

#1136592

**Guidelines for the Operation of Parent Advisory Councils and Booster Councils**

In keeping with the Board's support for the active involvement of parents in schools and the creation of parent organizations, as expressed in Policy KMA Parent Organizations, the following guidelines are provided for the reference of Parent Advisory Councils and Booster Councils. The guidelines suggest rules of procedure and operation which may be helpful to such groups. Further, the guidelines could form the basis of a constitution which Parent Advisory Councils may wish to adopt.

Booster Councils shall be formed under the direction of the principal and follow the same financial procedure as outlined for parent organizations in Policy KMA-R-2.

1. Functions of Parent Advisory Councils

The functions of Parent Advisory Councils may include the following:

1. Serve as a resource organization to support school programs and parents, ensuring the student remains the focus.
2. Facilitate communication between the community, students, and school administration.
3. Provide input on school policies, curricula, extracurricular activities, fundraising, and school budgeting.
4. Advise the principal on student culture, community access to facilities, and community opportunities for students.

Duties of Parent Advisory Councils and Booster Council:

1. Communicate with parents and the community to represent their concerns and goals.
2. Ensure accountability to the school and community for activities and expenditures.
3. All agenda items put forth shall pertain to school business and/or must pertain to the mandates set forth by the parent advisory council, or the fundraising efforts of the Booster Council.

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2. Membership of Parent Advisory Councils and Booster Councils

1. All parents and/or guardians of the students attending the school shall be members of that school's Parent Advisory Council or Booster Council and shall be eligible to vote at all Council meetings, including the Annual Meeting to Elect the Parent Advisory Council Executive.
2. The Principal (or designate), a minimum of one teacher (and an alternate) elected by the school staff, (and a minimum of one student in the case of secondary schools, shall be members of the Parent Advisory Council), with voting rights to be determined locally.

3. Meeting Requirements for Parent Advisory Councils and Booster Councils

1. The Council(s) shall meet a minimum of two times during each school year, once for the Annual Meeting to Elect the Parent Advisory Council Executive and one additional time, for a minimum total of two Council meetings.
2. Planning for Council Meetings shall be the responsibility of the Executive. It is the responsibility of the chair to ensure that agenda items adhere to the mandate of the Council.
3. Eligible voters at all Council meetings shall be as described in Section 2, above.
4. The Principal shall advertise all meetings of the Parent Advisory Council/Booster Council in the school newsletter at least one week in advance of the date of the meeting.
5. The Principal or designate shall be present at all meetings of the Parent Advisory Council/Booster Council.
6. Meeting minutes are a permanent, legal record of the Parent Advisory Council/Booster Council meeting. Minutes must include the name of the group, the date, time and location of the meeting and all individuals present, absences and regrets. Meeting discussions should be recorded as a brief and objective summary

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of the key points made during the discussion of the agenda item. Minutes should include what was done and not what was said. (e.g.: The entire and exact conversation is unnecessary.) Names should only be recorded when a motion or action item is recorded.

4. Annual Meeting Requirement

1. The Annual Meeting to elect the Council Executive (hereinafter called the "Annual Meeting") shall be held no later than the third week of October of each school year.
2. The Annual Meeting shall be publicized as follows:
  - i. By special notice in the school communications in the spring of the preceding year.
  - ii. By special notice in the school communications twice in the fall, the second notice no later than one week in advance of the date of the meeting

The Principal of the school shall ensure that all arrangements and preparations are made, and shall be the chairperson of the Annual Meeting for the period of the elections.

3. The Annual Meeting shall be held at the school.
4. The eligible voters for the Annual Meeting shall be all members of the Council as described in Section 2, above. The first order of business shall be to determine voting privileges of staff and shall be decided by a vote of parent/guardian members only.
5. The quorum of the annual meeting to elect an Executive shall be a number of parents equal to or greater than five percent of the student enrolment of that school. In the event such a quorum is not reached, those assembled, may, by specific resolution for that year only, set aside the requirement for the 5% quorum.
6. The purpose of the Annual Meeting is:
  - i. to elect an Executive.

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- ii. To give the newly elected members of the Parent Advisory Council Executive and the Principal the opportunity to hear from parents regarding possible matters for attention during the coming year.

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