

George Greenaway Parent Advisory Council Handbook

Revised January 2017

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1 INTRODUCTION

1.1 ROLE OF PARENT ADVISORY COUNCIL – A DISCUSSION

“The PAC is focused on its mandate to support the best interests of all students.” Pg. 5

The ideal PAC: “Parent Advisory Councils have tended to evolve from early stages that focus on receiving information from administrators and fundraising to later stages where PACs work with school staff in developing and monitoring school goals, policies and programs. The most sophisticated groups serve on school and district committees, support parent advocacy, participate in selection of administrators and examine the potential impact on students of broader education issues” Pg. i

Barriers to effective PAC involvement: they “arise from a variety of sources and can be broadly categorized as: inadequate legislations; lack of information; inadequate communication; lack of opportunity to impact labour negotiations; pressure to fundraise; lack of PAC continuity; curriculum and program overload; lack of district policy development; and lack of financial support for PACs.” Pg. 7 – 8

From BCCPAC “The Role of Parent Advisory Councils in BC Public Schools” – A Discussion Paper June 2001

As a PAC it is important to remember that every parent and guardian of a student at the school is a member of the school’s PAC whether they attend meetings or not. Therefore, it is vital to invite communication and input from all in order to be as representative as possible so as to put a strong parental voice forward when addressing concerns, goals and plans with the school administrator and staff as well as more broadly to the school board and Ministry of Education. At George Greenaway we would like to continue to work towards the vision of an ideal PAC as defined above. By respecting the viewpoints of each other – parents and staff – and working together we can fulfill our mandate. Not only can we fundraise, we can advise, monitor, support, advocate and evaluate in the best interests of all our students in cooperation with the school staff.

2 CONSTITUTION

2.1 NAME

The name of this organization shall be the George Greenaway Elementary School Parent Advisory Council (the PAC).

2.2 PURPOSE

The purpose of the organization shall be to promote and support education and to contribute to a sense of school community at George Greenaway Elementary School.

2.3 OBJECTIVES

- To encourage communications within the school community
- To provide for a formal means of consultation and recommendations
- To promote cooperation between the homes and the school in providing for the education of children
- To contribute to the effectiveness of the school by promoting the involvement of parents and other community members
- To organize and provide additional resources to the school through approved volunteer activities

2.4 DISSOLUTION

1. In the event of dissolution and following payment of all outstanding debt, disbursement of remaining funds will be decided upon by the membership at the final General Meeting to be distributed to George Greenaway Elementary School. **This provision shall be unalterable.**
2. All records of the organization shall be placed under the jurisdiction of Surrey School District in the person of the Principal of the school.

3 BYLAWS

3.1 MEMBERSHIP

1. All parents and guardians of students registered at George Greenaway School shall be voting members of the group.
2. Administration and staff (teaching and non-teaching) of George Greenaway School shall be non-voting members of the group.
3. Members of the school community who are not parents of students currently in the system shall also be non-voting members of the group.
4. Every member has a duty to uphold the Constitution and comply with these Bylaws.

3.2 EXECUTIVE

The group shall elect the following slate of officers from the voting members for each school year. The Executive Officers shall be the:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Chair
- Hot Lunch Coordinator

3.2.1 PRESIDENT / CO-PRESIDENT, CHAIR / CO-CHAIR

The President

1. Shall convene and preside at all membership, special and executive meetings.
2. Shall, in consultation with the Principal, ensure that the agenda is prepared and presented.
3. May dispense with formal voting procedures on internal matters
4. Shall appoint committees where authorized to do so by the Executive for membership
5. Shall take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization.
6. Shall promote representation to District #36 Parent Advisory Council (DPAC)
7. Shall keep the PAC Handbook up to date.

3.2.2 VICE PRESIDENT / CO-VICE PRESIDENT

The Vice President

1. Will assume the responsibilities of the President in the President's absence.
2. Will accept extra duties as required.

3.2.3 SECRETARY / CO-SECRETARY

The Secretary

1. Will record the minutes of general membership, special and executive meetings.
2. Will issue and receive correspondence on behalf of the organization.
3. Will ensure that all documents, except documents that are the responsibility of the President or Treasurer, are prepared records and files as required by School District #36 (Surrey), the School Act and/or other legislation. All prepared records are the responsibility of the PAC and will be kept on school grounds for up to 7 years.

3.2.4 TREASURER

The Treasurer

1. Will be responsible for and report on the accounts of the organization.
2. Will be one of the signing officers of the Executive as per Section 3.2.16.
3. Will prepare a financial report for publication in the school newsletter as per Section 3.2.16.

4. Will assist the Executive with a tentative plan of expenditures as per Section 3.2.16.
5. The outgoing Treasurer is responsible to complete year end financials within 3 weeks of the fiscal year end.

3.2.5 FUNDRAISING CHAIR

The Fundraising Chair

1. Will be responsible for all fundraising activities on behalf of the PAC.
2. Will ensure that fundraising activities are in accordance with school values.
3. Will assist the Executive with a tentative plan for revenue generation as per Section 3.2.16.

