

**WELCOME**

# Board / PAC Liaison Meeting

## Role of PAC

The Hanover School Division respects the role of parents/guardians as the primary educators of their own children.

The Hanover School Division welcomes parent involvement and participation in many ways including becoming a member of a school Parent Advisory Council (PAC).

# Role of PAC

## Authoritative Linkages

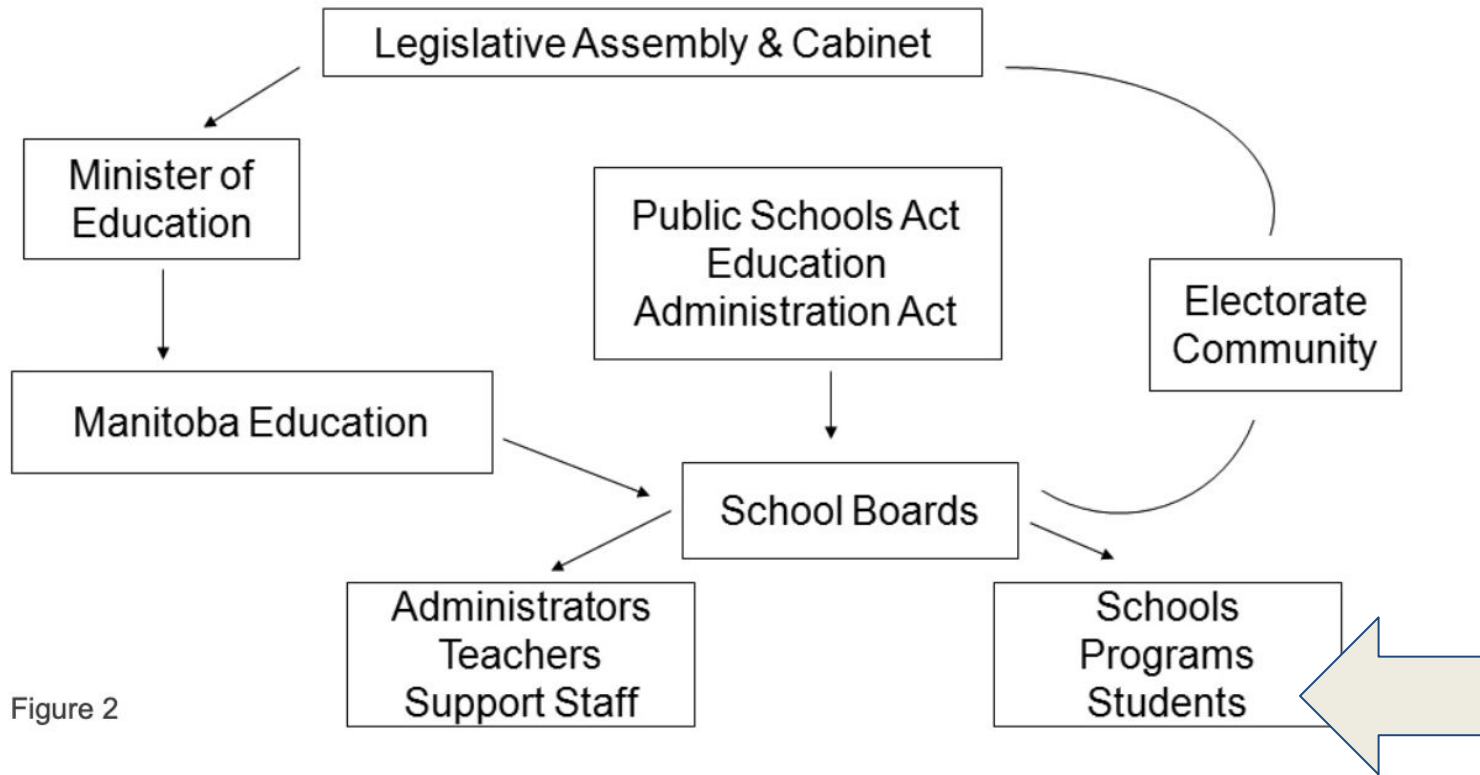


Figure 2

# Manitoba Education and Early Childhood Learning (MEECL)

“Parents, families, and community members play a very important role in the education system. It is important for them to realize how much influence they can have over students and schools, especially when they become involved in school matters.” (Working Together: A Guide to Positive Problem Solving for Schools, Families, and Communities, Manitoba Education, Citizenship and Youth, 2004)



Group	Advisory Council for School Leadership (ACSL)	Parent Advisory Council (PAC)	Home and School Association (HSA)	School Committees (SC)
<b>Governed By</b>	<ul style="list-style-type: none"> <li>Guided by legislation</li> </ul>	Guided by <ul style="list-style-type: none"> <li>school policies</li> <li>local school board/local education authority policies</li> </ul>		
<b>Description</b>	<ul style="list-style-type: none"> <li>Elected at annual meeting according to constitution and by-laws</li> <li>Hold regular open, public meetings</li> </ul>			<ul style="list-style-type: none"> <li>Volunteer, nomination, or election based on local decision</li> </ul>
	<ul style="list-style-type: none"> <li>Provide a forum and voice for parents and communities to discuss and present views</li> <li>Encourage parent participation</li> <li>Liaise with school administration</li> </ul>			
<b>Membership</b>	<ul style="list-style-type: none"> <li>Parents, community members (other than parents), students, teacher representatives, and school administrators</li> </ul>			
<b>Sample Activities</b>	<ul style="list-style-type: none"> <li>Participate in school improvement activities</li> <li>Discuss school plans with administration</li> <li>Inform parents and community members of school activities</li> <li>Promote community interest, understanding, and involvement</li> <li>Advocate for quality education and well-being of children and youth</li> <li>Inform parents and community members of school activities and volunteer opportunities</li> <li>Coordinate specific events such as Safe Grad, fundraising, fairs, and lunch programs</li> </ul>			

# Supports for PACs in Manitoba

## Manitoba Association of Parent Councils

### Our Mission

The Manitoba Association of Parent Councils is dedicated to supporting, promoting, and enhancing meaningful involvement of parents and caregivers within school communities, representing their voice to all educational stakeholders to improve the education and well-being of children in Manitoba.



