
 - Nudes/Sexting
- **Privacy issues**
 - Identity theft
- **Health problems**
 - Screen time
 - Addiction



nickelodeon
ADDICTING



You Tube
Broadcast Your

Pinterest



PS4

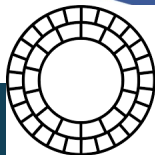
RUNESCAPE

facebo



Instagram

skype



MINECRAFT



MINICLIP
FREE GAMES AND SHOW




twitter

XBOX
LIVE

As parents and educators, we know what
“we” want for our children, but...

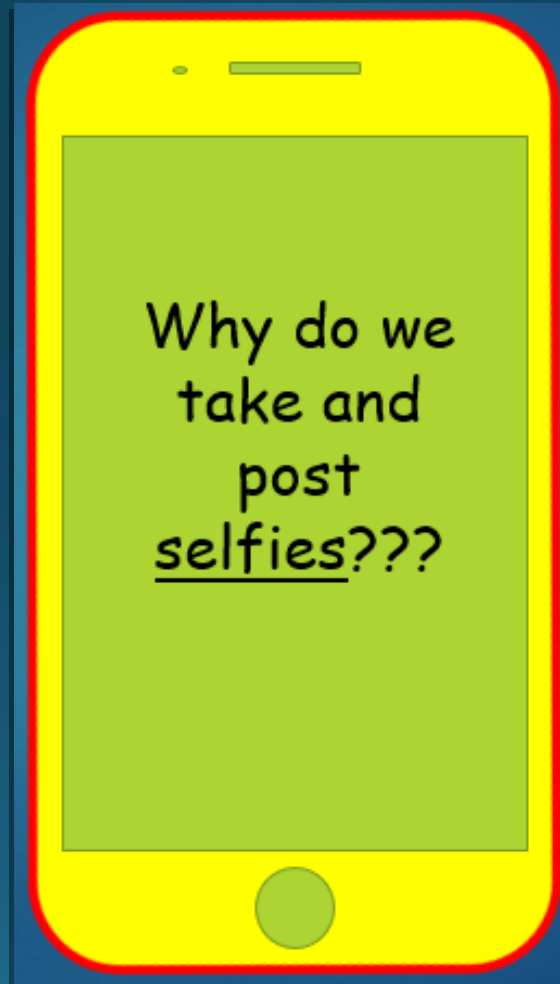
how do we get there?

- 
1. Generate expectations
 2. Engage and communicate
 3. Respond, support and model

1. Generate expectations...together

- **Access** - **Where and When** do we allow tech use?
- **Sites** - **What** is appropriate?
- **Screen time** – **How** much is enough?
- **Balance** – **What else** do they need?

2. Engage and have conversations... start with prompt:



Try to get my dark side



What is something you might like to talk to your child about regarding their technology use?

3. Respond, support and model

- Utilize **parent controls** as needed (article)
 - See issues as **learning opportunities**
 - Be available to **support not punish**
 - Be **consistent** with your expectations
 - Model good **digital habits**
- 
- A photograph showing a man in a light blue shirt and dark tie sitting at a table, looking down at a smartphone. A young boy in a light blue shirt sits across from him, looking bored with his hand to his face. The background is a bright, out-of-focus indoor setting.

What do we do when things don't go as planned?

- Get to the heart of the matter
- Remind & enforce expectations
- Focus on the big picture



Overall, we need to be involved and connected...

- Get online...
- Communicate...
- Share...
- Interact...
- Play games...
- Watch...
- Create...
- Engage...



...with THEM!



Questions???

Contact information and Resources

Dave Sands

Rob Heinrichs

dsands@sd43.bc.ca rheinrichs@sd43.bc.ca

@dhsands

@robheinrichs

[Screen Time Article](#)

[Parental Controls Article](#)

At School...



Teaching Digital Citizenship keeps kids safe

Student safety is every educator's job

Teach NetSafe!

www.sd43.bc.ca/Resources/DigitalCitizenship

SCHOOL DISTRICT 43
Learning for a Lifetime

Kids in the Know, Privacy, Common Sense, 43, 43, 43

The poster features a photograph of a teacher smiling and leaning over a desk to assist two young students, a boy and a girl, who are looking at a tablet together. The background is a light, neutral color.