3.2.6 HOT LUNCH COORDINATOR

Hot Lunch Coordinator

1. Will be responsible for all hot lunch activities on behalf of the PAC.
2. Will ensure that hot lunch activities are coordinated with school staff and calendars.
3. Will assist the Executive with a tentative plan for revenue generation as per Section 3.2.16

3.2.7 VACANCY ON EXECUTIVE

1. If any officer resigns during a term of office or if any office is not filled at the time of elections, the PAC Executive may appoint someone to fill the vacancy until the next election
2. The positions of Secretary and Treasurer may not be combined

3.2.8 DUTY OF OFFICERS

The Duty of Officers

1. Will represent and speak on behalf of the PAC at meetings.
2. Take direction from the general PAC membership.
3. Report back to the PAC at General Meetings.

3.2.9 COMMITTEES

1. PAC Officers – Parents elected or appointed to chair or co-chair a committee and attend the General Meetings.
2. Committees are responsible to the Executive and shall report to the Executive as required.
 - a. School staff may be afforded representation on committees.
 - b. Members may be appointed to special committees by the President.
3. Representative to (School District #36) District Parent Advisory Committee (DPAC).
 - a. The DPAC Representative shall represent the PAC at all regular and extraordinary DPAC meetings.
 - b. Shall report District information to the Executive and shall report General Meetings of the PAC as required.

3.2.10 ELECTIONS

1. Election Term – the length of term for Executive positions and officers shall be thirteen (13) months commencing June 1 of Year A and finishing June 30 of Year B, with the exception of the Treasurer whose term will expire September 30th as per Section 3.24.5.
2. All elected and appointed members of the PAC shall resign at the end of the term. All outgoing officers must pass all files and documentation onto the new officers within on (1) month in order to facilitate the change and orientation of new PAC officers. With the exception of the Treasurer who as per Section 3.24.5 will turn over all materials within three (3) weeks of the fiscal year end.
 - a. Such resignation to take place during the June Election, effective at the end of the meeting at which the election was held.
 - b. Retiring officers are eligible for nomination and re-election during the June election, except that it is suggested that no member remain in any one position on the Executive body for more than four (4) years when no other nominees are put forward.
 - c. Only voting members are permitted to be nominated, elected or hold office in this council.

3.2.11 ELECTION PROCEDURES

1. Election of the Executive will take place during a General meeting, which will be held each and every June.
2. The election of representatives to the School Planning Council and the District PAC must be by secret ballot. (School Act, S.8 (6)).

3.2.12 NOMINATIONS

1. A 'Nomination's Committee' may be formed as required by the Executive.
2. Nominations may be received up to and during the June General meeting until declared closed by the President.

3.2.13 GENERAL MEETINGS

1. The number of General Meetings will be set by the Executive with no fewer than five (5) meetings per school year.
2. Extraordinary Meetings may be called by the Executive with a minimum of seven (7) days' notice.
3. Executive Meetings
 - a. Executive meeting times may be prescribed by the Executive
 - b. Extraordinary meetings may be called by the President

3.2.14 CONSTITUTIONAL AMENDMENTS

1. Amendments to the Constitution and Bylaws of the George Greenaway Parent Advisory Council may be made at any General Membership meeting at which business is conducting providing:
 - a. Proper notice of the meeting has been given fourteen (14) days minimum.
 - b. The notice of the meeting should also include notice of the specific amendments proposed.
 - c. A two-thirds (2/3) majority vote of those voting members present at the meeting will be required to amend the Constitution and Bylaws.

3.2.15 QUORUM

1. The voting members present at any duly called General Meeting shall constitute a quorum.

3.2.16 PROCEDURE

1. Meetings will conducted efficiently and with fairness to the members.
2. If procedural problems should arise, "Robert's Rule of Order", current edition, will used to resolve the situation, unless they are in conflict with the guidelines of this Constitution and Bylaws.

3.2.17 FINANCES

1. Tentative plan of expenditures should be drawn up by the Executive and presented for approval at a General Meeting prior to the end of September of each year.
2. All funds of the organization will be deposited in a Chartered Bank or Credit Union or any Financial Establishment registered under the Bank Act.
3. The Executive will name signing officers, one of who will be Treasurer, for banking and legal documents. Any two signatures will be required for these documents.
4. All monies spent above and beyond petty cash amount to be determined at the first General Meeting and then approved by the majority.
5. A Treasurer's report to all members should be published in the school newsletter prior to the end of each school year.
6. The financial year shall be September 1 to August 31.

3.2.18 CODE OF CONDUCT

1. The George Greenaway School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

2. An Executive member who is approached by a parent with a concern relating to Section 18 is in a privileged position and must treat such discussion as confidential.

4 EXECUTIVE AND GENERAL MEETINGS

4.1 CODE OF ETHICS

4.1.1 CONDUCTING MEETINGS

Meetings follow a code of ethics that facilitates mutual respect, openness and honesty, promotes equality, and advocates for parents and students in an environment of team work with the school staff. As such, the chair of the meetings and those present are expected to conduct the meeting with a degree of decorum that is respectful to all (staff and parents alike), is fair, focused and facilitates healthy and lively discussions away from inappropriate topics/gossip and keeping everyone on topic.

The Executive members are charged with representing the views of the parents of the school and advocating for all students. Executive members and regular participants at the PAC meetings are encouraged to gather many parents' views on topics so that a board representative of voices is heard at the meeting.

Generally, Roberts Rules of Order are followed in order to keep meetings organized, focused and conducted in a timely manner. The use of motions is recommended to put forward a position or represent a decision made and identify the support or lack thereof via a simple majority.