# Organizational & Financial Requirements

- 1 – Definitions
- 2 – Constitution & Meeting Protocol
- 3 – School Division Policies & Procedures
- 4 – Fundraising
- 5 – Gift Cards
- 6 – Tax Receipts
- 7 – Record Keeping, Budgeting, Reporting & Audits
- 8 – Expenditures
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- 11 – Social Media

## Definitions

Parent Advisory Council (PAC) / Advisory Council for School Leadership (ACSL)/School Partnership Council (SPC)

Members are elected at an annual meeting according to their constitution and by-laws.

PAC's hold regular open, public meetings and are guided by school and board policies and procedures.

PACs must adhere to the legislation as set out in THE EDUCATION ADMINISTRATION ACT

(C.C.S.M. c. E10).



# Hanover School Division

## Constitution and Meeting Protocol

PAC's that maintain any financial accounts must have an approved constitution in place.

Constitution must include financial procedures including:

*Fiscal year*

*Budget*

*Contracts, cheques, deposits, and funds (signing officers, how many required to sign, etc)*

*Accounting and auditing procedures*

*Policy for handling unexpected expenses*

Each school year, no later than October 31, PACs must supply a copy of their current constitution to the school.

# Hanover School Division

## School Division Policy and Procedure

PACs are to follow all of the same policies and procedures that our schools follow with regards to financial transactions.

If a PAC is unsure of the policy or guideline to follow, they shall consult with their school principal or the school division finance department prior to completing any transaction.

# Hanover School Division

## Fundraising

PACs can fundraise for specific projects, events or use.

A fundraising purpose should be established prior to engaging in fundraising activities.

All funds raised should be spent as originally planned.

The end cause should be clear during fundraising activities.

Longer term projects need to be coordinated with through our SGF Project Request process and may be eligible for tax receipts.

# Hanover School Division

## Gift Cards

Gift cards are not to be purchased for prizes, student or staff recognition.

# Hanover School Division

## Tax Receipts

HSD has Qualified Donee status under CRA. This allows the division to issue official tax receipts for donations based on criteria outlined in Administrative Procedure FM-19.

Fundraising events can be coordinated through HSD via submission of a Qualified Donee Project Approval Request Form.

In order to be eligible for a tax receipt, all funds must be made payable to HSD and deposited directly into an HSD account. These funds are tracked and any expenses related to the approval are submitted to the division office for payment.

# Hanover School Division

## Record Keeping, Budgeting, Reporting & Audits

PACs must comply with divisional financial policies, guidelines and procedures as they relate to record keeping.

Separate ledger accounts should be maintained and a written and adopted financial statement should be provided at PAC meetings at minimum 3 times per year

The report should include:

- Reconciled bank statement for preceding month;
- Copy of bank statement;
- Listing of all cheques issued since previous report;
- Listing of all revenue;
- Income / Expense report by category or activity.

# Hanover School Division

## Expenditures

Standard accounting practices are outlined in the document.

If the PAC has chosen to fund a non-consumable purchase (eg equipment), this should be done by transferring funds to the school to make the purchase directly from the vendor.

- GST Rebate
- Preferred pricing / warranty / CSA standards

# Hanover School Division

## Revenue

All revenue should be receipted for accounting and auditing purposes.

All revenue should be deposited directly into the PAC financial account. At no time should revenue collected be turned around to pay for expenditures as all expenditures must be made through the issuing of a cheque.



# Hanover School Division

## Transfer of Funds & Account Balances

In an effort to reduce risk to both the PAC and HSD, guidelines have been established for maximum balances in the possession of PACs.

<b># of Students</b>	<b>Max Balance</b>
0-249	\$1,500
250-499	\$2,000
500-749	\$3,000
750-999	\$4,000
1000 +	\$5,000

Funds are to be transferred 3 times per year (Nov / Feb / May).

Note: All funds transferred to the school will be held on behalf of the PAC and spend in accordance with the original fundraising purpose.

## Social Media

- a. PACs may establish official social media accounts to conduct council business and communicate with their respective school communities. PAC members are solely responsible for managing their social media accounts, including user access, publishing rights, and content management.
- b. PACs are encouraged to work collaboratively with school principals to ensure social media content aligns with their school's mission and core values.

The About Us section of the social media account must display a statement indicating that it is PAC-managed.

The official school logo should not be used as an account identifier or profile picture on PAC social media accounts (use of the school name/photos is permitted).

PACs are welcome to create custom logos.

## Social Media

c. PACs will follow all applicable privacy laws, provincial regulations, and social media provider's terms of use.

d. PAC members are encouraged to contact the Manitoba Association of Parent Councils to access supportive resources for social media use in school communities.