**BEFORE YOU POST...
THINK!**

f Instagram g+ Twitter Snapchat

T - is it True?
H - is it Hurtful?
I - is it Illegal?
N - is it Necessary?
K - is it Kind?

The poster has a blurred background of a person's hands holding a smartphone over a desk with a laptop and a coffee cup. The text is overlaid in white and red.

**School District 43
(Coquitlam)**

**LEIGH ELEMENTARY
SCHOOL PARENT ADVISORY
COUNCIL**

CONSTITUTION

February , 2021

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Adoption of the Constitution

Adopted by the membership at the Annual General Meeting Held:

YYYY--MM--DD

PAC President

Shiela Hui

Print Name

Signature

YYYY--MM--DD

PAC Treasurer

Juanne Stewart

Print Name

Signature

YYYY--MM--DD

PAC Vice-President

Carrie Smith and Tania St John

Print Name

Signature

YYYY--MM--DD

DPAC

Representative

Tracy Hunter

Print Name

Signature

YYYY--MM--DD

PAC Secretary

Robert (Bob) Gill

Print Name

Signature

YYYY--MM--DD

Leigh Elementary

Principal

Andrea Hunter

Print Name

Signature

YYYY--MM--DD

SECTION I NAME

The name of the Association shall be the **LEIGH ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**, School District 43 (Coquitlam), hereinafter referred to as the "Council" or the "PAC. The Council will operate as a non-profit organization with no personal financial benefit and shall conduct business without bias toward race, religion, gender, or politics. "The PAC has been established with the authority granted in Bill 67 -- 1989 School Act, Part 2, Section 7 and 8 and Bill 34, the School Amendment Act -- 2002."

SECTION II MISSION STATEMENT

Leigh Elementary School PAC mission is to advocate for excellence in education, the safety and well being of our students, and for the effective and meaningful involvement of parents as education partners.

SECTION III OBJECTIVES

The objectives of the PAC are:

1. To support, encourage, and improve the quality of education and the well being of students in Leigh Elementary School.
2. To provide a forum and the opportunity for the membership to openly review and discuss any matter related to the school (e.g. programs, policies, plans and activities) as stipulated in the School Act and to advise the Principal, staff, or other associated organizations of any recommendations.
3. To promote effective communication and cooperation between the home and school in providing for the education of children.
4. To provide parents with information on how to effectively communicate within the education system and to advocate on behalf of their children at both the School and District levels.
5. To initiate fundraising activities when there is a need to provide funds for children to receive an enhanced quality of education in a safe, healthy environment and to generate funds to cover all PAC expenses.
6. To affiliate with the District 43 Parent Advisory Council (DPAC) and the British Columbia Confederation of Parent Advisory Councils (BCCPAC).
7. To organize PAC activities and events.

SECTION IV MEMBERSHIP

1. All parents and guardians of students in attendance at Leigh Elementary School have the right to participate at PAC meetings as voting members, recognizing that there is one vote per family (see Voting, Section VII). Regular attendance at meetings is encouraged to ensure an informed opinion and to aid the expediency of meetings.
2. Administration, staff (teaching and non-teaching), and students of Leigh Elementary School may be invited to PAC meetings as non-voting attendees. However, a staff member with a child as a student at this school will be allowed to be a voting member at general meetings of the PAC.
3. Members of the community residing in the catchment area of Leigh Elementary School may also be non-voting members of the PAC, but must apply to the PAC through the school office for inclusion.

4. The school will make available to the President a list of names of parents / guardians of students and staff if / when it is necessary to decide if a member is eligible to vote.

SECTION V DISSOLUTION

In the event of the dissolution of the PAC:

1. the PAC shall pay all outstanding debts and any costs of dissolution. The PAC shall then transfer any remaining funds and assets to another Parent Advisory Council(s) or DPAC within School District 43, Coquitlam, or a charitable organization(s) within British Columbia registered under the provisions of the Income Tax Act (Canada). This shall be determined by the membership at the final general meeting of the PAC.
2. all records of the organization shall be placed under the jurisdiction of the District Parent Advisory Council, School District 43, Coquitlam.