4.2 POSITIONS

Executive positions are thirteen (13) months term and at the June General Meeting all positions are up for election. (Refer to the GG PAC Constitution and Bylaws: Elections section). All elected and appointed members are accountable to the general members. The terms begins with the conclusion of the June elections. **Note:** outgoing Treasurer has the responsibility to close the fiscal year end financials.

4.3 EXECUTIVE MEETINGS

The Executive may prescribe executive meeting times, while the President may call Extraordinary Meetings. The President chairs these meetings. The Executive is defined in the Constitution as the President, Vice President, Secretary, Treasurer, Fundraising Chair and Hot Lunch Coordinator. The Executive meeting is organized in advance, inclusive and discusses issues and concerns at the school. All members of the executive are notified in advance of the meeting and requested to participate. A reasonable amount of time is given for notification. Notification can be either via phone calls, emails or letter.

The chair of the meeting prepares the agenda in advance and makes it available to the Executive members. Meeting minutes are recorded and preferably distributed within one (1) week of the meeting.

Budgetary recommendations are made at the executive level. The approval of the budget and any changes to the budget are made at the General Meetings when the general members are available to vote.

4.4 GENERAL MEETINGS

General meetings are advertised to the school's parents well in advance and scheduled at such times and days to optimize participation. Options include day or evening times at the school, during the weekdays.

The chair of the meeting works in collaboration with the Executive and School Administrator(s) to prepare the agenda. The chair solicits requests from parents to also determine the agenda items. The proposed agenda is circulated in advance of the meeting via the parent bulletin board, emails, Facebook and parent newsletters. Meeting minutes are recorded and distributed by the next meeting. They are reviewed and approved/amended with a motion.

The General Meeting is the decision making aspect of the PAC in the budgets, changes to the budget changes to the constitution and bylaws, gaming budgets, elections are determined at General Meetings. Reports from committee chairs and reps are given at General Meetings. The Administrator(s) gives a report, solicits input at the General Meetings.

4.5 AGENDAS

4.5.1 AGENDA FORMAT FOR EXECUTIVE MEETINGS

Introductions

Chair and recorder of minutes identified

Review of previous executive meeting minutes

Business arising out of minutes (May also review business arising out of general meeting minutes)

Tabled items

Review of agenda items

Current issue(s)

Treasurer's Report

Calendar of Events (including hot lunch dates, fundraising activities, DPAC meetings/workshops, health (head lice checks) activities and special events)

Correspondence

Next Meeting and Adjournment

4.5.2 AGENDA FORMAT FOR GENERAL MEETINGS

Introductions

Chair and recorder of minutes identified

Presentation/Workshop introduced (as applicable)

Review of previous minutes

Business arising out of minutes

Tabled items

Review of Agenda items

Education/School/Community Issues

President/Vice President's Report

Treasurer's Report

Administrator's Report

Rep/Committee Reports (Fundraising, Hot lunch, Health, Emergency Response, Special Events, DPAC, SPC, etc.)

Correspondence

Miscellaneous

Calendar of Events

Next Meeting and Adjournment

5 POLICIES AND PROCEDURES

5.1 FINANCIAL MANAGEMENT AND ACCOUNTING PROCEDURE

5.1.1 FISCAL YEAR

The PAC fiscal year is September 1 to August 31. At the fiscal year end the outgoing PAC Treasurer is responsible for closing the financial books and completing the year end Income Statement. As per the Constitution, the Treasurer prepares a summary of the expenditures for the general membership at the end of the school year. The outgoing Treasurer s over the books and financial records (including USB) to the incoming Treasurer in September.

5.1.2 BANK ACCOUNTS POLICIES AND PROCEDURES

George Greenaway PAC maintains three separate bank accounts. The first (1st) account is simply the PAC GENERAL account located at the Cloverdale TD branch. It is the main bank account into which goes all money raised through non-gaming activities and underwrites all authorized expenses.

The second (2nd) account is the GAMING account located at the Langley TD branch in which monies granted from the BC Gaming Commission and revenue generated from gaming activities (e.g. raffles). This account also has a separate budget as per the gaming application and identifies specific areas for funds allocation. The school's Head Secretary keeps records of the breakdown of funds allocated to the school, while the PAC Treasurer ensures that all the gaming funds are properly distributed for the year received.

The third (3rd) account is the PLAYGROUND account located at the Cloverdale TD branch and was opened in June 2003. Playground fundraising money is deposited into this account if it comes from general revenue efforts. Playground monies that are raised through gaming activities sit in the Gaming account and are allocated for Playground.

5.1.3 CHEQUES AND SIGNING AUTHORITY PROCESS

Each cheque requires two signatures. Those designated with signing authority must be members of the PAC Executive. The Treasurer must be one of the signing officers. Signing authority is typically assigned to four members of the PAC Executive – Treasurer, President, Vice President and Hot Lunch Coordinator. Treasurer must be notified for cheque signing.

Signing authority is determined by September at the latest, preferably in June when elections are completed. The new signing officers must go to the PAC bank and complete the bank's procedures to sign on the new officers and remove the defunct signatures.

