



SIR WILLIAM VAN HORNE ELEMENTARY SCHOOL

PARENT ADVISORY COUNCIL (PAC)

HANDBOOK

TABLE OF CONTENTS

I. INFORMATION ABOUT THIS DOCUMENT	4
II. WHO IS THE PAC?	4
III. GOALS OF THE PAC	4
IV. PAC MEETING SCHEDULE	4
V. PAC EXECUTIVE - ELECTED POSITIONS	5
VI. EXECUTIVE COMMITTEE MEMBER RESPONSIBILITIES	5
VII. PARENT VOLUNTEERS ROLES	9
VIII. PAC PROCEDURES	12
NOMINATIONS & ELECTIONS	12
PAC MEETING AGENDA AND MINUTES	12
HOW TO SUBMIT A MOTION	13
FUNDING PROPOSAL PROCESS & REQUEST FORM	14
IX. APPENDIX A- PAC FUNDING REQUEST FORM	15
X. REFERENCES:	17

I. INFORMATION ABOUT THIS DOCUMENT

This handbook has been prepared to support the work of the Parent Advisory Council and to inform the wider parent and school community on the key goals, roles and procedures. It is meant to provide additional operational information while adhering to the tenants published Van Horne PAC Constitution and Bylaws, available at <https://www.vanhornepac.com/constitution/>

II. WHO IS THE PAC?

The Parent Advisory Committee (PAC)'s key role is to "advise the Board, Principal and staff of the school respecting any matter relating to the school." The PAC consists of all parents and guardians, who wish to attend monthly meetings and volunteer to help with planning, coordinating and fundraising for various school events and activities throughout the school year.

Additionally, the PAC supports parents by helping to maintain the flow of information through a dedicated website, a webpage on the school's website, as well as through email alerts and Facebook.

Everyone involved with the school is encouraged to be involved and attend meetings, volunteer at events, stay connected and freely share information that will be of interest to our community and kids!

Van Horne PAC Website: <http://www.vanhornepac.com/>

School Website PAC Webpage: <http://go.vsb.bc.ca/schools/vanhorne/Parents/PAC>

Facebook: [Van Horne Parents](#)

III. GOALS OF THE PAC

- To enhance our school community and improve the lives and development of our kids
- To provide opportunities to educate and inform parents about the school
- To involve parents in volunteer activities that benefit our school and kids
- To run family-friendly events and raise funds to support our school and kids
- To provide an opportunity for a positive, collective voice for parents

IV. PAC MEETING SCHEDULE

The PAC executive and officers meet on a regular basis to discuss and plan initiatives that will benefit the school community. On a monthly basis, ideas and motions on important initiatives are then brought forward for review, discussion and approval by the PAC membership.

Meetings are open to all Van Horne parents, guardians, staff and invited guest speakers. The attendance of the Principal (or a designated school representative) is typical and teachers are also welcome to attend to share updates.

Unless otherwise communicated, General PAC meetings are typically held on the third Thursday in September, October, November, January, February, April and May from 6:30-8:00 pm in the Library. Free child-minding is available.

To discuss motions, proposals, budget and upcoming events, as well as confirm the General PAC Meeting agenda, the PAC Executive meets monthly on the first Thursday in September, October, November, January,

February, April and May. Special meetings may be called throughout the year for parent education topics, budget planning, or other matters of relevance to the parent community.

V. PAC EXECUTIVE - ELECTED POSITIONS

The following elected positions form the executive committee:

- President (President) – Email: chair@vanhornepac.com
- Vice-President (Vice-President) – Email: vicechair@vanhornepac.com
- Secretary – Email: secretary@vanhornepac.com
- Treasurer – Email: treasurer@vanhornepac.com
- Coordinator Positions

NB: There are also many important parent volunteer positions (direct reports to the President) that are needed to support the work of the PAC. These are not elected positions and are open to those who want to contribute their time in support of school community and PAC-based initiatives.

VI. EXECUTIVE COMMITTEE MEMBER RESPONSIBILITIES

1. President – The senior officer(s) of the PAC executive committee. The President coordinates Parent Advisory Council affairs in cooperation with other executive members. The President makes a sincere effort to understand local conditions in the school and community, and maintains a spirit of loyalty, cooperation and friendliness among the executive and general membership.

