École Rochester Elementary PAC Meeting Agenda

Wednesday, January 18, 6:30 PM

Library

1. Call to order
2. Adoption of agenda – 3 min
3. Adoption of previous minutes - 2 min
4. Chair’s welcome – 5 min
5. Principal’s message – 15 min
6. Bylaw amendments - 20 min
7. Treasurer’s report – 5 min
8. DPAC report - 5 min
9. Grade 5 committee update - 5 min
10. Carnival committee - 5 min
11. New business – 5 min
12. Door prize – 2 min

**Proposed bylaw amendments**

Proposed amendment #1

**Section VI Meetings**

Motion to amend the sixth (6th) paragraph to remove “Parent Information bulletin board” and replace it with “PAC section of the school Website.”

The amended paragraph would be:

Executive meetings shall be held as often as needed during the school year to conduct operational business and provide input for general meeting agendas. Minutes of Executive meetings will be made available to members on the PAC section of the school Website and/or in binders on PAC bookshelves.

Proposed amendment #2

**Section X Duties of the Executive Officers**

Motion to add to subsection B. Treasurer the following additional duty: xi) shall be responsible for all financial reporting for that fiscal year (September 1 - August 31), such as applying for the gaming grant and completing the associated reporting.

Proposed amendment #3

**Section X Duties of the Executive Officers**

Motion to amend subsection C. Secretary iii) to add “a PDF version of” immediately before “the original copy”, and to remove “official PAC record binder” and replace it with “PAC google drive”.

The amended subsection C.iii) would be:

shall file a PDF version of the original copy of the minutes in the PAC google drive

Proposed amendment #4

**Section X Duties of the Executive Officers**

Motion to amend subsection D. District Parent Advisory Council Representative v) to remove “PAC’s information binders” and replace it with “PAC google drive”.

The amended subsection D.v) would be:

shall maintain the PAC google drive with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.

Proposed amendment #5

**Section XIII Code of Conduct**

Motion to amend the section by adding the following two (2) paragraphs after the first (1st) paragraph:

No PAC member should harass any other PAC member.

The members of the PAC executive are volunteers elected by the PAC members to work on their behalf. Members of the PAC executive should not be subject to harassment in any form, including but not limited to email, social media, in-person, or by phone. Any PAC member who harasses a member of the PAC executive will not be permitted to be a member of a committee and will not be permitted to attend PAC meetings for the remainder of the school year.

Proposed amendment #6

**Section XV Finances**

Motion to amend the fifth (5th) paragraph to add “or e-transfer” after cheque.

The amended paragraph would be:

All money paid out from the PAC will be as a cheque or e-transfer on receipt of a detailed invoice or receipt. Signing officers must never sign a cheque where the “payee” is left blank. All issued cheques must bear the signatures of two of the three authorized signatories.

Proposed amendment #7

**Section XV Finances**

Motion to delete the ninth (9th) paragraph which currently indicates: “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.”