



**Constitution and Bylaws for  
Auguston Traditional Elementary School  
Parent Advisory Council (ATES PAC)**



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# Constitution

## Section 1 - Name

The name of the organization shall be Auguston Traditional Elementary School (ATES) Parent Advisory Council per the BC School Act, Bill 67, Division 2, Section 8 (1), hereafter noted as the PAC.

## Section 2 – Mission Statement

1. We believe that children will become responsible citizens, capable of achieving their goals, if given a consistent, structured education, with high academic standards, in an environment that supports “Traditional” values of home and society.
2. We will endeavour to ensure a shared sense of mission and purpose among staff, parents and students.
3. We will endeavour to support our school motto of “Courage, Integrity and Wisdom”.

## Section 3 - Purposes

1. To actively promote, nurture, facilitate and support: Traditional Education, the students, the educators, and the parents in order to contribute to a sense of school community.
2. To advise the principal and staff on parents’ views on any matter relating to the school – program, policies, plans and activities.
3. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
4. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
5. To organize PAC activities and events.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.
7. To educate parents by providing them with an understanding of the Traditional Model of Education.

## **Section 4 - Dissolution**

1. In the event of dissolution, and following payment of all outstanding debts, disbursement of remaining funds shall be distributed to such charitable organization or organizations registered in British Columbia under the provision of the Income Tax Act (Canada) as may be determined by the members of the PAC at the time of dissolution. This provision shall be unalterable.
2. All records of the PAC shall be placed under the jurisdiction of School District #34 (Abbotsford) in the person of the school.

## **Bylaws**

### **Section 5 - Membership in a PAC**

All parents and guardians of students registered and attending at ATEs are members of the Parent Advisory Council (PAC).

### **Section 6 – Meetings**

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) for the purposes of election of officers held in May of each year.
3. General Meetings shall be held not less than seven times per year, one of those being the AGM in May.
4. Notice of the General Meetings must be given at least one (1) week prior to the meeting. These notices shall be deemed to have been sufficiently given if handed to the students to take home (see appendix 10) and/or by electronic distribution.
5. Extraordinary General Meetings may be called by the Executive with a minimum of two (2) days' notice.
6. Executive meetings shall be held once per month, or as deemed necessary. The purpose of the executive meetings is to carry on the business between General Meetings.
7. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order shall be used to resolve the issue.
8. A council meeting shall not be a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.

## Section 7 – Quorum and Voting

### A) Voting

#### 1. Voting members

- i. All parents and guardians of students registered and attending ATEs are voting members of the PAC.
- ii. Frequently, Administrator and teaching and non-teaching Staff at Auguston Traditional Elementary School are also parents of students registered at the school (hereafter referred to as a Staff parent). This presents a unique opportunity for the PAC to gain an understanding of Staff's perspective on PAC issues.

a) A Staff-parent will be expected to abstain from voting as a parent member of the PAC on any PAC issue in which they are in a position of conflict of interest which can be determined by the Chairperson (e.g. A vote on PAC financial issues) or by the individual's choice (with the exception of lunch hour monitors).

#### 2. Non-voting members

- i. Administrators and staff (teaching and non-teaching) of Auguston Traditional Elementary School may be invited to be non-voting members of the PAC (with the exception of lunch hour monitors).
- ii. Members of the school community who are not parents of students registered in the public school system may be invited to be non-voting members of the PAC.
- iii. At no time will the PAC have more non-voting than voting members.

3. Unless otherwise provided, a simple majority (50% plus 1) shall decide questions arising at any general meeting. It is one (1) vote per family unit.

4. In the case of a tie vote at a General Meeting, the motion is defeated.

5. Members must vote personally on all matters; voting by proxy shall not be permitted.

6. Voting shall be done by a show of hands, with the exception of all elections of officers or for issues as deemed sensitive by the Chairperson, which must be done by secret ballot (see Appendix 9). A vote shall be taken to destroy the ballots after each election.

### B) Quorum

1. The voting members present at any duly called General Meeting shall constitute a quorum when 4 or more voting members are present, and with a minimum of two (2) executive officers.