5.1.4 DEPOSIT PROCEDURES

Deposits refer to all cash and cheques arising from PAC activities. PAC policy requires that deposits are counted at the school by at least two people together. A list of all cheques (names), cheque numbers and amounts is written up and summed. The cheques are stamped on the back with the George Greenaway PAC stamp. The cash amounts are listed (e.g. 5 x 20, 2 x 10, etc.) and summed. The subtotals are added for a grand total for the deposit. The money is put into an envelope and signed and sealed for the Treasurer. The counters (e.g. Fundraising Coordinator(s) write up the accounting summary, identify what the funds were from, date it and attach the summary to the envelope of the money. Suggestions: photocopy the summary sheet(s). The bank prefers to have coins separated according to their currency (sandwich bags work well for this) and rolled as appropriate. Deposit money (and summary information) in the PAC safe. The Treasurer and VP are notified simultaneously that there is a deposit to do.

In accounting the separation of duties principle requires that the Treasurer does not do both the deposits and payables (write cheques for expenses). Therefore, it is recommended that the President or Vice President completes the deposit slip using the summary sheet and deposits the funds into the PAC bank account. Ideally, deposits are put into the PAC bank account the same day received. The President/VP puts the deposit slip and account summary in the Treasurer's drawer and notifies the Treasurer.

As per above, the counting and deposit slips would be completed the same day of the event and the deposit would be made by minimum two people together at the PAC bank account the same evening. The funds do NOT go home overnight unless the fundraising event is off site and we do not have access to the school to deposit the funds in the PAC safe.

When a deposit is completed the depositor texts the Treasurer with the amounts and for which item line on the day of the deposit. A copy of the deposit slip is left at the school with the date and item line written on it (hot lunch, etc.).

5.1.5 NSF CHEQUES

NSF cheques come in the mail from the bank. The secretary opens all correspondence and the same day notifies the PAC President who immediately notifies the Treasurer. Within the week, the President phones the person making them aware of the NSF cheque. Arrangements are made to receive money owed plus any bank charge (e.g. \$5) in cash as soon as possible.

The item the cheque was for is now held back, if we are on time. The Coordinator (of fundraising, hot lunch, etc.) is notified so that the product is NOT given out without payment. When payment has been received notify the Coordinator to release the product to the buyer. Deposit payment into the PAC safe and call the Treasurer as per the Deposit Procedures. In case the product or hot lunch is already received still pursue payment.

If the person does not pay, notify the members of the PAC Executive and any volunteers who receive and count money (i.e.: Hot Lunch and Fundraising Coordinators) stating that we no longer accept cheques from XYZ person(s). It is up to the President if they want to send a written letter to the person indicating that cheques will no longer be accepted. Any persona with an outstanding balance on the online PAC account will not be able to place an order for any future fundraisers until the outstanding balance is paid in full. CC a copy of any correspondence to the Treasurer and Secretary. Lastly be sure to pass on the names of the fraudulent cheque writers to the Executive of the next PAC so that the Treasurer can alert all the appropriate Coordinators. A common courtesy that we practice is to notify the school Principal so that if the person phones they have an idea what is going on.

For big events like silent auctions cash is preferred and notice to this effect can be made. The PAC can determine that cash will be the only form of payment. In cases where a cheque is accepted the item purchased can be held back until the cheque is cleared.

5.1.6 CHEQUE REIMBURSEMENTS, CHEQUE REQUISITIONS AND EXPENSES

In order for an authorized expense to be reimbursed a cheque requisition must be completed in full by the person requesting reimbursement. The original receipt or invoice or purchase order must accompany the cheque requisition. One exception to this rule is the classroom funds from the general account. The Treasurer will give the secretary the entire classroom fund amount (usually \$150 per division). The Head Secretary maintains an itemized list of payments to the Teachers. At the end of the school year, the Secretary gives us a receipt for the entire amount or reimburses the PAC for monies not spent. A reasonable time (up to one (1) week) is accorded to the Treasurer, President and Vice President together handle any concerns as to the validity of the requisition.

Cheques requested in advance to pay for large items can be arranged separately so long as the supplier and amount are known and a receipt is received with payment. This needs to be arranged in advance with the Treasurer and okayed by at least one other signing officer.

5.1.7 BUDGETS

Ideally the PAC Executive and school's Administrator(s) collaborate to identify the needs and goals of the school to earmark funds and set budge revenue goals. The PAC General and Gaming Budget is prepared for the new fiscal year and voted on at the end of September General Meeting with a motion. The budge needs to be approved prior to any expenses being reimbursed. Throughout the fiscal year any changes to the budget or any requests for funds not included in the budget must be taken to a General Meeting for approval.

The Gaming budget is developed in conjunction with the GENERAL budget as it no longer has to be completed as part of the gaming application.

5.2 FUNDRAISING POLICIES AND PROCEDURES

5.2.1 RESPONSIBILITIES

The Fundraising Coordinator is responsible for:

1. Selecting and recommending which PAC fundraising activities occur at the school
2. Helping to set the revenue targets for the GENERAL budget
3. Organizing the fundraising activities with volunteers
4. Collecting the orders and fundraising money and giving it to the Treasurer as per the Financial Policies above. Delegating distribution of products for pickup

5.2.2 PLANNING FOR THE YEAR

All fundraising activities are cleared at the PAC General Meeting level so as to get input re: the level of interest and viability of the activities recommended. The school Principal is involved in the decision process for selecting which fundraisers are chosen. Not that the Administrator(s) has ultimate responsibility for the school and may indicate that an activity is inappropriate.