SECTION VI MEETINGS

General Meetings

- A. General Meetings shall be held as often as necessary, approximately every six weeks, but with a minimum of six meetings during the academic year.
- B. Additional general meetings may be called by the Executive with a minimum of 7 days' notice.
- C. General Meetings are for the purpose of conducting PAC business and discussion of issues as outlined in the Objectives of the PAC, Section III. A PAC meeting will not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
- D. All policy and spending decisions, other than operational needs, shall be made at general meetings where all parents, not only the Executive officers, can participate.
- E. The President will prepare agendas after accepting input from other PAC Executive or committee members and the Administration. A meeting is duly called if/when the agenda has been posted around the school and on the PAC website preferably seven days, but no later than five days, prior to a general meeting
- F. Any member wishing to place an item on the agenda of a general meeting shall contact the President or Chair Designate within 48hrs prior to meeting. The member or their designate is then required to attend the general meeting to present the rationale of that issue to the membership. "New Business" from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting.
- G. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- H. Meetings will be conducted efficiently with fairness to all members. Open discussion is encouraged, but orderly conduct and respect for other points of view is mandatory. Members acting inappropriately will be asked to leave the meeting. If they fail to comply, the meeting shall be adjourned.
- I. The Principal and staff members of the school are encouraged to attend and report at general meetings as requested by the PAC. The Principal's role is as consultant on school policies and as a liaison between

staff, parents and the PAC, and shall yield to the autonomy of the PAC, its Chair and its members at all meetings.

- J. Guests may be invited to any meeting at the discretion of the Executive to provide information or address agenda items. The guests' speaking time should be limited to 15 minutes so not to dominate the meeting. Any guest requiring more time should be invited to a special meeting.
- K. The rules contained in the most recent edition of "Robert's Rules of Order Newly Revised" shall be used by the PAC to resolve any procedural situation, unless they are in conflict with the rules in this Constitution and Bylaws. DPAC may be contacted for clarification and advice.
- L. Minutes of General meetings will be made available a week prior to the next scheduled General meeting. Attendees may request an email copy of General Meeting minutes from the Secretary.

Special Meetings

- A. A special meeting is a separate session held at a time different from that of any regular general meeting, and may be convened to consider only one or two items of urgent business. Maximum possible written notice of the meeting date and the agenda item will be provided to parents.
- B. Minutes of Special meetings will be made available within two weeks of the meeting to members, once they have been approved by the Executive. Attendees may request an email copy of Special Meeting minutes from the Secretary.
- C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

Executive Meetings

- A. Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas.
- B. Executive members may request an email copy of Executive Meeting minutes from the Secretary.
- C. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.
- D. Coordinators/Representatives are welcome to attend and participate at Executive meetings by invitation.
- E. Executive meetings may also be called to make time sensitive decisions or purchases as deemed fit by the executive members.
- F. Any motions passed at an Executive Meeting must also be voted on at the next General Meeting.

Annual General Meeting

- A. One general meeting will be named the Annual General Meeting and be held in May for the election of PAC officers for the next year. If vacancies remain, a supplementary election should be held in September.
- B. Each member entering a meeting shall sign the attendance record so that quorum and their eligibility to vote may be determined and recorded for any audits of PAC records.

- C. Minutes of the Annual General meeting will be made available within two weeks of the meeting to members, once they have been approved by the Executive. Attendees may request an email copy of Annual General Meeting minutes from the Secretary.

SECTION VII VOTING and QUORUM

1. Quorum must be achieved for the conducting of any business or decision making. In the absence of quorum, any business transacted will be null and void.
2. At any duly called general or special meeting the number of voting members present shall be a quorum, as long as they outnumber the non--voting members.
3. For the purposes of Executive meetings and resolutions of the Executive, the quorum shall be two--thirds of the voting positions filled on the Executive.
4. At the discretion of the meeting Chair or at the request of any voting member, non--voting members and visitors may be asked to leave the meeting room, for closed discussion and voting on any issue. This is essential to the free expression of the voting membership.
5. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority of eligible members actually voting. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast. Abstentions do not contribute to a vote as it indicates the member has no opinion.
6. The PAC President protects his or her impartial position by not voting unless it will determine the outcome of a motion or when the vote is by secret ballot. This does not prohibit a parent, other than the PAC President, from voting on behalf of the family.
7. In case of a tie vote, the motion shall be lost.
8. Voting by members on all matters **must** be given in person; i.e. voting by proxy shall not be permitted.
 - a. Each family is allowed one consensus vote at PAC meetings excepting in circumstances of "conflict of interest". **See "Code of Conduct" Section XIV.**
 - b. In case of dispute for the family vote, that right shall go to the person legally entitled to custody of the student. In instances of joint legal custody, the person who usually has care and control of the child is entitled to vote.
9. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by any member at a general meeting. Prior to any motions being put forth, the President shall ask PAC members whether anyone would prefer a secret ballot.
 - a. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The President or Chair Designate can vote by ballot. The issue or name(s) of the candidate(s) will be written on each ballot. A "yes" or "no" must be clearly written beside each issue or candidate on the ballot. A blank beside the name or issue indicates an abstention and is therefore not counted.
 - b. When the ballots are counted, two or more filled out ballots folded together are recorded as illegal votes. A marked ballot will be counted if it is folded with a blank ballot.

