

Parnall Public School Parnall Advisory Council Constitution

ARTICLE I

1.0 Name of Organization

1.1 This Organization will be known as Parnall Advisory Council and will be recognized by the letters PAC.

ARTICLE II

2.0 Mission Statement

2.1 The PAC's mission statement is: *“to support an effective academic partnership among students, parent/guardians, teachers and the community in their quest to maximize the overall potential of the students to achieve success together”*.

ARTICLE III

3.0 Mandate of the Parnall Advisory Council

3.1 In order to enhance educational experiences, promote student achievement and encourage accountability, the PAC will:

- promote and maintain a safe, supportive and inviting environment for all students and staff at Parnall School;
- enhance educational opportunities for all students in order to encourage each student to reach their potential in educational, social, and recreational areas;
- identify issues and concerns within the school community and facilitate the productive exchange of ideas through discussion in order to make recommendations;
- provide a forum in which educational issues, DSBN policies and procedures, and school practices may be discussed and addressed accordingly (and encourage the participation of students, parent/guardians, staff members and principal);
- promote and encourage constructive communication between home and school;
- explore and utilize community resources and encourage participation of businesses and social organizations within the school community and beyond;
- raise funds to support initiatives identified by the school and/or by the PAC;

ARTICLE IV

4.0 Membership

- 4.1 The PAC may be composed of the following members:
- A maximum of fifteen (15) ‘voting-member parents/guardians’ of students currently enrolled in Parnall School;
 - the school principal;
 - one teacher employed at Parnall School (to be elected by the teaching staff annually);
 - one non-teaching employee employed at Parnall School (to be elected by non-teaching staff annually);
 - up to two community representatives who live or work within the Parnall district (to be appointed annually by PAC)
 - Other parents/guardians as ‘non-voting members’
- 4.2 PAC membership is for a term that lasts from their election in the fall to the following year’s election.
- 4.3 Parents/Guardians must form the majority of voting members on PAC.
- 4.4 A DSBN employee who works at Parnall School and whose children attend Parnall School is not eligible to serve as a voting-member parent/guardian.
- 4.5 DSBN employees who do not work at Parnall School may be elected as voting-member parent/guardians as long as they notify the other parents/guardians that they are employed by the school board prior to their election.

ARTICLE V

5.0 Election of Council Members

- 5.1 Up to fifteen (15) voting-member parent/guardians will be elected through the following process:
- 5.1.1 The principal will oversee the process of receiving self-nominations and nominations for the PAC voting-member parent/guardian positions;
 - 5.1.2 Information about the nomination forms will be distributed in the September school newsletter (and any other means of communication) each year along with an invitation to consider running for a position on PAC;
 - 5.1.3 Nomination forms will be accepted up to the start of the first PAC meeting;
 - 5.1.4 If more than fifteen parent/guardian nomination forms are received by the cutoff date/time, an election will be required and will be held no later than the second PAC meeting date (it could be held at the start of the second PAC meeting);
 - 5.1.5 Information of when the election will take place will be distributed to the parent/guardian community;
 - 5.1.6 Names will stand for election only if the candidates are in attendance for both the first PAC meeting of the year AND the election;
 - 5.1.7 Voting will occur at the election by secret ballot;

- 5.1.8 There will be one ballot per family. Each ballot can choose 15 candidates;
 - 5.1.9 The ballots will be counted by the principal and up to three parents/guardians who are not running in the election;
 - 5.1.10 Results will be announced and recorded in the minutes of the election meeting;
 - 5.1.11 Ballots can be destroyed at the discretion of the PAC.
- 5.2 A teacher representative will be elected by the school teaching staff at Parnall School and this appointment will be reported to PAC at the first meeting.
- 5.3 A non-teaching staff representative will be elected by the non-teaching staff at Parnall School and this appointment will be reported to PAC at the first meeting.
- 5.4 Up to two community representatives may be selected and appointed by the elected PAC members. Any member of PAC may recommend the name(s) of the person(s) to be considered for the appointment. Community members may contact the school to indicate their interest for consideration for appointment.
- 5.5 Following the election, the incoming PAC will elect voting-member parent/guardians to fulfill each of the following executive positions:
- 5.5.1 Chair
 - 5.5.2 Vice-Chair
 - 5.5.3 Secretary
 - 5.5.4 Treasurer
- 5.6 The names of the PAC will be published in the first school newsletter following the election.
- 5.7 Vacant PAC positions may be filled during the school year by agreement of the majority of the current PAC members.