5.2.3 ADMINISTRATIVE PROCEDURES

Notices are reviewed by the Principal and/or PAC President before they go out.

Each notice should have the following information

1. Start date and end date of the Fundraising campaign highlighting the due date of orders
 - a. If it is an event, the date of the event
2. Indicate what fundraiser is for (e.g. This fundraiser is for the Library)
3. Cheques made payable to George Greenaway PAC
4. Pick up date and time for product. Or for an event, when the money is due
5. Include any promotion information (top sellers win)
6. Form section must include Name, Phone #, Division # and Teacher's Name

The secretaries will provide you with the number of families in the school. Fundraising Notices (includes notice, brochure, etc.) typically go home to families vs every student. The school Secretaries take care of typing (if needed), photocopying and some distribution. Give specific photocopying instructions whenever you can.

Need to allow for a week before distribution of fundraiser for Principal to review the notice, Secretaries to make corrections, final review of notice by fundraiser, time for photocopying and distribution per division.

Ask the secretaries for class division lists to track orders and returns.

On the due date or weekly leading up to the due date, ask the Secretaries to call for any orders to be sent down to the office in the morning.

5.2.4 SELECTING AND ORDERING FUNDRAISERS

The Fundraising Coordinator receives and reviews all solicitations for fundraising and determines which ones would be suitable and makes recommendations to the PAC for choices over the course of the school year. Check the PAC Fundraising mailbox on a weekly basis. TIP: fundraising notices are more successful with a three (3) week turnaround covering three (3) weekends. Reminder: notices halfway through are helpful reminders in the planners and can be coordinated with the school

5.2.5 PRODUCT FUNDRAISERS

Once a product fundraiser is approved, contact the company or promoter as appropriate. Review process, product, promotions, timelines, fees, etc. Determine selling prices for products with fundraising team. Prepare notices to go home. See Administrative Procedures above.

Organize catalogues, order forms, brochures as appropriate by divisions as per the numbers the Secretaries give you.

Post notices, advertisements around the school, via the PAC website, Facebook and other outlets as desired. Glass display case in the office foyer is available for promotions as well.

Some orders will come in weekly and these can be counted each week and deposits prepared as per the Deposit Procedures described earlier. Tally up orders. Contact distributor with order and arrange for delivery.

5.2.6 EVENT FUNDRAISERS

Event fundraisers also need to be approved by the PAC to get everyone's support. Event fundraisers vary from very small as in bake sales to grand like a family fun night. The larger the scale, the longer the planning and typically the greater the number of people required to help. Research the event (has anyone else done it?), develop a vision to share and inspire others and recruit teams for various aspects of the campaign. Event fundraisers are most successful when the staff have bought into the plan and can consult regarding their roles in the event.

5.2.6.1 Volunteers

Volunteers are to pay ½ the price for admission based on the discretion of the committee.

5.3 HOT LUNCH PROGRAM POLICIES AND PROCEDURES

5.3.1 RESPONSIBILITIES

The Hot Lunch Coordinator is responsible for the following tasks:

1. Pick out dates for hot lunch days (and snack days if you're planning them as well). Run dates past Principal for any date conflicts. Distribute calendar of dates at the PAC General Meeting.
2. Recruit and organize volunteers for hot lunch committee to help with hot lunch program.
3. Prior to putting out your order forms, call the intended supplier to ensure they are able to provide the quantity of food you need. Some suppliers need a MINIMUM of one (1) week notice.
4. Count orders and money
5. Order and pick up supplies, foods and hot lunch orders that are not delivered to the school. Coordinate food delivery to classrooms on hot lunch days, snack days.
6. Keep the hot lunch binder up to date.

5.3.2 PROCEDURES FOR ORDERS AND MONEY COUNTING

On money counting day it was discovered that money counting day can be done on the morning of the next hot lunch day if you plan it out that way (example: count the money for hot lunch #2 on the morning you serve hot lunch #1). This way you are ensured of having enough help. Alternatively, you can put out your order forms on, for example, Monday for return on Friday with the Hot Lunch day during the following week.

Ask the Secretary to make an announcement for "last call" to make sure you all the order in and have planner messages go out the week prior to make sure everyone gets their orders in. Compare the money received against the total amount of each order. Initial the amount of the order form as you check the totals to indicate that you've checked it and it's correct. All the orders are then put into divisions. The money is counted and coins are rolled. A tally is made and written on a blank piece of paper. The money and tally are put into the safe. Make arrangements with the Treasurer as to how you let her/him know there is cash in the safe that needs to be picked up and deposited. Refer to Financial and Accounting Procedures – Deposit Procedures section for further information.

Try to be firm with the kids (and parents) who brings in their order forms and money late. Obviously, there will be exceptions but these should be exceptions not the norm.

5.4 HEALTH COMMITTEE PROCEDURES

5.4.1 RESPONSIBILITIES

The chair of the committee is responsible for the following tasks:

1. Creating and maintaining a list of volunteers for the Head Check days conducted throughout the year.
2. Selecting three (3) days during the year when all classes have their heads checked for lice and/or nits.
3. Responding to requests from Teachers / Administrator(s) or Public Health to check an individual classroom when there has been a report of a student having lice or nits.
4. Attending Executive and General PAC meetings monthly to report on Head Check results and/or concerns.
5. Keeping an eye out for interesting articles of interest around health issues in the community, e.g. new methods of treating lice infestation, etc. Articles can be collected and placed in the Health Binder, which is maintained in the school office.