SECTION VIII EXECUTIVE OFFICIALS & COMMITTEE MEMBERS

The Executive will be as follows:

- A. President(s) (required)
 - B. Vice--President(s)
 - C. Treasurer(s) (required)
 - D. Secretary(s) (required)
1. The affairs of the PAC shall be managed by the Executive members whose titles and duties may be determined by the needs of the PAC.
 2. The positions of President, Treasurer, Secretary, and District Parent Advisory Council Representative are essential to the operation of the PAC and must be filled before any nominations will be accepted for other Executive positions.
 3. The term for Executive Positions shall be two (2) years, unless otherwise noted.
 4. Coordinators/Committees/Representative Positions may be formed and struck as deemed necessary, and may be as follows:
 - A. District Parent Advisory Council (DPAC) Representative(s)
 - B. School Planning Council (SPC) Representative(s)
 - C. Communications Coordinator
 - D. Fundraising Coordinator
 - E. Emergency Prep Coordinator
 - F. Hot Lunch Coordinator
 - G. Parent Education Coordinator
 - H. Traffic Coordinator
 - I. Volunteer Coordinator
 - J. Member at Large

SECTION IX ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting. Any member standing in Executive office that is an employee of a school district or the Ministry of Education must refrain from discussing, influencing and voting upon any matter before the PAC in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the PAC for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and Bias Committee for a ruling, should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.
2. The call for nominations shall be made at the meeting in April.
3. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. ***(Refer Section IV Membership.)***
4. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.

5. In the event a mandatory position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
6. Prior to the Annual General meeting the President may appoint an Elections Chairperson to chair the elections. Elections shall be conducted by the President or, the Elections Chairperson. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated

SECTION X DUTIES, ROLES AND RESPONSIBILITIES OF THE EXECUTIVE

1. The elected Executive shall consult with, take direction from, and represent all parents of the school. The Executive shall work as a team to ensure PAC purposes are achieved.
2. All officers are expected to attend all executive, general, and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the ***Code of Conduct (Section XIV)***.
3. If an Executive member is unable to attend a PAC meeting, they should inform the Secretary prior to the meeting and provide any report that may be required.
4. The Executive shall elect a "Chair Designate" early in the term from the Executive officers. This person shall convene and preside at PAC meetings when requested to do so by the President. The "Chair Designate" must always be a voting member that meets Executive eligibility criteria.
5. Executives shall maintain and deliver to their successors or the Chairperson within 14 days following the date at which their successor assumes duties, the following documentation:
 - A. Agendas
 - B. Committee Reports
 - C. Meeting Minutes,
 - D. Budgets
 - E. General Ledger
 - F. Financial Records (bank statements, cheque requisitions, gaming grant reports, etc)

A. The CHAIRPERSON will

- Convene and preside at all executive, general and special meetings or notify the Vice Chair(s) to assume this duty as necessary.
- Be familiar with and follow the Constitution and Bylaws and uphold the PAC Code of Values.
- Ensure that an agenda is prepared and distributed.
- Ensure a quorum is present before calling a meeting to order.
- Appoint committees where authorized to do so by the Executive or membership, and be an exofacial member to all committees except the Nominating Committee.
- Be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally.
- Ensure that the council is represented in school and district activities.
- Be a signing officer.

- Be available to the incoming chair for support for 6 months after the new Council is formed.

B. The VICE-CHAIR will

- Assume the responsibilities of the chairperson in their absence or upon request.
- Accept extra duties as required.
- Assist the Chairperson in the performance of his or her duties.

