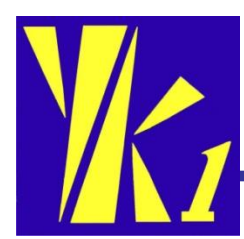


Parent Advisory Committees Orientation

*Presentation - Wednesday, November 5, 2015 - 12:00 p.m.

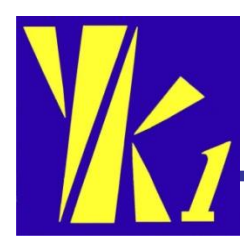
Welcome!



Definition of a School PAC

A collective association of *parents, teachers, principals, staff and community representative(s)* who work together to promote the well-being and effectiveness of all stakeholders in the school community and thereby enhance student learning.

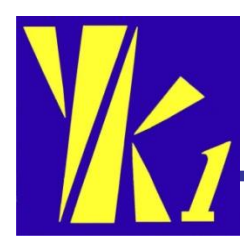
A school PAC can be an effective way to facilitate collaboration among all education partners in the school.



Mandate of School PAC

School PACs work to ensure the best possible education for all students within the school.

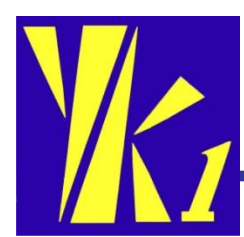
- This group provides a structure in which parents, principal, teachers, students and community members can talk about education in their school.
- The PAC represents the voice of everyone in the school community on educational issues; individual opinions are encouraged and valued.



School PACs - Roles and Responsibilities

The Role of a PAC is to...

- Support the mission and goals of the school
- Inform and involve the school community
- Represent the school community
- Work within school board policies
- Focus on best interests of students
- Work with other school PACs
- Provide advice to school boards



PAC members work together to...

1) Establish the PAC's mission, vision and goals

- Defining the group's mission, vision and goals leads to more productivity and is an appropriate focus of PACs rather than focusing on the day-to-day management of the school or the professional practices of the principal and teachers

2) Consult with the principal, so he or she may ensure school performance, programs and priorities meet the school community's expectations

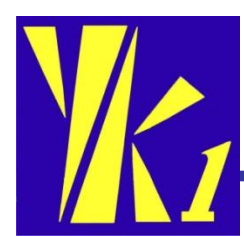
- Carrying out this role requires extensive consultation with the school community and collaboration on setting priorities, strategies and performance measures



'PAC members work together to...' continued

3) Advise the principal, school board, parents and volunteers

- Provide advice to the Principal on any matter relating to the school, including strategies to help the school fulfill its mission and vision, and methods of evaluating the school's progress towards its goals
- Provide advice to the school board on broader education issues
- Provide advice to parents on their roles and responsibilities in the education of their children
- Provide advice to volunteers on their roles, responsibilities, and rights, and the importance of confidentiality



Parent Advisory Committees Orientation

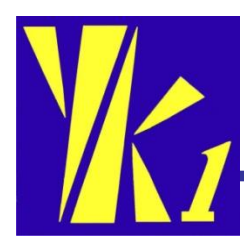
'PAC members work together to...' continued

4) Consult regarding student learning

- With the principal on issues related to student learning within the school
- With other school PACs and education partners on wider issues

5) Share information with the school community

- Communication is vital in keeping the school community, school board, and other school PACs informed



Responsibilities of PACs may include...

1) Actively seek the views of the school community

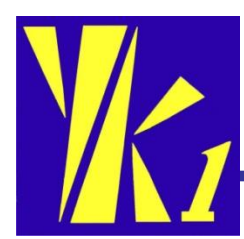
- Continually seeking input helps PACs accurately formulate goals and expectations for the school that will meet community needs

2) Actively represent the views of the school community and become as influential as possible

- Communicate the views of the school community to the principal, school board and other education partners, where applicable

3) Inform the school community

- It is important for others to know the PAC's roles, functions, projects and decisions, as well as the reasons behind them



Parent Advisory Committees Orientation

Responsibilities of PACs continued...

4) Involve the school community

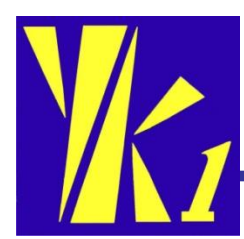
- Bring all parents into the education circle to ensure decisions reflect the interests of all children in the school

5) Encourage all forms of parental involvement and support

- Membership on the PAC is one way for parents to participate in the life of the school
- Parent volunteers play an important role in the school; parents and the school both benefit from direct parental involvement and support

6) Work within the policies of the local school board

- The school district's mission statement is an effective guide to ensure PAC efforts remain within district policies and guidelines



Parent Advisory Committees Orientation

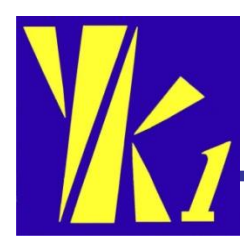
Responsibilities of PACs continued...

