

# Watson Road Elementary Parent Advisory Council Society

## Guiding Principles

The purpose of this document is to outline the principles that WRPACS will use to ensure that the society's purpose, as outlined in our constitution, is followed when

- 1 Conducting executive and general meetings
- 2 Creating the annual PAC budget and committee budgets
- 3 Reviewing teacher/staff requests
- 4 Planning to spend PAC monies

The following principles will be adopted by the society.

1. The intent of the PAC is to provide the parent voice in the school environment.
2. That PAC meetings provide the opportunity for parents to freely discuss topics amongst themselves. Accordingly, the school principal and a teacher representative are invited to attend the first portion of the General Meeting to give a report and to ask and answer questions. Afterwards, the General Meeting will continue with only PAC members present.
3. That PAC Executive Meetings provide the opportunity for the executive members to discuss details of the operation of the PAC. As such, school staff will not be present at these meetings. Our Constitution and Bylaws indicate who can attend PAC executive meetings.
4. That to ensure WRPACS operates within the framework of our Constitution and Bylaws, the President will provide all executive members with a current copy of our Constitution and Bylaws at the beginning of each new school year. All executives should review the document regularly.
5. That all expenditures of over \$100.00 must be brought forward to the general membership – either as a separate request or part of a committee's budget. As per our Constitution and Bylaws, the PAC executive can not make these decisions alone. The PAC executive can review the requests and determine whether there are sufficient funds. In the event that we cannot accommodate a request for funds, the details of the request must still be brought forward at the general meeting.
6. That, whenever possible, expenditures of under \$100.00 for special items such as gifts will be brought forward to the general membership for voting. According to our Constitution and Bylaws, the executive may spend to a maximum of \$100.00 without prior consultation with the membership. Generally, these types of expenditures should be to purchase PAC supplies and not gifts.
7. That the PAC will subsidize the hot lunch program for families in need of assistance. These arrangements are deemed to be confidential and will not be shared with the general membership. These arrangements may be made either by the Principal or by the family contacting a PAC executive member directly.
8. That all committees must present a budget for approval by the general membership before proceeding with the event.
9. That the majority of PAC funds budgeted/spent should directly benefit the students of Watson Road Elementary.

10. That students benefit directly from expenditures such as:
  - presentations from authors
  - bus transportation for field trips
  - subsidies for the cost of entrance to field trips
  - subsidies for student publications – grade 6 grad books
  - gym, music, library, playground, and extra-curricular equipment purchases
  - tools for assessing children’s academic abilities
  - textbooks, reading material
  - special events where the children are in attendance – grade 6 celebration, primary play day and DARE grad
11. That the PAC can budget/spend a minor amount of funds to support the staff at Watson Road Elementary. Staff benefit directly from PAC donations of:
  - teacher petty cash – monies to be spent in a teacher’s classroom
  - staff appreciation event or gift
12. That the PAC can budget/spend a small amount of funds to purchase mementos (such as cards/flowers) for special occasions, i.e. when a staff member retires, leaves the school, is ill, or has a baby. The PAC has agreed that a maximum of \$25.00 per gift is appropriate, unless otherwise voted at a general meeting.
13. That the PAC will budget/spend funds to manage the running of the society on the following:
  - administrative supplies – postage, paper, photocopying, cheques
  - equipment/supplies – fridge, pots/pans etc
14. That this document will be reviewed on a yearly basis or as required.
15. That a receipt must be submitted to the PAC Treasurer for reimbursement of monies spent on behalf of the PAC.
16. That any PAC cheque written for CASH must have TWO people responsible for the CASH. These two people must sign a Petty Cash Form acknowledging that they have counted and received the cash. Receipts for purchases made with this cash, together with any left-over money, must total the amount of cash they received. These receipts and left-over money must be returned to the PAC Treasurer.