C. The TREASURER will

- Demonstrate ability and/or understanding of bookkeeping procedures.
- Ensure all funds of the Council are properly accounted for.
- Assess all financial undertakings to ensure they are within the annual budget
- Ensure expenditures have the proper authorization and are backed by detailed receipts and invoices.
- Prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report, all credits to and disbursements from the accounts, balance of funds on hand, and outstanding accounts receivable and payable, and the net surplus or deficit.
- Be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC.
- Be a signing officer.
- Ensure all bills and reimbursements are paid promptly.
- Draft an annual budget with the assistance of the PAC Executive.
- Submit an annual financial statement at the annual general meeting.
- Maintain all financial records in an orderly fashion as stipulated by BCCPAC D.
- Make financial records and books of account available to members or in the event of an audit upon request.
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's extended absence, leave, or roll transition.
- Advise and support incoming Treasurer; have financials updated and available to the incoming treasurer within 2 weeks of roll transition.
- Gaming Grant Application to be submitted yearly between April 1st to June 30th.
- Gaming Account Summary to be completed yearly at fiscal year end (August 31st).
- Gaming Event Licence Class D application for the entire year. Gaming Closing Report submitted 90 days after the final event.

The SECRETARY will

- Ensure all members are notified of meetings.
- Record and file minutes of all executive, general and special meetings.
- Keep an accurate copy of the Constitution and Bylaws, make copies available to members upon request, and ensure a current copy is available on the LAPC website.
- Prepare a copy of the Constitution for the Executive committee to review and sign within 2 weeks of the establishment of a new council or new executive member joining council.
- Prepare and distribute meeting minutes within 1 week of any meeting.
- File the original copy of the minutes.
- Issue and receive correspondence on behalf of the PAC.
- Ensure safekeeping of all records of the council.
- Monitor the PAC email account and respond to simple inquiries, forward to the appropriate person, and/or bring to the attention of the chair.

The DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE will

- Attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf.
- Report to the PAC regarding issues discussed.
- Seek input from the PAC for presentation at DPAC meetings.
- Vote the PAC's wishes at DPAC meetings
- Maintain the PAC's information with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.
- Submit a final report F. MEMBER(S) AT LARGE.
- Accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- Keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC.

The FUNDRAISING LEAD(S) will

- Propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution and Bylaws and PAC Policies.
- Coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive.

- Maintain a record of the fundraising project and suggestions for improvement for the Secretary to file.
- Fundraisers may include, but are not limited to, Plant Sale, Coffee Sale, Winter Wonderland, Carnival, etc.

The EMERGENCY PREPAREDNESS COORDINATOR will

- Send representatives to all meetings of the School Emergency Preparedness Committee
- Assist the school to ensure all student identification and release forms are up to date and properly stored
- Check all classroom bins once per school year to ensure all supplies are present and fresh, and that all classroom lists are current.
- Assist with other tasks to help the school meet all the District 43 Emergency Preparedness recommendations.

The HOT LUNCH COORDINATOR will

- Coordinate with the Principal as to convenient dates to offer special lunch service to students and staff.
- Coordinate the ordering, delivery and/or preparation of food.
- Coordinate volunteers as needed.
- Maintain a record of supplier contacts and suggestions for the smooth operation of this task.
- Ensure current health and safety standards are met
- Provide a budget to the Executive committee early in the school year, and quarterly updates.
- Maintain the online ordering system.

The PARENT LIAISON COORDINATOR will

- Oversee and facilitate the distribution of communication amongst parent liaisons.
- Forward PAC communication including, but not limited to: fundraising events and initiatives, community events, philanthropic endeavors, etc. in a timely fashion (within 2 business days).
- Communicate with the Executive within 24 hours via email should you receive communication to forward that you are not comfortable sending.
- Facilitate communication between parent liaisons and the council.
- Be in attendance of at least three PAC meetings per school year.
- Maintain the anonymity of parent data.
- Ensure that each division has a parent liaison.

- Hold a complete list of current parent email addresses.
- Ensure new families to Leigh receive a welcome package from the PAC as put together by the Executive.
- Check email daily.
- Place a call out to potential parent liaisons in June for a September start. Communication is to be distributed via email, social media, newsletter etc.
- Request class email lists from the school office within two days of the school administration finalizing classes for the school year. Place a call out to parents who wish to take on the role of parent liaison for their child's class via email, PAC social media, newsletter etc.
- Organize an orientation meeting for classroom liaisons no later than September 30th (provide information to parent liaisons unable to attend this meeting).
- Send a welcome email for liaisons to forward to their class and teacher in the first week of October.