2. Quorum at an executive meeting will constitute 50% plus 1 of the executive positions being filled each year with a minimum of 3 voting members present.

## **Section 8 – Election of Executive Officers**

1. The Executive Officers shall be elected from the voting members of the AGM in May. No employee or elected official of the school district or Ministry of Education shall hold an Executive position (with the exception of lunch hour monitors). Executive Officers must be PAC members for the entire term of the position.
2. There will be a call for nominations at the April General Meeting, and nominations may be received up to one school day prior to the May AGM, at which time the Chairperson declares nominations closed (see Appendix 8).
3. The Nominations Committee Coordinator shall conduct all elections by secret ballot. Two people from the general membership (preferably past executive members) will be appointed by the Nominations Committee Coordinator to count ballots. Final results should include only the names of newly elected members, not vote counts.
4. In the event of an Executive position being vacant and/or 2 elections have already been carried in the spring and fall, the executive shall appoint a new officer who shall hold office until the AGM in May. If the District Parent Advisory Council (DPAC) position remains vacant it can only be filled by secret ballot; this position cannot be appointed at any time. In the event of an executive member vacating a position before October, the executive shall provide a written call for nominations, providing a minimum of one week until the closing date. These written notices shall be deemed to have been sufficiently given, if handed to the students to take home and/or by electronic distribution.
5. In case of a tie vote, a re-vote will be held.

## **Section 9 – Term of Office**

1. The term of office shall be July 1 through June 30. For the interim period between the May AGM and June 1, the current members are encouraged to have the newly elected members follow alongside them, for the purposes of educating them in their new executive positions.
2. No person shall hold any one position for more than three (3) consecutive years, unless no successor is available. 3. No person may hold more than one elected executive position at any one time.

## **Section 10 – Executive Officers**

The Executive Officers shall be as follows:

Chairperson – Non-voting position at general meetings. Voting position in the event of a tie at executive meetings.

Vice-Chairperson – Voting position

Secretary – Voting position

Treasurer – Voting position

Hot Lunch Chair – Voting position

DPAC Representative – Voting position

Member at Large (2) – 2 Voting positions

Fundraising Chair – Voting position

BCCPAC Rep. – Voting position

## Section 11 – Duties of Officers

### 1. The Chairperson shall:

- a. Convene and preside at membership, special and executive meetings.
- b. Ensure that an agenda is prepared and presented.
- c. Know the constitution and bylaws and meeting rules.
- d. Appoint committees where authorized to do so by the executive or membership.
- e. Consult PAC members regularly.
- f. Ensure that the PAC is represented in school and school district activities.
- g. Ensure that PAC activities are aimed at achieving the objectives and purposes of the organization.
- h. Be the official spokesperson for the organization.
- i. Be a signing officer.
- j. Submit an annual report (see Appendix 5).
- k. Keep in contact with the principal regarding school needs and activities.
- l. Along with the secretary, issue, receive and file correspondence on behalf of the organization.
- m. Shall encourage attendance of both executive and general membership at School Board Meetings.
- n. Report at staff meetings as invited.

### 2. The Vice Chairperson shall:

- a. Assume responsibilities of the Chairperson in the Chairperson's absence or upon request.
- b. Assist the Chairperson in the performance on his/her duties.
- c. Be a signing officer.
- d. Shall act as chairperson of Dispute Resolution process.
- e. Submit an annual report (see Appendix 5).
- f. Shall ensure that all Executive and Committee Chairs sign the Statement of Understanding (see Page 11).
- g. Shall provide support and assistance to other executive members and committee coordinators as necessary.
- h. Shall ensure that committee sign-up sheets are displayed in an appropriate way for the first week of school and to distribute them to the appropriate committee coordinator by mid September.

### 3. The Secretary shall:

- a. Ensure that members are notified of meetings.
- b. Record the minutes of general, special, and executive meetings.
- c. Keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request.
- d. Along with the Chairperson, issue, receive, and file correspondence on behalf of the organization.
- e. Be a signing officer.
- f. Safely keep all records of the PAC, including submitted committee minutes.