Responsibilities:

- Plan and run the monthly Executive PAC Meeting, General PAC Meetings, and Special Meetings as they arise, using the Roberts Rules of Order
- Work with the Secretary to ensure that an agenda is prepared and presented
- One of the signing officers for the PAC
- Know the constitution, bylaws, and meeting rules
- Meet and coordinate with the principal on a monthly basis
- Help plan events and committees with the PAC Executive
- Delegate events to event coordinators and provide them with support
- Help plan the budget and fundraising activities
- Attend various events: Welcome to Kindergarten, Movie Night, Meet the Teacher/Welcome Back Potluck, Pancake Breakfast and End of Year Carnival, Parent/Staff Appreciation Luncheon, Ready Set Learn, Remembrance Day Assembly, Year End Assembly
- Communicate with the parents at regular intervals via email, facebook and the website
- Official spokesperson

Time commitment: on average 5-8 hours per week

2. Vice President – Provides support to the senior officer

Responsibilities:

- Assume the responsibility of the President in the President's absence or upon request
- Assist the President in the performance of their duties (see above)
- Accept extra duties as required
- One of the signing officers for the PAC
- Assist in setting PAC Executive and General meeting agendas and presenting on various topics
- Responsible for general communication of PAC information to parents and the school administration including the preparation of a PAC Newsletter 3 times per year (to be sent out in backpacks and via email to parents) – Fall Newsletter (October), Winter Newsletter (January) and Spring Newsletter (April)
- Attend monthly Executive PAC Meeting and General PAC Meetings
- Attend various school events as required

Time commitment: on average 3-5 hours per week

3. Past President –

Responsibilities:

- Support the transition to a new President
- Assist, advise, and support the PAC
- Provide information about resources, contacts, and other essential information to the PAC
- Attend monthly Executive PAC meeting as necessary

Time commitment: on average 2-3 hours per month in Fall

4. Secretary – Responsible for recording and keeping the minutes

Responsibilities:

- Work with Executive to draft and finalize agendas for Executive PAC and General PAC meetings
- Attend and record the minutes of all Executive PAC and General PAC meetings
- Responsible for forwarding draft minutes from PAC General meetings to the Executive and the Principal for review and approval before posting to the website and to PAC bulletin board in school lobby
- Ensure the past month's minutes are presented for adoption at meetings
- Circulates attendance sheets, agenda and past draft minutes at meetings
- Collect and distribute mail received in the school office PAC inbox
- Prepares and maintains other documentation as requested by the membership or executive
- Arrange babysitters for General PAC meetings
- Prepare monthly calendar of PAC and school-wide events and post on PAC bulletin board in school lobby
- May be a signing officer

- Keep an accurate and up-to-date copy of the Constitution and Bylaws and provide copies to members upon request

Time commitment: on average 5-8 hours per month

5. Treasurer – Manages the finances for the PAC

Responsibilities:

- Responsible for receiving all funds for the PAC and making bank deposits at a recognized financial institution approved by the PAC
- Responsible for the safekeeping of all the PAC financial assets
- Distribute funds authorized by the Executive and the PAC membership
- Maintain an accurate record of all expenditures
- Provide accurate accounting and financial outcomes for all PAC events and initiatives
- Prepare the financial report to be reviewed at the monthly Executive PAC meeting
- Attend and present the financial report at the Executive PAC Meeting
- Prepare the budget with assistance and input from the President and Principal and input from the membership
- Present a year-end financial statement at the General meeting in May
- File grant applications
- Issue charitable donation receipts
- File registered charity information return
- Make financial documents available for viewing by members upon request
- Signing officer for the PAC

Time commitment: on average 5-8 hours per month

6. DPAC Representative – Represents the PAC at the District Parent Advisory Council (DPAC)

Responsibilities:

- Attend DPAC meetings and represents, speaks, and votes on behalf of the PAC
- Report to PAC on matters relating to the DPAC
- Attend General PAC meetings
- Attend monthly Executive PAC meetings as necessary

Time commitment: on average 4-5 hours per month; 2 hours per month for DPAC meeting + 2 hours per month for attendance at General meeting

7. Fundraising Administrator – Overall administration for the hot lunch program and other PAC fundraising activities

Responsibilities:

- Set up the MunchaLunch website for orders and fundraisers for each term
- Answer all parent inquiries regarding Hot Lunch via email or telephone
- Collect payments and ensure all parent accounts are paid in full within 4 weeks of each term starting
- Print out reports for the volunteers and ensure the reports are in the Hot Lunch binder prior to the actual Hot Lunch day
- Reconcile vendor invoices with work orders and ensure accounts are paid and in good standing
- Liaise with the office on communication of the Hot Lunch program, payments, and the arrival of new families
- Attend monthly General PAC meetings
- Attend monthly Executive PAC meetings as necessary

Time commitment: approximately 8-10 hours per month in September, January and April for hot lunch programming and 2 hours per week for follow-ups for non-payments (can be done any time of day), and ongoing fundraising administration.