SAMPLE WELCOME EMAIL:

I would like to introduce myself as the Classroom Liaison for Division XX. My name is XX and my daughter/son, XX is in this division.

The (Private) Parent Contact List that you are signed up for is used for 2 main purposes:

- Direct communications from the PAC/school for such things as PAC/school newsletters and events
- Classroom liaison communications for such things as field trip information, classroom news, teacher communications, classroom volunteer needs, etc.

To maintain confidentiality, I will always use BCC: mode when sending out email messages to the entire division.

Kindly please send me a quick email to acknowledge receipt of this message.

If you have any questions, please email me at XX. Thank you.

Regards,

XX

The PARENT LIAISON will

- Preferably be a parent or guardian of a child in the assigned classroom.
- Attend an orientation meeting in September, or request information from the Liaison Coordinator if unable to attend.
- Send all email communication to his or her class using BCC to ensure anonymity.
- Forward email communication from the Liaison Coordinator or classroom teacher to classroom parents.
- Organize parent volunteers if necessary.
- Facilitate communication between the classroom teacher and classroom parents.
- Let the Liaison Coordinator know of any families new to your division throughout the year so that they may be provided with a welcome package from the PAC.
- Promptly notify the Liaison Coordinator if they are no longer able to fulfill duties.

SECTION XI EXECUTIVE TERMS OF OFFICE

1. The term of office shall commence on July 1 of each year and end on June 30 the following year or until their successor is elected. The new Executive MUST allow for transition between exiting and incoming officers following the AGM in May. The term for Executive Officers shall be two (2) years
2. Each year the Executive Officers will read and sign the Constitution.
3. Any elected member of the PAC may serve on the Executive for as many years as he or she is elected. The Executive positions may be audited at the request of any voting member.
4. No person may hold more than one elected executive position at any one time. If a volunteer does not come forward for a vacant executive position, no other officer shall assume the duties of that position.
5. Any position may be co--chaired or shared with the agreement of the two (2) parties and with the understanding that they two people share one (1) consensus vote.
6. Should circumstances arise that a position is vacated during the term, the person who has held that position previously for two (2) years may reassume that position with a two third majority vote of the

council executive. Should this position be that of Treasurer, the accounts shall be submitted to school district 43 financial services or other independent individual or firm for audit to ensure proper accounting procedure.

7. The past president shall hold the office for one year.
8. The following are grounds for termination of the office of any Executive member:
 - A. Absence from three consecutive meetings of the Executive or PAC without reason acceptable to the Executive
 - B. Conviction of a criminal or other serious offence
 - C. Failure to observe the Constitution and Bylaws, purposes, and policies of the PAC
 - D. Failure to abide by the PAC Code of Conduct

SECTION XII COMMITTEES

1. Standing and ad hoc committees shall be formed as necessary by the President in consultation with the Executive or as directed by the majority of the membership at a general meeting.
2. The Term for Committee members and Coordinators shall be one (1) year
3. Committees are fully responsible to and will run under direction from the Executive Members.
4. Parent Liason Committee

The Council will select one person to be the parent liaison coordinator for a school year. This person will be responsible for leading the group of volunteer parent liaisons. A list of roles and responsibilities on this committee are listed below.

 - Parent Liason Coordinator
 - Forward PAC communication including, but not limited to: fundraising events and initiatives, community events, philanthropic endeavors, etc. in a timely fashion (within 2 business days).
 - Communicate with the executive team within 24 hours via email should you receive communication to forward that you are not comfortable sending.
 - Facilitate communication between parent liaisons and the council.
 - Must be in attendance to at least three PAC meetings per school year.
 - Follow email templates where necessary.
 - Maintain the anonymity of parent data.
 - Ensure that each division has a parent liaison.
 - Hold a complete list of current parent email addresses.
 - Ensure new families to Leigh receive a welcome package from the PAC as put together by the executive committee.
 - Check email daily.
 - Shall notify the executive team if he/she/they are unable to fulfill responsibilities.
 - Parent Liason
 - Preferably a parent or guardian of a child in the assigned classroom.
 - Attend orientation meeting in September, or request information from the Liaison Coordinator if unable to attend.
 - All email communication must be sent to the class email list using BCC to insure anonymity.
 - Forward email communication from the Liaison Coordinator or classroom teacher to classroom parents.
 - May organize parent volunteers.
 - Facilitate communication between the classroom teacher and classroom parents.
 - Let the Liaison Coordinator know of any families new to your division throughout the year so that they may be provided with a welcome package from the PAC.