7) Become well informed

- Familiarize PAC members with school policies and operating practices to ensure all members act in accordance with them
- Encourage members to take advantage of sessions designed to increase their understanding of the principles of team work, consensus building, school-based decision making and other issues that affect the work of the group

8) Focus on the best interest of all students

- Ensure the needs of all students are recognized, considered and addressed to prevent individuals or the group from promoting their own agenda or self-interest at the expense of others

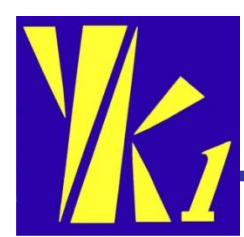


Parent Advisory Committees Orientation

Responsibilities of PACs continued...

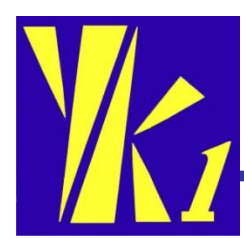
9) Maintain high ethical standards

- Limit discussions to matters of concern to the school community as a whole
- Respect the confidential nature of individual student learning and behaviour
- Handle financial matters in an accountable manner



Role of parents as members of PACs

- Advise the principal of their views on any matter relating to the school
- Consult with the principal on any matter relating to the school
- Take advantage of opportunities to express views on such matters as the nature of schooling and the suitability of educational innovations
- Work towards building a positive consensus-building school environment



Parent Advisory Committees Orientation

Role of parents continued...

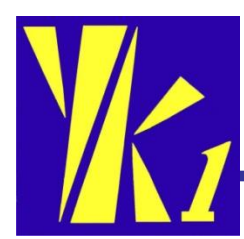
- Show respect to other PAC members
- Respect the decision of the majority
- Encourage parents and other community members to become involved
- Resolve issues in the spirit of the best interest of the whole school



Role of the Principal in relation to the school

Fulfill general responsibilities of a school principal, such as...

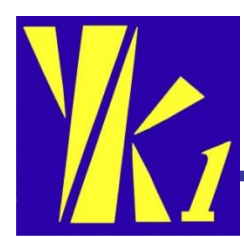
- Implement policies of ECE and the local board of education
- Provide instructional leadership in the school
- Ensure instruction is consistent with the approved courses of study and education program
- Ensure standards of education are met



Parent Advisory Committees Orientation

General responsibilities of the school principal continued...

- Evaluate programs
- Direct the management of the school
- Maintain order and discipline
- Promote cooperation between the school and the community
- Evaluate teachers
- Supervise the evaluation and advancement of students



Role of the Principal in relation to PACs

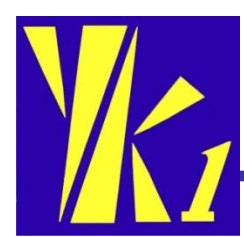
Fulfill responsibilities of being a PAC member, such as...

- Promote a collaborative, collegial approach to decision making
- Help to establish the school PAC
- Promote the activities and mandate of the PAC
- Assist the PAC in its operations
- Promote the collaborative model of decision making



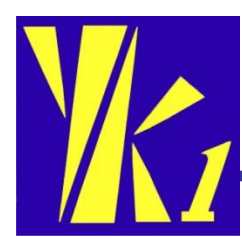
Role of teachers in relation to PACs

- If chosen to represent the teaching staff, serve as a member of the school PAC
- Provide assistance and ideas for the teacher representative
- Support the actions and decisions of the school PAC
- Ensure a 'teacher voice' is expressed in all decisions which affect teaching and learning
- Promote a collaborative, collegial model of decision making at the school and with the school PAC
- Encourage parents and the community to become involved in school activities
- Communicate information back to fellow teachers



Role of Community Members as representatives on school PACs

- Help to bring the community perspective into the school
- Assist the school in building partnerships with community members
- Encourage cooperation between the community and the school to enhance student learning



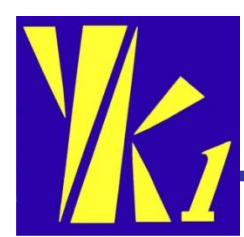
Role of Youth as representatives on PACs

Students are at the centre of the education system and older students can play a crucial role as a participant in school PAC meetings.

The attitudes and values brought by students provide another perspective to help guide decisions made by the Principal and PACs.

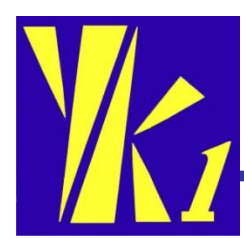
Involvement of student reps may include...