8. Volunteer Coordinator – To increase awareness and recruitment of volunteers

Responsibilities:

- Update our online Volunteer Sign Up list of opportunities for the beginning of the school year
- Monitor the Volunteer Sign Up site and forward appropriate Volunteer information to Committee Supervisors
- Communicate in a timely and professional manner with any inquiries that come through the Volunteer Sign Up online system
- Communicates in advance (48 hours minimum) with the President if there are not enough volunteers to maintain PAC activities (i.e. hot lunch)
- Attend monthly General PAC meetings
- Attend monthly Executive PAC meetings as necessary

Time commitment: 3 hours for programming and monitoring the system monthly (can be done any time of day), and approximately 1-2 hours per week throughout the year.

9. Parent Education Coordinator – Organize and execute 3 parent education events per year, including a speaker at the October General PAC Meeting, a speaker at the January General PAC Meeting and a stand-alone speaker event scheduled in late February or early March.

Responsibilities:

- Survey parent community topics of interest
- Contact guest speakers

- Prepare posters and, if necessary, Eventbrite invitation
- Arrange for honorarium to be provided
- Arrive early to prepare space and greet guest speaker
- Attend monthly General PAC meetings
- Attend monthly Executive PAC meetings as necessary

Time commitment: 2-4 hours per month

10. Inclusivity Coordinator – Provides leadership in relation to issues of diversity, equality and inclusion

Responsibilities:

- Help to create and maintain a sense of community and inclusion for all PAC members
- Identifies core values of the community and communicates / supports these within the community
- Attend monthly General PAC meetings
- Attend monthly Executive PAC meetings as necessary

Time commitment: 2-4 hours per month

Other Executive Positions

Communication Coordinator: Serves as a voice to connect the PAC community. This may involve correspondence through emails, letter, and/or writing and distribution of a PAC newsletter. Also able to format and create visually appealing materials and have experience working on websites.

Fundraising Coordinator: Plans the events and fundraisers for the year and may also organize volunteers for the individual fundraisers and/or events being planned and liaison between fundraising companies and parents.

VII. PARENT VOLUNTEERS ROLES

1. Hot Lunch Supervisors x 2 (Tuesday, Thursday) – Organization of the parent volunteers for the Hot Lunch program

Responsibilities:

- Ensure the smooth distribution of lunches to students on the day
- Train / manage parent volunteers who come to help on the day
- Support recycling and composting
- Share information back to the PAC Executive so that any issues can be addressed in a timely manner including:
Improving and keeping training documentation up to date
Keeping any required supplies in stock
- Attend monthly General PAC meetings and Executive PAC meetings if/as necessary

Time commitment: on average 2-3 hours per week per supervisor

2. Welcome Back Potluck / Meet the Teachers: Supervisors x 2 – Organize & Execute a Welcome Back Potluck event (Second Thursday in September from 4.30-6.30 pm)

Duties:

- Review the previous year's notes
- Create an event outline based on the previous year's file
- Prepare promotional materials
- Organize volunteers for Set Up, Event Running, and Clean Up
- Arrange to rent / pick up/ drop off equipment as necessary
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

Time commitment: approximately 5-6 hours in early September, including 3 hours on the actual day of the event

3. Movie Night: Supervisors x 3 – Organize & Execute a Halloween Movie Night (last Friday in October from 3.30-5.30 pm), as well as a Holiday Movie Night (second Friday in December from 3.30-5.30 pm) and a Spring Movie Night (second Friday in March from 3.30-5.30 pm)

Duties:

- Review the previous year's notes
- Create an event outline based on the previous year's file
- Prepare promotional materials
- Organize volunteers for Set Up, Event Running, and Clean Up
- Collect orders and payments
- Reconcile payments and expenses; submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

Time commitment: approximately 5-6 hours from September – October 31st, including 3 hours on the day of the movie night

- 4. Pancake Breakfast / Food Bank Fundraiser: Supervisors x 2** – Organize & execute this annual event (third Tuesday in December from 7.30– 8.45 am)

Duties:

- Review the previous year's notes
- Create an event outline based on the previous year's file
- Prepare promotional materials
- Organize volunteers for Set Up, Event Running, and Clean Up
- Arrange to rent / pick up/ drop off equipment as necessary
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the event to the PAC

Time commitment: approximately 10 hours from November – December, including 4 hours on the actual day of the event