- Shall notify the Liaison Coordinator if they are no longer able to fulfill duties.
- Schedule
 - June
 - Place a call out to potential parent liaisons for September. Communication is to be distributed via email, social media, newsletter etc....including new parents joining for the first time
 - September
 - Request class email lists from the school office within two days of the school administration finalizing classes for the school year.
 - During this time place a call out to parents who wish to take on the role of parent liaison for their child's class via email and PAC social media.
 - Send link to training video
 - Organize an orientation meeting for classroom liaisons no later than September 30th (provide information to parent liaisons unable to attend this meeting).
 - In the first week of October send a welcome email for the liaisons to forward to their class and teacher.

SECTION XIII PAC Representation to the School Planning Council

Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council (SPC) from parents or legal guardians of students enrolled in the school.

SPC Elections:

1. One of the representatives must be Leigh Elementary School Parent Advisory Council Executive member.
2. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
3. An absent member can be nominated at the meeting when PAC--SPC Rep elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the President for reference during the meeting. The absent member should submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
5. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgment of others.
6. The PAC will appoint two members, called "tellers" to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.
7. The election will require at least two ballots.
8. It is possible that a ballot may not elect any candidates, and further balloting is required.

9. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
10. When the PAC Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the PAC Executive SPC election can stand again.
11. When all balloting is completed, a motion will be made to destroy the ballots.

SPC Voting:

1. When a secret ballot is requested, one blank ballot will be given to each eligible voting member. The President can vote by ballot and nominated members can vote for themselves.
2. The name(s) of the candidate(s) will be clearly visible to all voters. To place a vote, the voter must clearly write the voter's name. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. A blank ballot indicates an abstention and is therefore not counted.
4. Only one name can be recorded on the ballot for PAC Executive SPC representative. More than one name will make the ballot void.
5. On the ballot for the other two PAC--SPC representatives, only two names can be written on any ballot, more than two names will make that ballot void.
6. A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for (yes) than against (no), with blanks or abstentions not contributing to the total of votes cast.
7. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast.
8. If there is no majority of "yes" votes over "no" votes for any candidate, then the election has failed and the President announces "no election". New nominations are taken and another secret ballot held.
9. The Tellers' report should follow this form:

Tellers' Report

a. Number of votes cast	17
b. Necessary for election (majority)	9
c. Candidate A received	12
d. Candidate B received	11
e. Candidate C received	6
f. Illegal Votes	1, etc.

10. When balloting for the PAC Executive SPC representative, the highest majority number will be elected; for the ballot of the two other PAC--SPC reps, the two highest majority numbers will be elected.

SPC Terms of Office:

The term of office for the Leigh School Planning Council representatives shall be for one year or until their successor is elected.

SECTION XIV CODE OF CONDUCT

1. The Leigh Elementary School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community. Open discussion is encouraged, but orderly conduct and respect for alternate points of view is mandatory for all members.
2. ALL members must refrain from discussing, influencing and voting upon any matter before the PAC in which they or their families have a pecuniary (financial) interest and are therefore in a conflict of interest. A concern raised by any member regarding a conflict of interest or a perceived bias of another member(s) shall be referred to a Conflict and Bias Committee for a ruling should the member in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
4. A parent or guardian who accepts a position as a PAC Executive Member, SPC Representative or a Committee Member:
 - A. upholds the Constitution and Bylaws, policies and procedures of the PAC
 - B. performs duties with honesty and integrity and meets agreed upon deadlines on projects
 - C. works to ensure that the well being of students is the primary focus of all decisions
 - D. respects the rights of all individuals
 - E. takes direction from the members, ensuring that representation processes are in place
 - F. encourages, supports, and provides information to parents and students with individual concerns on how to advocate on their own behalf
 - G. works to ensure that issues are resolved through the appropriate process
 - H. strives to be informed and only passes on information that is reliable and correct
 - I. respects all confidential information
 - J. supports public education
 - K. shall inform the Secretary or President prior to the PAC meeting if they are unable to attend & provide reports to be presented on their behalf.
 - L. Standing and ad hoc committees shall be formed as struck as deemed necessary by the Executive
5. Breaching the Code of Conduct may be cause for removal of an Executive officer. This would be done as a motion to rescind their election and it may be carried out by:
 - A. a two--thirds vote of the PAC Executive attended by 3/4 of the Executive (excluding the executive member in question). The Executive member in question shall receive 7 days written notice of the motion prior to the meeting,
 - B. OR a majority vote of voting members at a duly called general meeting, where the notice of the intent of the motion has been presented in the agenda.