5.4.2 PROCEDURES: HEAD LICE CHECKS

At the beginning of the school years, select days to conduct head checks throughout the entire school the best time is one (1) week to ten (10) days after a school break i.e. early Septembers, one (1) week after Christmas and one (1) week after Spring Break.

About one (1) week prior to the head check day, assemble a team of volunteers to do the check. You'll need about six (6) people to check the entire school, two (2) people to do just a classroom.

On the day of the head check, plan to arrive at about 9:00am. Ask your volunteers to check in at the office. Pick up the Health binder from the bookcase to the right of the office door. Ask the Head Secretary for it, if you can't find it. The binder contains a current class list for every classroom. (You may have to ask the Head Secretary for the new lists before the September check.) Each child's name is to be ticked off as they are being checked.

The sticks used to check for lice are kept in the medical room behind the Head Secretary's desk. You will also find garbage bags there for discarding the used sticks. If there aren't any garbage bags, ask the School Custodian for one.

Once the volunteers are assembled and you have the required tools, begin to move from class to class. The order in which you do the classes is not important; although it's easier to do the Kindergarten classes while the older grades are in recess or at lunch.

Gently knock on the door of the classroom and explain that you are there to do a head lice check. Ask the teacher to send out students in groups that equal in number to the number of volunteers you have. It's helpful to have one volunteer who is responsible for ticking off names in the Health binder.

In the Health binder, each child's name is ticked off as they are being checked. Not any students who are away or in another part of the school in the space beside their name. The date of the check is written at the top of the class list.

If any nits or lice are found, do not tell the child. Just make note of what you find in the binder and move on. At the end of the check, inform the Head Secretary of the names of any children who were found to have lice or nits so that their parents can be informed privately. **Under no circumstances is the presence of lice to be communicated to anyone other than the Head Secretary or the Administrator, in her/his absence.**

5.4.3 GENERAL HINTS

1. There is information about lice, nits and what to look for in a video in the school library. Essentially, two (2) small sticks are used to gently part the hair to look for lice and nits close to the scalp. **Sticks are only to be used once and then discarded.**
2. Lice and nits are most likely to be found at the back of the neck and around the ears, however, the entire scalp should be checked. Nits are the size and shape of a grain of rice and are white or gray in colour. They stick to the shaft of hair and will not move if you blow on them. Lice are brown or black.
3. It is a good idea to have your volunteers read the article on lice in the health binder or watch the video prior to your first check.
4. It is also wise to have some experienced checkers on your team.
5. There tends to be a lot of myth and negativity surrounding the lice issue. Try to dispel the atmosphere by conducting the head checks in a light hearted way and be reassuring to the primary grades and special needs students especially.
6. Some parents refuse to allow their children to be checked. They will likely let you know at the beginning of the school year or after the first check.
7. Always offer to check the teacher's head
8. Once you have a team of volunteers working together, you should be able to do the whole school by 12:30pm if you start at 9:00am.
9. You'll need to go back as soon as possible to do all the children who were away for the check.
10. About two (2) weeks after the check, go back to redo the classrooms where there were children with lice. You only need to check a half a dozen kids for each class – making sure that you check the child who had lice the first time. Just ask the teacher to send out specific children without telling the teacher which one had lice.

5.5 EMERGENCY RESPONSE PROGRAM POLICIES AND PROCEDURES

5.5.1 RESPONSIBILITIES

The Emergency Response Coordinator with the committee is responsible for:

1. Identifying the emergency response needs of the school with the school's own safety committee and the Surrey School District Safety Liaison Officer.
2. Making recommendations to the PAC for purchases of emergency response equipment
3. Purchasing approved recommendations
4. Monitoring the inventory in the large green ER container outside, including assessing expiry dates of supplies.
5. Organizing the student comfort kits and ER binder
6. Arranging for parent workshops on a variety of interesting ER related topics.

5.5.2 COMFORT KIT PROCEDURES

The ER Bin will be stocked with supplies in the case of an emergency by the PAC.

5.5.3 SCHOOL DISTRICT SAFETY LIAISON OFFICER

Surrey School District has a Safety Liaison Officer whose role includes that of working with Emergency Preparedness/Response Committees in preparation for emergencies. Resources from the school district include a manual on policies and procedures. The ER chair is to contact the Manager, Safe Schools – Surrey School District at the beginning of the school year to notify them of the school's contact and to receive any updates in district policy.

5.5.4 EMERGENCY RESPONSE CONTAINER

The ER container is locked year round. Six (6) keys are issued to trusted individuals at the beginning of the school year – specifically one (1) key goes to the ER chair, two (2) to the school (one to the Secretary and one to the Administrator of the school) and the remaining are issued to parents who would be nearby in the event of an emergency to open the ER container.

The ER container contains blankets, emergency clothing, garbage containers and bags, firewood, first aid kit, flashlights, candles, tent shelters, ladder, food and other emergency supplies. It is strictly provisioned for use in an emergency such as an earthquake, flood, fire or other natural disaster. The ER committee monitors the inventory on an annual basis. Supplies such as batteries, water, food and glow sticks have expiry dates and these need to be checked at the beginning of each year to determine replacement needs.