- 5. Grade 7 Grad Committee: Supervisors x 2** – Organize & execute the fundraising activities along with the Farewell Ceremony and Luncheon on property

Duties:

- Review the previous year's post-event notes
- Create an event outline based on the previous year's file
- Create an fundraising outline based on the previous year's file, with a detailed budget
- Organize volunteers for fundraising events and communications, including Friday lunches 1x / month in October, November, January, February, April and May
- Ensure all fundraising activities have accurate accounting and financial outcomes and submit financial information to the Treasurer on a regular basis
- Find a volunteer to manage the creation of the Grad Book
- Collect ticket orders and payments for the Ceremony and Lunch
- Reconcile payments and expenses and submit to Treasurer for deposit
- Present a financial summary and post mortem of the year's activities to the PAC

Time commitment: on average 4-6 hours per month

- 6. Book Fair** – Assist the Librarian with organizing & executing this annual fundraiser in September/October

Duties:

- Assist the Librarian with set up duties as required
- Organize volunteers to assist during the sale
- Assist the Librarian with collecting orders and payments

Time commitment: approximately 4 hours in September/October

VIII. PAC PROCEDURES

NOMINATIONS & ELECTIONS

A call for volunteers to fill the executive position for an upcoming academic year shall be made at the April and May general meetings. Elections for positions are typically held in May (but may be held in September / via motion at other meetings to fill any vacant positions) and any parent or guardian may run for a position or cast a vote.

Nomination forms can be submitted prior to the meeting and nominations will also be accepted from the floor (at the meeting). Submissions can be placed in the secure PAC box outside the office. Self-nominations are accepted. If nominating another person, the nominee must agree to the nomination before his or her name is put in for consideration.

Nomination forms will be reviewed at the meeting and, if there is only one person nominated for a given position, the PAC membership will be asked if there are any other nominations for the position (three times). Hearing none, the nominated individual will be asked if he/she accepts the position. If he/she accepts the position, the motion will then be carried upon identifying an approver, seconder and a majority show of hands (quorum).

In the case where additional nominations come forward, ballots will be distributed so that a vote can be taken. When votes are counted, the individual with the most votes will be asked if he/she accepts the position. If he/she accepts the position, the motion will then be carried upon identifying an approver, seconder and a majority show of hands (quorum).

PAC MEETING AGENDA AND MINUTES

Standard Agenda

1. Welcome / introductions
2. Approval of agenda
3. Approval of minutes (from last meeting)
4. Principal's report
5. Reports from Executives & Committees
6. Old business
7. New business
8. Upcoming Events
9. Other Announcements (including date and time of the next meeting)
10. Adjournment

There is an agenda for each meeting and minutes are recorded. Draft minutes are posted in the school lobby on the bulletin board and on the website. Once approved, PAC minutes remain on the websites:

HOW TO SUBMIT A MOTION

The Van Horne PAC is committed to fairness, transparency, accessibility and efficiency. To this end, here's how one submits a motion to the membership to discuss and vote on at one of our General Meetings. Here's what you need to know.

NORMAL MOTIONS

A 'normal motion' is one that **does not**: 1.) involve expenditures over \$200, 2.) involve a change to the PAC's Constitution & Bylaws or 3.) Add complexity or extra time requirements for PAC Executive or directors / coordinators / managers.

Here's how one submits a *normal motion*:

1. Preferably before a PAC meeting (to support scheduling) or at the start of a meeting when the Chair asks to approve the agenda, indicate to the Chair that you wish to put forth a motion. If beforehand, we'll allot time for you to present your motion. If at the meeting, after the welcomes you could raise your hand and say "I wish to add a topic to the agenda".
2. At the appropriate time, the Chair will invite you present your motion to the floor (e.g. "I move that we ____"). You are the "mover" of the motion.
3. The Chair will ask the membership for a Secunder. If this does not happen, the motion is declared dead and the meeting moves on.
4. If the motion is seconded, then the motion is open for a discussion period whose length is determined by the Chair (who may choose to limit or terminate discussion in the interests of time).
5. After discussion, the Chair then calls for a vote. If a majority is reached from the quorum (i.e. the members present at the meeting; only 1 vote allowed per family), then the motion is passed.

SPECIAL MOTIONS

A 'special motion' is one that: 1.) involve expenditures over \$200, 2.) involve a change to the PAC's Constitution & Bylaws or 3.) Add complexity or extra time requirements for PAC Executive or directors / coordinators / managers.