4. The Fundraising Chair shall:
  - a. Coordinate all PAC fundraising activities and keep apprised of the financial status of fundraisers.
  - b. Be responsible for recruiting fundraising committee members.
  - c. Work closely with the Treasurer in arranging for counting and depositing of funds raised in a timely manner.
  - d. Present all fundraising campaign proposals to the General PAC for voted approval.
  - e. Be responsible for communication to students and parents re participation in campaigns.
  - f. Be responsible for fundraising sales follow up, i.e. "customer service."
  - g. Communicate to families the success of the fundraiser.
  
5. The Treasurer shall:
  - a. Be a signing officer.
  - b. Receive all funds for the PAC.
  - c. Be familiar with, follow, and encourage others to follow all cash handling procedures (see Appendix 1).
  - d. Disburse funds authorized by the executive or passed by vote at a PAC general meeting.
  - e. Maintain an accurate record of all expenditures of the PAC, as well as a year to year, asset accrual statement (see Appendix 6).
  - f. Give a report of all receipts and expenditures at all general meetings.
  - g. Work with fundraising leader to present final "per project" accounting.
  - h. Ensure that all funds collected on behalf of the PAC are deposited in an account at a recognized financial institution approve by the PAC, and that cash handling procedures are followed (see Appendix 1).
  - i. Make books available for viewing by members upon request.
  - j. Have the books ready for inspection or audit annually.
  - k. With the assistance of the executive, draft an operating budget and tentative plan of expenditures as per Section 14, to be voted on at the May AGM.
  - l. Ensure that another signing officer has access to the books in the event of his/her absence.
  - m. Submit a year-end report at the May AGM.
  
6. The Assistant Treasurer shall:
  - a. Assist the treasurer and fundraising chair with various duties as necessary.
  - b. Assist in deposits, counting money, collecting receipts, and writing/distributing cheques.
  - c. Assist in applying for grants.
  
7. The Hot Lunch Chair shall:
  - a. Plan for, on average, eight hot lunches each school year.
  - b. Organize and work with vendors for each hot lunch.
  - c. Be responsible for recruiting and coordinating volunteers for each hot lunch.
  - d. Collect hot lunch money from families in person or via Munch-a-Lunch.
  - e. Sports Day menu, sub-committee formation, and volunteer coordination for the event
  
8. The DPAC Representative shall:
  - a. Attend DPAC meetings.
  - b. Request direction from the general PAC membership.

- c. Represent and speak on behalf of the PAC at DPAC meetings.
- d. Report back to the PAC at General Meetings.
- e. May appoint an alternate representative from the executive to any DPAC meetings.
- f. Submit an annual report (See Appendix 5).

9. The Member at Large shall:

- a. Serve in a capacity to be determined by the PAC as needs require.
- b. Fill in for absent executive members as needed.

10. The BCCPAC Representative shall:

- a. Attend BCCPAC conferences/workshops when the ATES PAC has paid the prescribed BCCPAC membership fee.
- b. Disseminate BCCPAC information to the PAC.
- c. Request direction from the general PAC membership.
- d. Represent and speak on behalf of the PAC at BCCPAC conferences/workshops.
- e. Report back to the PAC at General Meetings.
- f. Submit an annual report (see Appendix 5).

## **Section 12 – Other Duties**

1. The PAC Executive may review the philosophy, goals, and objectives of Auguston Traditional Elementary School each May.
2. The PAC Executive, in consultation with the principal, may report all student based academic testing outcomes to the parents as soon as these results and evaluations are available, and it is possible to do so. District and class average comparisons only, not individual test results, will be reported.
3. In the event a Constitution Committee is not formed, the Executive shall assume the responsibility of reviewing the current Constitution and either proceed with securing PAC approval on identified changes (see Page 12) and/or submitting a copy of the approved Constitution to the School District for their records.

## **Section 13 – Code of Ethics**

A parent who accepts a position as a PAC Executive Member or Committee Chair:

1. Upholds the constitution and bylaws, policies, and procedures of the PAC.
2. Performs his/her duties with honesty and integrity.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the members, ensuring representation processes are in place.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
7. Works to ensure those issues are resolved through the due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects confidential information.

10. Supports public education.
11. Read and complete the Statement of Understanding annually.
12. Review and agree to the “Role of Committees” found in Appendix 3.