ARTICLE VI

6.0 Terms of Office

- 6.1 PAC membership is for a term that lasts from their election in the fall to the following year's election.
- 6.2 Membership will be revoked when any member:
- 6.2.1 no longer has a child enrolled in the school (parent/guardian member);
 - 6.2.2 no longer is employed at the school (employee members);
 - 6.2.3 no longer works/lives in the Parnall community (community representatives);
 - 6.2.4 submits a letter of resignation to the Chair;
- 6.3 Voting-Membership will be revoked from voting-member parents/guardians (they may remain as non-voting parent-guardians) when any member:
- 6.3.1 has missed two consecutive scheduled meetings without proper notice given to the Chair or the Principal prior to the meeting;

6.3.2 has missed three consecutive scheduled meetings (even with proper notice)

6.4 The Chair will notify any individuals whose voting-membership is revoked.

ARTICLE VII

7.0 Council Procedures

7.1 All PAC meetings and committee meetings will be open to the staff, parents/guardians and community members.

7.2 The PAC will have 4 to 8 meetings each school year. Meetings will be scheduled in December and June only if necessary.

7.3 In order for decisions to be binding, a Quorum must exist. A Quorum for a general meeting will consist of the Principal plus at least half of all other members of PAC.

7.4 Generally, the means of decision-making will be through consensus, as compared to a democratic vote. Consensus would have all members willing to accept a decision as reasonable. If consensus is not forthcoming, each member of PAC may give a short summation of their feelings on the issue and this will be followed by a secret ballot vote.

7.5 Absentee ballots or proxy voting will not be permitted.

7.6 A simple majority will carry a vote.

7.7 If consensus is not reached, issues with monetary implications and any others deemed appropriate by PAC will be determined by a secret ballot vote.

7.8 In any vote, the Principal (or alternate) may not vote (but must be present) and the Chair will vote only in the event of a tie.

7.9 Sub-Committees will be established whenever necessary. Each sub-committee shall consist of at least two PAC members. Sub-Committees will make progress reports at each subsequent meeting up to the meeting following the event (or conclusion of the sub-Committee task).

7.10 The PAC has the responsibility to regularly inform the general school and parent/guardian community of their activities.

ARTICLE VIII

8.0 Duties and Responsibilities

8.1 PAC members will:

- 8.1.1 Place the overall interests of the school and students first;
- 8.1.2 Maintain a school-wide perspective on issues;
- 8.1.3 Attend PAC meetings regularly and contribute to the discussions;
- 8.1.4 Notify the Chair and/or Principal if unable to attend a PAC meeting;
- 8.1.5 Serve as a link between the PAC and the community;
- 8.1.6 Solicit views of other parents/guardians and members of the community to share with PAC;
- 8.1.7 Maintain respect for the opinions, concerns, interests and ideas of others;
- 8.1.8 Work toward decision-making by consensus creating an atmosphere of mutual trust, openness and collaboration;
- 8.1.9 Encourage the participation of parents/guardians from all groups and of other people within the community;
- 8.1.10 Ensure that all written PAC-related correspondence is approved by PAC and reviewed by the Chair and/or Principal;
- 8.1.11 Become familiar with the PAC constitution;
- 8.1.12 Observe PAC's code of ethics;
- 8.1.13 Refer parents/guardians with concerns specific to their child to the teacher and/or Principal;
- 8.1.14 Consult with and seek approval from the Chair and Principal in regards to any new initiative to be undertaken in the name of the PAC.

8.2 Voting-member Parents/Guardians will:

- 8.2.1 Be a voting member of PAC, elected by parents/guardians of the school community;
- 8.2.2 Solicit views from the parent/guardian community to share with PAC;
- 8.2.3 Consider participating on Sub-Committees.