Submitting a *special motion* follows the same process as a normal motion, but with three extra steps at the start:

1. A written explanation and rationale for the motion (including a clear outline / schedule / amounts requested for any proposed monetary expenditures (use Appendix A), specific changes to PAC Constitution & Bylaws and/or additional requirements for PAC executive) of the motion must be submitted at least 4 weeks (20 business days) before a PAC General Meeting. Sent it to the attention of the Chair role (chair@vanhornepac.com) and Secretary role (secretary@vanhornepac.com).
2. With respect and consideration, the PAC Executive will review the written proposal and provide you with feedback, suggestions or guidance at least 2 weeks (10 business days) prior to a PAC General Meeting. You are then welcome to refine your motion or leave as is. If you refine your motion, please re-share with the Chair & Secretary roles.
3. One week (5 business days) prior to the PAC General Meeting, a summary of the final motion will be shared with the wider PAC community primarily through electronic means (email, social media).

4. See steps 2 to 5 of a normal motion.

FUNDING PROPOSAL PROCESS & REQUEST FORM

The Van Horne PAC fundraises to make a positive difference within the school community by supporting initiatives that benefit the education and well-being of students, teachers, staff and parents. Given teachers' knowledge and awareness of our kids and their learning needs, the PAC welcomes funding requests from teaching staff. When considering proposals, the following criteria are important:

1. Funding proposal request will have an impact on large number of students (4 and more divisions)
2. The proposal is connected to the new BC Redesigned Curriculum

Process for teachers:

TEACHER(S) SUBMITS PROPOSAL

Teacher(s) provide completed forms to the Principal by the first Wednesday in October. To streamline, the Principal will then submit to the PAC Chair by the second Wednesday of October each year.

Please note: Funding requests may be put forward by either an individual or a group of teachers. It can be expected that an annual ask(s) to \$10,000.00 can be allotted without a targeted fundraising initiative. Electronic submissions preferred.



PAC PROPOSAL REVIEW / SELECTION

All submitted requests will then be reviewed by PAC Officers and proposals will be selected to move forward for review at the October General PAC Meeting (typically held on the last Tuesday of the month at 630pm).



PROPOSAL(S) POSTING / REVIEW FOR GENERAL PAC OCTOBER MEETING

PAC Chair will let Principal know which proposals were selected for review at the October General PAC – Proposals will be posted online for parents to view at www.vanhornepac.com and will be added to the agenda review/discussion by parent community at the October Meeting.



TEACHER Q & A - MOTION TO APPROVE PROPOSAL(S) – NOVEMBER MEETING

Teacher/Teachers with selected proposals will attend the November General PAC Meeting (typically held on the last Tuesday of the month at 630pm). There will be an opportunity for Q & A. Motions to approve proposal(s) will then be made.



FUNDS RELEASED

Approved proposal funds will be made available by the end of the first week of December.

IX. APPENDIX A- PAC FUNDING REQUEST FORM

This funding request form is to be completed for any requests that exceed \$200.00. On the basis of this document, a motion may be put forward at a General PAC Meeting to approve this expenditure.

1. Funding Proposal Title:

--

2. Name(s) of person(s) submitting proposal:

--

3. Participating Grades / Divisions:

--

4. Funding Proposal Description / Rationale:

--

5. Connection to the BC Redesigned K-7 Curriculum (please specify grade(s) and associated outcomes):

--

6. Breakdown of Costs / Vendors - if space is not sufficient, please attach a spreadsheet.

--

7. Desired Date(s) for Funding Release:¹

8. Information on how classes / students could themselves support the project (i.e. involvement in fundraising, opportunities for leadership, service learning, etc.)

9. Any Other Key Information and/or Considerations:

¹ Initiatives that require large sums of monies (over \$10k) can be funded but a plan should be provided on how monies could be received / spent over series of years (2-3 year plan etc.)

X. REFERENCES:

BC Confederation of Parent Advisory Councils. *Leadership Manual, PAC and DPAC Guidelines*.

<http://bccpac.bc.ca/pacdpac-info/what-is-pac/leadership-manual/> (accessed September 1, 2017).

Backpackfundraising. *Parent Advisory Committee Positions*. From

<http://backpackfundraising.com/pac/positions/> (accessed September 1, 2017)

Chartwell Parent Advisory Committee Outline of Positions – Available Positions and Descriptions.

westvancouver.schools.ca/chartwell-elementary/wp-content/uploads/2017/05/CPAC-Outline-of-Positions.pdf (accessed May 1, 2018)

Sir William Van Horne PAC Constitution and Bylaws, available at <https://www.vanhornepac.com/constitution/> (accessed May 1, 2018)