SECTION XV FINANCES

1. A proposed budget should be drawn up by the President/ Executive and be modified and approved by the membership at the first general meeting of the year.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in appropriate account(s) for Leigh Elementary School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse:
 - A. monies as directed by the members as expressed at executive and general meetings.
 - B. Monies submitted shall be requested in the form of cheques made out to Leigh Elementary School PAC.
 - C. Two members (one shall be Executive or designate) must verify and account for monies collected from events or fundraising.
 - D. ALL monies raised by the PAC must be deposited promptly in a PAC account before being dispersed so that proper records are maintained; and, where possible, bank deposits will be made by a member of the PAC executive, or designate.
4. There shall be at least four signing officers for banking and legal documents. This shall be the PAC President, the Treasurer and two other Executive officer, or designates, as decided by the Executive.
5. All money paid out from the PAC will be as a cheque on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the "payee" or amount is left blank. All issued cheques must bear the signatures of two of the four authorized signatories.
6. The general membership must approve all expenditures by Executive or Committee Members over their budget. Preferably this should occur at a general meeting if one is held prior to that expenditure being made. If this is not possible, the Executive can approve an expense up to 10% of the budgeted amount or \$40 dollars, whichever is lesser. The PAC is not obligated to reimburse individuals who exceed these guidelines without prior approval.
7. The Treasurer will submit a written financial report at each general meeting. The Treasurer will submit a complete annual statement at the first general meeting after the end of the PAC's fiscal year (August 31).
8. A review or audit of the accounts must be done at the end of each fiscal year. A review or audit is also mandatory at the change of Treasurer. Audit for this purpose refers to an independent review and verification of all records during the period under review, i.e. budget year.
9. All financial records are the legal property of the PAC and must be kept for a minimum period of seven years and turned over to the Executive on demand. Any member who makes such arrangements with the Treasurer can view financial records.
10. A contingency fund shall be set up and maintained for the administration of PAC activities. The amount shall be \$5,000 dollars. This amount must be carried forward to each new term.
11. Current regulations for use of gaming funds must be met.

SECTION XVI FUNDRAISING

1. By the first general meeting of a school year the PAC should draw up an agenda of goals to be achieved during that school year and, if necessary, how to fundraise for them (**See Section XV, 1**). Funds raised should be dedicated to providing the most, and ideally lasting, benefit for the greatest number of students as decided by the parents. Fundraising activities should not become, nor be viewed as, the most significant contribution the PAC makes to the school.
2. It shall be stated to the membership how the proceeds of any fundraiser will be directed.
3. Fundraising by the PAC will be undertaken in consultation with school administration and the approval of the membership.
4. Fundraising must be sensitive to the fundraising of other groups within the community and resources of their own parent community.
5. No member or their family shall benefit financially from fundraising at the school.
6. Special fundraisers for the benefit of the greater community may be undertaken upon approval at a general meeting.

SECTION XVII CONSTITUTION AMENDMENTS

1. The Constitution and Bylaws of the Leigh Elementary School Parent Advisory Council may be rewritten every 5 years, or at the discretion of the Executive.
2. Amendments to the Constitution and Bylaws of Leigh Elementary School Parent Advisory Council may be made at any general or special meeting of the PAC with a proper quorum, notification, and voting majority.
3. Amendments to the constitution shall be added to the end of the current constitution and signed by the Executive.
4. 4 Amendments at the back will be rewritten into the constitution every 5 years, or at the discretion of the school principal
5. Written notice of proposed amendments must be given to members of the Executive at least fourteen (14) days prior to presentation at a meeting.
6. Written notice of proposed amendments must be given to members of the PAC at least five (5) days prior to presentation at a meeting.
7. A three--quarters (3/4) majority by eligible voting members in quorum is required to amend any part of the Constitution.

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