An aerial map of the school and neighbourhood is posted inside the door of the container. This needs to be updated annually as development in the neighbourhood changes.

5.5.5 CLASSROOM BAGS

Each classroom has a bright orange classroom bag which contains the children's comfort kits, first air supplies, updated class lists and other emergency supplies. The ER committee ensures that the classroom bags have a new class list each September.

5.5.6 STUDENT COMFORT KITS

Comfort Kits – does your child have one?

- A small favorite stuffed toy
- A note from mom and dad
- A family picture
- A book
- Notepad and pen
- Small games
- Emergency phone numbers
- Out of province contact (name & phone number, including area code – please see note below)
- A small variety of non-perishable snacks like lifesavers, fruit leather, granola bars or a juice box

Please place the items in a Ziploc type bag with your child's name on it and send it to the school – it's not too late! The comfort kits will be sent home at the end of the school year. In September each child will be expected to bring a comfort kit for the new school year.

NOTE: We do require an out-of-province number as an information link between parents and children in the case of an emergency. Telephone lines will be down and local lines may not be restored for days, so an out-of-province number supplies this valuable link between the separated parties.

5.6 CLASS PARENT

This particular individual acts as a liaison between the teacher and other parents of the classroom, they can be a sounding board for the teacher to bounce off ideas for activities and events, helps organize volunteers for field trips or other special events/activities needed by the PAC Executive, gathers input from parents and attends PAC Meetings.

6 CALENDAR OF DUTIES

The PAC fiscal year begins September 1 and concludes August 31. Certain duties are required by our Constitution and Bylaws to be concluded based on the fiscal year while others are recommended or desired.

Month	Required	Recommended	Desired
September	<ul style="list-style-type: none"> Develop General and Gaming Budgets of expenditures and have approved at General Meeting. Treasurer does previous Year End Report of PAC Finances Go to bank to change signing authorities if changes in Executive Reassign keys 	<ul style="list-style-type: none"> Schedule meetings, calendar, fundraising activities and hot lunches Meet with Administrator(s) and staff Elect School Planning Council reps, any other positions unfilled Review 	<ul style="list-style-type: none"> Review PAC Philosophy & Mission Statement Determine purpose and objectives for the school year Get updated staff wish list for budget planning
October	<ul style="list-style-type: none"> Gaming Account Summary Report due within 90 days form PAC financial year end 	<ul style="list-style-type: none"> Register with BCCPAC before Dec. 4th Plan Christmas Hampers 	<ul style="list-style-type: none"> Review PAC Constitution and Bylaws, school/school board legislative changes
March	<ul style="list-style-type: none"> Apply for Direct Access Gaming 	<ul style="list-style-type: none"> Discuss next year's calendar with staff 	<ul style="list-style-type: none"> Plan staff appreciation event
May	<ul style="list-style-type: none"> Book workshops for the Fall Complete Gaming application before June 30th deadline 	<ul style="list-style-type: none"> Attendance at DPAC AGM Attendance at BCCPAC AGM 	<ul style="list-style-type: none"> Recruit candidates for vacancies Plan with Principal events and tops for PAC General Meetings
June	<ul style="list-style-type: none"> PAC Elections for Executive and Committee Positions at General Meetings Send in Direct Access Gaming Application 	<ul style="list-style-type: none"> Treasurer's report to members published in school newsletter. Collect keys to PAC safe, filing cabinet, ER container and kitchen cabinets 	
August	<ul style="list-style-type: none"> Treasurer to complete year-end financial and gaming statements for August 31st 	<ul style="list-style-type: none"> PAC Executive meet and greet, leadership philosophy, distribution of PAC Handbook, review Policies and Procedures 	<ul style="list-style-type: none"> Plan General Meeting schedule and parent events for the next school year

7 COMMITTEES

7.1 INTRODUCTION

George Greenaway PAC members contribute to the school and the community in many ways. Here is a list of various committees and subgroups attended to by parents at this school.

7.2 LIST OF COMMITTEES AND SUBGROUPS

7.2.1 EMERGENCY RESPONSE COMMITTEE

Identifies emergency response needs of the school with school safety committee. Makes purchases of emergency response equipment, monitors inventory, and organizes student comfort kits / ID cards, parent workshops.

7.2.2 GRADE 7 YEAR END COMMITTEE

Parents of Grade 7 students who organize Grade 7 year end party to celebrate the conclusion of their last year at Greenaway. PAC traditionally budgets \$250.00 towards this and profits from popcorn sales also contribute to this event.

7.2.3 HEALTH COMMITTEE

Assists the school nurse with Grade 6 vaccinations and schedules regular classroom head lice checks as well as performs suspected head lice checks on individuals.

7.2.4 HOT LUNCH COMMITTEE

Determines schedule of hot lunches and snacks for the school year. Organizes food orders, deliveries and distribution of hot lunches / snacks. Grade 7 students assist.

7.2.5 NOMINATIONS COMMITTEE

Appointed by the Executive, a group of parents charged with recruiting parents to be nominated to the Executive positions on the PAC.

7.2.6 WELCOME TEAM

Welcomes newly arrived students and their families to the school.