### **Statement of Understanding**

I, the undersigned, in accepting the position of \_\_\_\_\_ on the Auguston Traditional Elementary School PAC, have read and understood, and agree to abide by the Code of Ethics set out in this document. I also agree to participate in the Dispute Resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Section 14 – Committees**

1. Shall be responsible to, and report to, the Executive and PAC membership. All committee coordinators must sign The Statement of Understanding (Code of Ethics).
2. Standing and ad hoc committees shall be formed when necessary (see Appendix 2).
3. A Nominating Committee shall be appointed at the April General Meeting.
4. Committee coordinators shall report to the executive, and at the PAC General Meetings as required.
5. A committee shall determine a coordinator at their earliest convenience. If more than one person expresses interest in the position, a vote should be held to determine who will hold the coordinator position. Committee coordinator positions will end on the last day of school in June.
6. All committees shall recruit their respective members.
7. When more than one committee is involved in a given event, the executive will designate the event’s primary committee.
8. When handling cash, you must follow all established cash handling procedures (see Appendix 1).
9. No Committee Coordinator shall preside over more than one committee and a Committee Coordinator cannot also hold an Executive position except in a case where Committee Coordinators cannot be found then a volunteer can be a Committee Coordinator of more than one committee (committees may be amalgamated) and/or can an Executive member also be a Committee Coordinator.
10. Organize meeting times, dates and locations.

11. Participate in evaluation of events.
12. Submit an initial and final report (see Appendix 5).
13. All committee members should review and agree to the “Role of Committees” found in Appendix 3.

## **Section 15 – Finances**

1. An operating budget and tentative plan of expenditures shall be drawn up by the executive and presented for approval at the May AGM (see Appendix 7).
2. All funds of the PAC shall be on deposit in a bank or financial institution registered under the Bank Act.
3. The Chairperson, Vice-Chairperson, Secretary and Treasurer shall be the four (4) signing officers for the banking and legal documents. Any two (2) signatures will be required on these documents. Legal documents shall include, but are not limited to, Gaming documents and the BCCPAC documents.
4. All extraordinary expenditures (above and beyond budget) must be voted on by the general membership, if the amount exceeds \$200.00.
5. A Treasurer’s report shall be presented at each general meeting.
6. Members at a General Meeting may agree upon the appointment of an independent auditor.
7. All cash handling procedures must be adhered to (see Appendix 1).

## **Section 16 – Constitution and Bylaw Amendments**

1. Requested amendments to the constitution and/or bylaws must be submitted to the Executive in writing.
2. A two-thirds (2/3), majority vote of those voting members present at the meeting will be required to amend the Constitution and By-laws, with the exception of the dress code which will require seventy-five percent (75%), majority of the referendum votes cast being required to amend the dress code section of the constitution (see Section 18).
3. Written notice of a meeting at which a resolution will be considered to amend the constitution and/or bylaws shall be given to ALL members in writing at least seven (7) days before the meeting. These written notices shall be deemed to have been sufficiently given if handed to the students to be taken home and/or electronic distribution.
4. The notice of meeting shall include the proposed amendments.
  5. Amendment(s) to the Constitution and By-laws should be submitted to the School Board of Trustees of School District #34 (Abbotsford) for such amendment(s) to be considered in effect.

## **Section 17 – Removal of a Person of Position**

1. Follow Dispute Resolution process (see Appendix 4).
2. The members may, by a majority of not less than 75% of the votes cast, remove a person of position before the expiration of his/her term of office, and may elect a successor to complete the term.

3. Written notices specifying any intention to make a motion to remove a person of position shall be given, by the executive, to the membership not less than seven (7) days before the meeting. These written notices shall be deemed to have been sufficiently given if handed to students to take home and/or electronic distribution.