8.3 Non-Voting Parent-Guardian members will:

- 8.3.1 NOT have a vote on PAC motions;
- 8.3.2 Give input, when applicable to PAC discussions;
- 8.3.3 Consider participating on Sub-Committees

8.4 School Staff members on PAC will:

- 8.4.1 Be a voting member of PAC, elected by their staff groups;
- 8.4.2 Solicit views from their staff groups to share with PAC;
- 8.4.3 Communicate information back to their staff groups;
- 8.4.4 Consider participating on Sub-Committees.

8.5 Community members on PAC will:

- 8.5.1 Be voting members of PAC, appointed by PAC;
- 8.5.2 Represent the community's perspective;
- 8.5.3 Help build partnerships and links between the school and the community;

- 8.5.4 Report on any community matter that may be of interest/relevance to the school community;
- 8.5.5 Consider participating on Sub-Committees.

ARTICLE IX

9.0 Executive Members of PAC

9.1 The Executive of the PAC will consist of the Chair, Vice-Chair, Secretary, Treasurer and Principal.

9.2 The Chair will:

- 9.2.1 Be elected by voting members of PAC;
- 9.2.2 Be a parent/guardian member and served on PAC previously for a minimum of one year;
- 9.2.3 Call, prepare agenda for and chair PAC meetings with input from members and Principal;
- 9.2.4 Ensure that minutes of PAC meetings are recorded, filed and posted;
- 9.2.5 Communicate regularly with the Principal regarding all issues pertaining to PAC;
- 9.2.6 Ensure that there is regular communication with the school community;
- 9.2.7 Consult with the senior management team and trustees of the DSBN as required;
- 9.2.8 Encourage the school and its community to participate in PAC activities;
- 9.2.9 Assist with all PAC activities;
- 9.2.10 Foster a positive image for Parnall School and the PAC within the wider community;
- 9.2.11 Prepare a year-end summary of PAC activities and share with the school community;
- 9.2.12 Vote during PAC meetings only in the event of a tie;
- 9.2.13 Participate as an ex-officio member of all Sub-Committees established by PAC.

9.3 The Vice-Chair will:

- 9.3.1 Be a voting member of PAC;
- 9.3.2 Be elected by PAC members;
- 9.3.3 Be a parent/guardian member;
- 9.3.4 Chair the meetings in the absence of the Chair;
- 9.3.5 Work with the Chair as necessary.

9.4 The Treasurer will:

- 9.4.1 Be a voting member of PAC;
- 9.4.2 Be elected by PAC members;
- 9.4.3 Be a parent/guardian member;
- 9.4.4 Work in collaboration with the school secretary;
- 9.4.5 Maintain accurate financial records of all receipts and disbursements;
- 9.4.6 Present a monthly financial update;

9.4.7 Provide a detailed yearly financial report according to DSBN guidelines.

9.5 The Secretary will:

- 9.5.1 Be a voting member of PAC;
- 9.5.2 Be elected by PAC members;
- 9.5.3 Keep minutes of all meetings, noting those members in attendance, and recording motions and their outcomes;
- 9.5.4 File copies of PAC minutes;
- 9.5.5 Make minutes available prior to the scheduled meetings;
- 9.5.6 Maintain a list of PAC membership with contact information;
- 9.5.7 Prepare correspondence as required.

9.6 The Principal will:

- 9.6.1 NOT vote on PAC motions;
- 9.6.2 Distribute Ministry materials;
- 9.6.3 Act as a resource to PAC on laws, regulations, Board policies, and collective agreements;
- 9.6.4 Attend all meetings;
- 9.6.5 Obtain and provide information required by PAC to enable it to give informed advice;
- 9.6.6 Solicit views on matters pertaining to the establishment or amendment of school policies and guidelines pertaining to student achievement, accountability of the education system to parents, and the communication of those plans to the public;
- 9.6.7 Consider participating on Sub-Committees.

ARTICLE X

10.0 Constitutional Amendments

- 10.1 Any proposed changes or additions to the constitution must be submitted to the Chair at least two weeks prior to a general meeting. Items to be considered will be placed on the agenda and presented in a motion form. All changes must pass with a 2/3 majority vote at a general meeting.
- 10.2 A constitutional review committee will be formed no later than every five years.

ARTICLE XI

11.0 Dispute Resolution

- 11.1 Any internal disputes within the PAC will be resolved as per the DSBN Board policy.