

Parent Advisory Council:

- All parents are members of the PAC
- Opportunity to hear from the Principal. She will share the curriculum for the school; hear updates from district; and see what has been going on around the school in that current month
- A venue that provides the opportunity to discuss matters affecting the school and the education of our children

Objective:

1. To build community within the school through PAC organized events, volunteering and meetings.
2. To Raise additional funds for items and activities to enhance the learning environment for our children

Through the years PAC has purchased and continues to upgrade/purchase smart boards, projectors, laptops, iPads, the playground equipment, classroom supplies, extra earthquake preparedness supplies, paid for fieldtrips and transportation, brought in workshops and extracurricular activities and much more....

Meeting Ground Rules:

- Start on time means we end on time
- Respectful to each other's ideas and thoughts.
- Feedback is a gift...offer an alternative suggestion that is positive
- New people are welcomed to the meetings...and they don't have to sign up to volunteer
- Build community for this community by having fun

Introductions and Roles

PAC Chair – Terri B

- Administrative - prepares agendas/sets meeting dates; chairs all meetings and oversees running of the committee as a whole
- supports the various committees (hot lunch, fundraising, special events, after school programs)
- is the direct liaison with the principal dealing with any parent or PAC issues
- ensures transparency and accountability in all PAC activities
- will be one of the 3 signing officers

Treasurer and Helper: Michelle C. / Gerry B

- is responsible to report on the accounts of the organization
 - attends PAC meeting
 - prepares and maintains an up to date financial report for publication and distribution at general meetings
 - with assistance of the executive will draft a budget and tentative plan of expenditures
- reconciles all monies coming in and going out (including cash, cheques and paypal account)
- will make deposits at bank – Gerry’s role
- applies for BC gaming grant in June for the following year

Secretary(s) – Julie G. / Georgina H

- is responsible for taking accurate minutes at all meetings
- will distribute minutes to all attendees after each meeting and make accessible to school community (provide to school secretary to be posted on school website)

DPAC Representative: - Vacant

- will attend DPAC meetings and report back to the PAC
- will seek input from the PAC if needed on DPAC matters
- share information in monthly school Newsletter

Other important roles:

Fundraising Role – Cheri /Nikki S.

- Getting agreement on Fundraising plan for current calendar year
- Vetting all new fundraising opportunities that come into the school
- Not responsible for running the actual Fundraising events

Communication Role – Michelle H.

- Helping to provide additional information around fundraising events and communicating in advance of events
- Update and provide content on for school website.
- Owning FB page
- Proofing and wordsmithing copy before it goes out. 2nd set of eyes.

Hot Lunch Coordinator: - Laurie H.

- Works with vendors to set up food choices for school
 - Communication via Hot Lunch program on dates and listing
 - Organizes and delivers food on Wednesdays
 - Coordinates other volunteers to assist with delivery of food
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Roles to be filled for 2018/2019

Homeroom Parents- Overview

Time commitment – approx. <1 hour per month

Homeroom parents act as a liaison between the school, the classroom teachers, the Parent Advisory Council (PAC) and parents in the school. This role involves maintaining a classroom contact list so school event information and PAC updates can be distributed by phone or email. This role is not time consuming and will assist in the coordination of classroom parties, volunteers for school events, staff appreciation day, etc.

- Involved with organizing the holiday gift for teachers
 - Assisting with parties in the classroom
 - Assisting with Staff Appreciation Lunch by decorating the door/gift and assisting with clean up
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Grade 5 Leaving Committee

Coordinator will call a meeting at the beginning of the year for ALL grade five parents

Grade 5 Leaving committee Volunteers are needed for:

*****To be updated**

- Organize class of hoodies or t-shirts if kids want. Suggest this is done as early in the year as possible to allow kids to wear them throughout the year
- Krispy Kreme or other fundraiser if you choose – send out and collect order forms and money, pick up and distribute donuts
- Yearbook – creating it, gathering information, ordering and picking up from printer
- Baby Picture display – collect photos and create
- Leaving Ceremony – decorating committee, clean up, create slideshow if wanted, request donation of baked goods, purchase items...or just get parents to bring
- Evening event – whatever parents/ kids vote on. In the past there has been a sleepover, or 2015/16 a slip and slide with games stations and movie (also discussed was a swim/bbq at spani pool
- Cultus lake trip is organized by the school; the PAC gives \$300 toward the bus cost.