## **Section 18 – Dress Code**

1. Auguston Traditional Elementary School expects students to attend school in the prescribed attire as described and detailed in the parent’s handbook, and approved by the PAC membership at a General Meeting.
2. It is the responsibility of the parent/guardian and student attending ATES to support and adhere to the school dress code.
3. The administration and staff support the student dress code and will encourage full participation by students.
4. Written notice of a meeting at which referendum questions will be discussed to amend the dress code, shall be given to all members in writing at least seven (7) days before the meeting. These written notices must specifically include any proposed colour or style changes(s). These written notices shall be deemed to have been sufficiently given if handed to the students to take home and/or by electronic distribution (see Appendix 10). Discussion of the pros and cons of the proposed changes will take place during the general PAC meeting.
5. A summary of the pros and cons for each referendum question will be sent with the referendum. A hard copy of the referendum will be sent to the entire PAC membership with the eldest child attending ATES which represents one vote from the family unit, and will be considered the final vote. A majority of 75% of the votes cast is needed to pass a dress code referendum item.

## **Section 19 – Property in Documents**

All documents, records, minutes, correspondence or other papers kept by a member, an executive member, or committee coordinator in connection with this organization, shall be deemed property of the organization, and shall be turned over to the Chairperson when the member, executive member, or committee coordinator ceases to perform the task to which the papers relate.

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## **Appendix 1 – Cash Handling Procedures**

The following policies and procedures are designed to put into place some safeguards to protect parents who may be handling PAC funds. Over the course of the school year many different parents may be called upon to deal with cash and/or cheques from our various PAC events and it is very important that we deal in a consistent manner with these funds.

### ***Cash Handling Policies***

1. All PAC cash/cheques handled by Auguston parents must be double custodial (handled by 2 parties). 1 party to be an Executive member
2. The deposit slip must be initialed by both parties prior to leaving the school property. No uncounted funds are to leave the school. Treasurer to deposit at bank.
3. The returning deposit slip must be attached to the original cash tally sheet. 4. The PAC treasurer or designate, is responsible for deposits and this individual must be present at the time the cash/cheques are tallied. The designate would be the Event Coordinator or Fundraising Leader, whenever possible.
5. At the end of an event day, anyone with cash/cheques to be deposited must hand them over to the PAC Treasurer or designate for tallying and deposit, or for tallying and storage in the PAC safe. The principal (of ATES) must be notified there is money in the safe.
6. Every effort must be made to transfer the funds from the safe to the PAC bank account(s) as soon as possible.
7. Three (3) of the executive members with signing authority, will have a code/key to the PAC safe. 8. Parents are not permitted to reimburse themselves directly from the proceeds of any PAC event. Parents must submit an expense voucher to the PAC executive for reimbursement by cheque. These expenses must be approved prior to the event whenever possible.
9. Parents who handle monies and fail to adhere to these procedures could be held personally liable for any missing, list, or stolen monies.



## Appendix 2 – Committees (examples)

- Baking Committee – provides food for events as requested.
- Constitution, Bylaws, Policies and Procedures Committee – performs yearly evaluation of Constitution and Bylaws, and works to ensure that the PAC understands and follows established policies and procedures.
- Dress Code Committee – organizes any events related to dress code, as well as ensures proper procedures are followed when any changes are proposed.
- Fundraising Committee – organizes all PAC fundraising activities and events.
- Grants Committee – researches and applies for potential grants.
- Hot Lunch Committee – organizes and distributes monthly hot lunches for students.
- Library Committee – works to make the library more accessible and improves the library collection by keeping records of inventory.
- Nominations Committee – calls for nominations for PAC executive and makes sure parents are informed as to the position requirements; oversees the election at the AGM in May.
- PAC Newsletter Committee – prepares a monthly PAC newsletter.
- Safety and Emergency Committee – organizes the purchase and inventory of any safety related items.
- Social Committee – organizes social events throughout the year.
- Telephone Committee – makes phone calls to parent body for two (2) purposes:
  - i. Engaging in a phone tree in the event of an emergency.
  - ii. Calling parents regarding issues deemed “time sensitive” by the executive.
- Yearbook Committee – prepares an annual school yearbook.
- Other School Committees:
  - TAC (Traditional Advisory Council)
  - Lunch Time Supervisors
  - Lunch Time Clubs
  - Head Lice Checkers

# Appendix 3 – Role of Committees

## The Role of Committees in PACs and DPACs

Effective committees contribute greatly to the success of any volunteer organization. Committees have important advantages over meetings of the entire membership:

- Committees promote sharing of responsibility and allow more members to take an active role. New and less experienced members gain valuable information and find support in other parents. Parents who are hesitant to take on a new volunteer task may be willing to offer time to a committee they are interested in.
- Meetings are smaller, more focused, and less formal. There is more time for discussion, and issues can be handled on short notice. Responsibilities can be broken down into more manageable proportions.
- Many tasks require special skills or interest. Committee members often volunteer or are chosen for their expertise and interest. These members are willing to carry the bulk of the workload on an issue, freeing other members to devote their time to other things.
- Complex or difficult issues can be researched and discussed thoroughly before recommendations are taken to the larger group, allowing for more thoughtful and informed decision-making.

## Creating a Committee

Committees are appointed under the bylaws by the membership or executive to perform a particular task. There are two types of committees:

### *Standing Committees*

Exist every year and are usually described in the bylaws. Examples are policy, budget, nominating, hot lunch, programs, special events, and fundraising.

### *Ad hoc Committees*

Ad hoc Committees are created to do a specific task within a certain time period.

Committees are technically “committees of the executive” and are overseen by the executive. The president is an ex officio member of every committee, meaning a member “by virtue of his or her position”. The president does not have to attend every committee meeting, but is responsible for overseeing the committee to ensure it is working effectively.

## **Defining the Committee's Role – Terms of Reference**

To be effective, a committee must have well-defined terms of reference, including

- The committee's mandate – a clear and limited purpose
- Clearly defined tasks
- A committee chairperson, responsible for the committee. Additional volunteers can be invited either by the committee chairperson or the executive.
- A plan and timeline
- Direction on reporting – to whom, when, and in what form. Most committees report to the executive which then decides when the committee should report to the general membership.
- Direction on filling committee vacancies.

Terms of reference should be specified by the executive or membership at the time the committee is appointed, and written into the minutes or as a separate document attached to the minutes. Sometimes, the committee itself is given authority to create its own terms of reference at its first meeting. These should be reviewed and approved by the body that created the committee.

All committee members should have a copy of the terms of reference. A list of committee members and the terms of reference should be available to any council member who requests them.

## **Limits of a Committee's Authority**

A committee can do only what it is authorized to do in its terms of reference. In general, committees make recommendations. They may then be given authority to take certain action, but they may not make decisions or take action without approval.

The council executive should take care to ensure that committees are reporting as required and are not taking action beyond their authority.

## **Appendix 4 – Dispute Resolution Process**

### **Step 1:**

Every concern brought forward is immediately funneled to the Vice Chair. The Vice Chair is responsible to gather any pertinent information\*\*. Every concern is documented and this log will remain with the Vice Chair. When there are three (3) grievances regarding the same person, brought forward by three (3) different people, the Vice Chair will be assisted by the Constitution, Policies, and Procedures Committee head, who is responsible to research the issue as it pertains to PAC function. These two individuals are to meet with the person the concern is regarding, to work through a resolution. At this point, if deemed necessary, the individual may be asked to resign. Everything is confidential at this point, although the PAC Chair is to be fully informed.\*\*

- It is recognized that sometimes a person needs only to receive some direction or information to resolve the situation.
- If it is deemed a “personality conflict”, the concern bearer is encouraged to go back to the individual to work it through. This would also be the case if a second concern bearer came forward with the same issue. In the case of a third concern bearer bringing forth the same issue, Step 1 of the Dispute Resolution Process is applied.\*\*

### **Step 2:**

If Step 1 fails to resolve the issue, the concern bearer is required to provide a written request for assistance. This is given to the Executive, where it will be addressed IN CAMERA, and possible solutions to the concern are offered. At this point, if it is deemed necessary, the individual may be asked to resign. If the individual agrees, the process is complete. The concern, the resolution, and the action taken by the person involved, are all minuted. These minutes are kept separate from the regular executive minutes and everything at this point is confidential, unless the individual does not comply, and the situation proceeds to Step 3.

### **Step 3:**

A resolution is put forward to the PAC General Meeting stating the intention of removing (insert persons name) from his/her position. A seventy-five percent (75%) affirmative vote is needed to pass this resolution. Everything is minuted in the regular PAC General Minutes.