7.3 APPOINTMENT AND ACCOUNTABILITY OF COMMITTEES

Committees are to be formed in an open forum (i.e. PAC General Meeting) where anyone has the opportunity to participate. Committees are to make continual updates at the General Meetings as to how things are progressing. Project Committees gather, sort and prepare information and recommendations for projects.

7.4 SCHOOL TRADITIONS

7.4.1 GREENAWAY FAMILY BBQ / MEET THE TEACHER NIGHT - SEPTEMBER

This evening event invites all the students and their families to meet the teachers and staff as well enjoy a delicious chicken BBQ with salad. Students take their families to their classrooms and introduce their teacher(s). Meet other students and their families. Very casual and relaxing evening that gets the school year going.

7.4.2 STAFF APPRECIATION – APRIL / MAY

The PAC Special Events Coordinator usually initiates this event with parents from the school participating via baked goods, decorations and special foods made for the staff at George Greenaway. A theme is chosen and the decorations go up to bring on the festive air of appreciation for all the hard work the staff do in teaching.

7.4.3 FUN DAY – JUNE

This combination athletic events, school rally and team building day engages the entire school. A theme is chosen, students are assigned to their respective house teams, team colors are decided and the rivalry begins in the weeks preceding this Friday. The PAC Fundraiser often sets up a concession – depending on the number of volunteers, serving coffee, drinks, donut fare, freezies and other goodies. The Hot Lunch Coordinator may choose to provide a hot lunch day and encourage families to buy enough for the whole family. Consider is given to providing lunch items (e.g. Hot dogs / pizzas) at the concession.

7.5 COMMUNITY TRADITIONS

7.5.1 TERRY FOX RUN – SEPTEMBER

The teachers organize the Terry Fox Run and the PAC Special Events Coordinator organizes parent involvement for assistance at water stations, crossing guards and bike patrol. Juice boxes and a snack (organized by the PAC) distributed to all students and staff working together for a truly Canadian event.

7.5.2 CHRISTMAS HAMPERS – DECEMBER

Each year Teachers identify families that are in need and would benefit from a Christmas food hamper. Traditionally money has been budgeted by the PAC to purchase fresh produce, dairy products and meats from the grocery store to compliment the school wide Christmas wrappings and near the last week prior to the Christmas break a group of parents organize the food hampers and arrange to deliver them discreetly to the designated families.

7.5.3 JUMP ROPE FOR HEART – MARCH

Parents are requested to assist over the two (2) days that this event occurs. The Jump Rope for Heart is a fundraiser for the BC Heart and Stroke Foundation that students volunteer to participate in. Traditionally, a Thursday and Friday in February are chosen for all the grades to jump rope in the gym. Classes are organized in one (1) hour blocks for their turn in the gym and parents assist the teachers with encouragement, instruction and safety while the even unfolds. The primary grades prepare for the event by learning how to jump rope in gym classes.

8 LIST OF CONTACTS AND RESOURCES

8.1 ORGANIZATIONS

Organization	Telephone Number	Website	Email
Surrey District Parents Advisory Council		www.surreydpac.ca	
Surrey District Parents Advisory Council Advocacy	888-351-9834	http://surreydpac.ca/index.php/resources/advocacy/	
Surrey School District Board of Trustees	604-596-7733	https://www.surreyschools.ca/About/BoardofEducation/Pages/default.aspx	wilson_shawn@surreyschools.ca
Surrey School District – Special Education Department	604-596-7733	https://www.bced.gov.bc.ca/specialized/ppandg.htm	
BC Confederation of Parent Advisory Councils	604-687-4433	www.bccpac.bc.ca	info@bccpac.bc.ca
BC Ministry of Education	855-582-3430	www.gov.bc.ca/bced	Mike.bernier.mla@leg.bc.ca
BC Public Schools Employers Association	604-730-0739	www.bcpsea.bc.ca	contact.us@bcpsea.bc.ca
BC School Trustees Association	604-734-2721	www.bcsta.org	bcsta@bcsta.org
BC Teachers Federation	604-871-2283	www.bctf.bc.ca	presidentsoffice@bctf.ca
Ombudsman		www.ombudsman.bc.ca	

8.2 SCHOOLS

8.2.1 ELEMENTARY SCHOOLS IN OUR AREA

(All numbers are subject to change):

School	Address	Telephone Number	Courier Number
George Greenaway			090
AJ McLellan	16545 61 Avenue	604-574-7296	178
Surrey Centre	16670 Old McLellan Rd	604-576-9191	039
Cloverdale Traditional	17857 56 Avenue	604-576-8295	004
Martha Currie	5811 184 Street	604-576-8551	061
Don Christian	6256 184 Street	604-576-1381	127
Sunrise Ridge	18690 60 Avenue	604-576-3000	149
Latimer Road	19233 60 Avenue	604-576-9184	035
Hillcrest	18599 65 Avenue	604-575-1359	176
Clayton	7541 184 Street	604-576-6411	013
East Clayton	18680 72 Avenue	604-576-2414	101
Coast Meridian	822 168 A Street	604-574-6036	

8.2.2 SECONDARY SCHOOLS IN OUR AREA

School	Address	Telephone Number	Courier Number
Lord Tweedsmuir	6151 180 Street	604-574-7407	
Clayton Heights	7003 188 Street	604-576-4138	
Sullivan Heights	6250 144 Street	604-543-8749	