- Help to design policies
- Advocate for a strong school PAC
- Seek student views to share with the school PAC
- Communicate information back to fellow students



Role of the School Board in relation to the school district

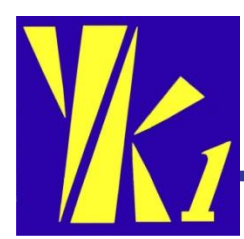
- Develop consultative structures so all community stakeholders have opportunities for meaningful input into decisions about education in that community
- Develop mechanisms for reporting to parents and stakeholders on student achievement and the performance of the school system
- Consult with education partners on changes to programs and instructional approaches



Parent Advisory Committees Orientation

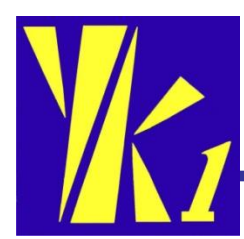
Role of the School Board continued...

- Determine the types of educational programs the community needs and wants and endeavour to provide such programs
- Establish an appeal process or conflict resolution procedures for school PACs
- The Board of Trustees may choose to develop and implement policies regarding school PACs



Role of the Superintendent

- Play a key role in establishing accountability measures for the jurisdiction
- Uphold the *School Act*, ECE regulations and board policies
- Enact policies regarding the operation of school PACs and play an instrumental role in assisting with their formation and operation
- Work closely with school PACs
- Work closely with trustees and school administrators in establishing open and fair conflict resolution procedures for school PACs



Role of Business and Community Organizations

As members of PACs, representatives from these groups can make a positive impact on education and strengthen local schools.

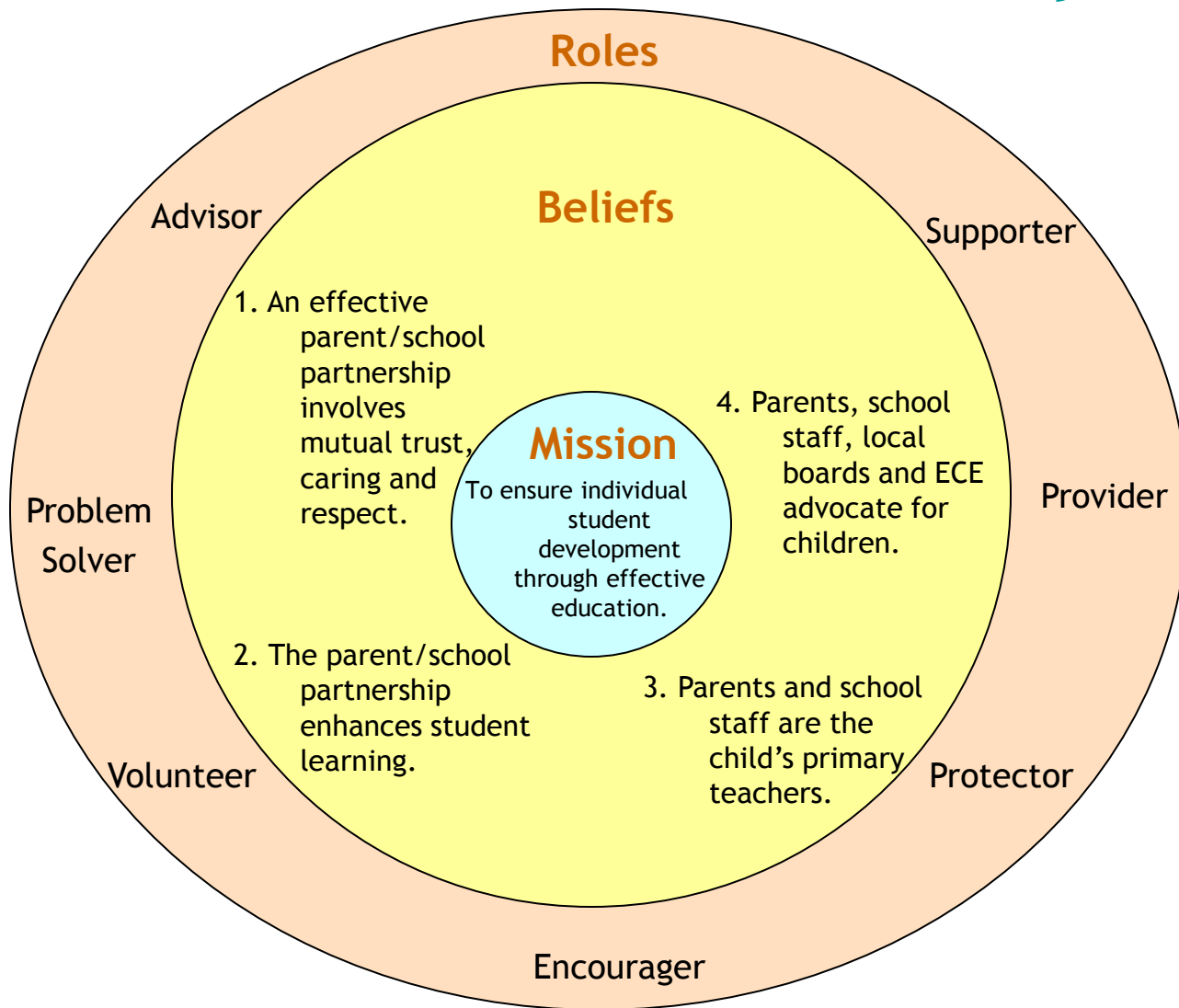
Involvement may include:

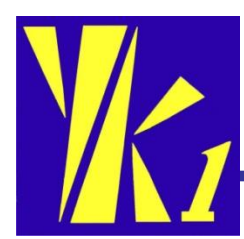
- Encourage employees to share their time, talents and expertise with students
- Share financial and technical resources with schools
- Participate in job-shadowing projects
- Act as an advocate for local schools and for education in general



Parent Advisory Committees Orientation

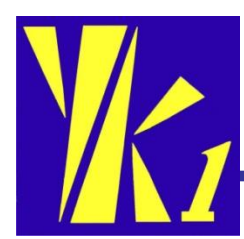
Home - School - Community





Duties of the Committee Chairperson

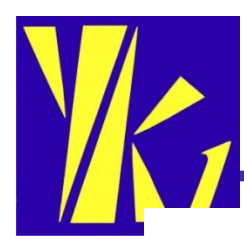
1. Open the meeting on time by calling the meeting to order;
2. Review the agenda and call for new business; add new items to the agenda as needed;
3. Control the flow of the meeting to ensure one person speaks at a time;
5. Call for a vote on motions that require a decision and announce the results;
6. Recognize only items related to the business of the group;



Parent Advisory Committees Orientation

Duties of the Committee Chairperson continued...

7. Enforce the rules relating to debate (refer to Robert's Rules of Order for more information);
8. Expedite business and ensure the rights of members are respected;
9. Keep conversation relevant to business and focused on the motion being discussed; and
11. Once the agenda has been covered call for a motion to end the meeting, then declare the meeting adjourned.

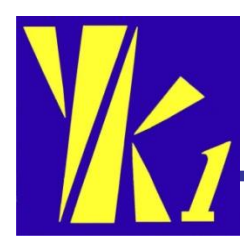


Agenda Planning Tips

Behind every effective meeting is a well planned agenda!

Meeting agendas include:

- a. Standard components of all meetings
 - i) Call to order
 - ii) Approval of agenda
 - iii) Minutes of previous meeting
 - iv) Business arising from the minutes
 - v) Correspondence
 - vi) Reports such as treasurer's report, subcommittee reports, etc.
(those presented at every meeting)
 - vii) Action items
 - viii) Special activities
 - ix) Other
 - x) Adjournment

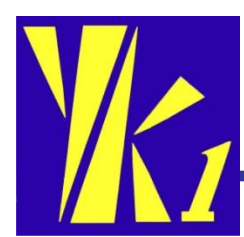


Parent Advisory Committees Orientation

Meeting agendas continued...

- b. Items which should be part of a meeting
 - i) Issues session/process
 - ii) Major activity/undertaking
- c. Special features
 - i) Guest speakers
 - ii) Critical issues/topic presentation
 - iii) Goal setting and planning
 - iv) Needs assessments
 - v) Orientations

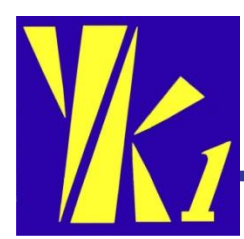
Note: An effective agenda establishes an order and a time frame for the meeting



Sample Agenda

AGENDA

- | | |
|--------------------------------------|-----------------------|
| 1. Call to order | 8. Special Activities |
| 2. Approval of Agenda | 8.1 |
| 3. Minutes of the previous meeting | 8.2 |
| 4. Business arising from the minutes | 8.3 |
| 5. Correspondence | 9. |
| 6. Reports | 10. |
| 7. Action Items | |
| 7.1 | |
| 7.2 | |
| 7.3 | |

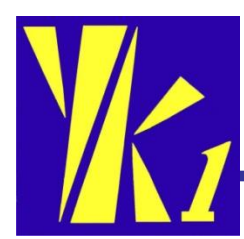


Duty to Report

The chair of a school PAC shall prepare and provide to the board by September 30 each year a report:

- a) Summarizing the activities of the PAC in the school year previous, and;
- b) Including a financial statement relating to money handled by the school council in the school year, if any.

(See handout)



Parent Advisory Committees Orientation

YK1 thanks each of you for your contributions to school PACs and for your ongoing support of education.

Home-School-Community

Working together does make a difference in the education of students!