## **Appendix 5 – Committee Reports**

(see next two pages)

# ***Auguston Traditional Elementary***



## ***Initial Committee Report***

**DATE:**

**Name of Committee:**

**Name(s) of those involved:**

**Purpose of the Committee:**

**Goals for the year:**

**Additional Comments:**

# ***Auguston Traditional Elementary***



## ***Final Committee Report***

**DATE:**

**Name of Committee:**

**Name(s) of those involved:**

**Year in Review:**

**Goals for NEXT year (i.e. How to improve):**

**Additional Comments:**

## Appendix 6 – Sample Asset Accrual Statement

PAC purchase accrued amounts, as of May 2003:

<b>Asset</b>	<b>2000-2001</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2003-2004</b>
Library Books	\$1000	\$1500	\$2000	\$4500
Playground	\$2000	\$600	\$18000	\$20600
Classroom Resources	\$400	\$800	\$300	\$1500

## Appendix 7 – Sample Budget

### Auguston Traditional Elementary School PAC

#### Operating Budget 2000-2001 School Year

Committees	Annual Budget	Asset Purchase	Annual Budget
Carpool		Kitchen Supplies	\$250.000
Constitution	\$25.00	Miscellaneous	\$100.00
Dress Code		Christmas Decorations	
Grants		Hallway Decorations	
Hot Lunch	\$150.00	Other	
Library	\$75.00		
Newsletter	\$50.00		
Safety and Emergency			
Social	\$150.00		
Staff Appreciation	\$150.00		
Staff Recognition	\$300.00		
Telephone			
Yearbook	\$200.00		
<b>Total</b>	<b>\$1100.00</b>	<b>Total</b>	<b>\$350.00</b>



## **Appendix 8 – Sample Call for Nominations**

The following Executive Positions are available:

**Chairperson** – Non-Voting position at General meetings. Voting position in the event of a tie at executive meetings.

**Vice-Chairperson** – Voting Position

**Secretary** – Voting Position

**Treasurer** – Voting Position

**DPAC Rep** – Voting Position

**Member at Large** –Voting Position

**BCCPAC Rep** –Voting position

*Forward names to Sally Smith, Nominations Committee Coordinator, by May 15, 2003. Election takes place May 16, 2003 at 7:00pm at the May AGM. Contact Sally Smith at 604-555-5555 for more information.*

## Appendix 9 – Sample Secret Ballot

Please Circle one (1) selection for each nominee:

Chairperson position:

Fred Flintstone Yes No Shelly Rogers Yes No Barney Rubble

Yes No

Please Circle one (1) selection for each nominee:

Vice-Chairperson position:

Jack Stevenson Yes No

## **Appendix 10 – Sample Written Notice of Meeting (with resolution or agenda)**

PAC General Meeting: June 16, 2003 @ 7:00pm – ATES Library

Topics of Discussion: Dress Code Issues: Checkered Socks

Food Bank Drive

Playground Update

Resolutions to be voted on:

1. Be it so resolved that the ATES PAC purchase a set of pots and pans for \$200.

Yes No

2. Be it so resolved that the ATES PAC purchase \$3000.00 of library books.

Yes No

3. Be it so resolved that the ATES PAC appoint an independent auditor.

Yes No

If you have any questions, please bring them to the meeting. Hope to see you there!

## Appendix 11 – Statement of Philosophy, Goals and Objectives for ATEs PAC

1. Auguston Traditional Elementary School is an alternate program which operates within the Public School System, therefore the prescribed curriculum and regulations of the British Columbia Ministry of Education will be followed.
2. As an alternate program of the Abbotsford School District, this will emphasize:
  - a. A consistent, structured approach to instruction.
  - b. Clearly defined standards of academic achievement.
  - c. Clearly defined standards of behaviour.
3. Specific rules of conduct and behaviour shall not be arbitrarily imposed on pupils without provision being made for them to understand the reasons for and purpose of those rules. Our goal is to provide a safe and comfortable learning environment for all students. To help us do this we need to have a code of conduct that our students understand. We believe that discipline should:
  - a. Show students what they have done wrong
  - b. Show students how they are responsible for their actions
  - c. Show students there are consequences
  - d. Show students they can create solutions
  - e. Keep students' dignity intact
  - f. We believe that the school and the home must work together as partners for the benefit of our children.
4. The Philosophy of the program shall include:
  - a. Respect for fellow students, teachers and parents

It is important that the ATEs community (parents and staff) support each student by upholding the following student rights:  
Every student has the right:

    - i. To learn
    - ii. To hear and be heard
    - iii. To be safe
    - iv. To privacy and his or her own personal space
  - b. Responsibility for one's actions

It is important that the ATEs community (parents and staff) support each student in upholding the following student responsibilities:

    - i. To be on time
    - ii. To be prepared
    - iii. To listen to instructions
    - iv. To do assigned work
    - v. To work in a way that does not infringe on the learning of others
    - vi. To listen and not interrupt those that are speaking
    - vii. To respect and support others
    - viii. To avoid humiliating or belittling others, even if the intent is humour

- ix. To treat others in a way that does not hurt them or cause them to be afraid x.  
To respect the personal property of others and to accept their right to privacy.

c. Concern for others

Each member of the ATEs community has the responsibility to become knowledgeable about and assume responsibility for conducting themselves in a manner that demonstrates their adherence to the aforementioned rights and responsibilities guidelines.

d. Purpose

The educational team of staff, parents and students at ATEs will work towards the common goal described above (see Section 2). Mutual respect and communication are the keys to ensuring that this partnership effectively provides the best educational experience for all our children. It is vital that all parties understand and support the philosophical stance of the school, so that the team can effectively work together. This partnership will assist students in acquiring the skills to help them set worthwhile goals for themselves and to recognize that effort towards such goals is essential and satisfying.

e. Personal Development

Our goal is to foster the self-esteem of our students through a consistent, positive approach to developing positive attitudes, appropriate behaviours, and individual personal growth. To promote school spirit and encourage a positive learning environment, we support a school dress code. This dress code will help students to avoid pitfalls of competitive dress and develop an awareness of the unique contribution they can make to society by fulfilling their capacity for clear, honest thinking, bodily fitness and appreciation for non-materialistic concepts such as beauty of truth, creativity, and sensitivity to the needs of others.

5. Teaching methods and techniques:

a. Establish a strong consistent focus on the "Traditional" methods of instruction which include:

- i. A major focus on content and skill development
- ii. Emphasis on all aspects of language development including phonics, spelling, grammar and whole language
- iii. Differentiation of subjects with some coordination between topics
- iv. Prescribed scope and sequence
- v. Standardized tests with authentic (performance) assessment
- vi. Letter grades (in grade 4 & 5) with purposeful anecdotal reporting
- vii. Direct instruction combined with some active and cooperative learning
- viii. Competition through academic achievement, art, music, and athletic awards
- ix. Teacher roles as supervisors of learners
- x. Professional, collegial, and collaborative relationships

- b. Set high goals of academic achievement, and encourage a sense of educational commitment and purpose.
- c. Establish a regular homework policy and schedule aided by the use of student 'agendas' or 'planners'.

6. The school district would be responsible to hire a principal who shares and affirms the philosophy, goals, and objectives of the "Traditional" model school. As previously established, the PAC would desire input into the mandate of Auguston Traditional Elementary School as recognized by the parties concerned (principal, teachers, parents). Then, a trust relationship will be fostered which will allow for a positive learning environment and growing atmosphere to be experienced for the benefit of students, staff and parents alike.
7. Parents of prospective students will be provided with information clearly defining the school's philosophy, goals, and objectives so that all mandates of the school are easily and clearly understood, thereby allowing parents the opportunity to make a responsible choice to enroll their child at Auguston Traditional Elementary School.

Note: the information presented above was extracted and modified to suit the ATES community from the following publications:

Proposed in Brief – submitted to the Abbotsford School Board Nov. 28, 1994  
King Traditional Elementary School Parent's Handbook 1996-1997  
King Traditional Elementary School Goals 1996 – 1997  
BCCPAC Sample Constitution and Bylaws (September 2001)