



John Howitt Elementary School

3867 Marpole Street, Port Alberni, B.C., V9Y 6Y3

Telephone (250) 723-7521

<https://jhes.sd70.bc.ca>

September 20th, 2023

Dear Howitt Parents & Guardians,

We are seeking parent volunteers to get involved with the John Howitt Elementary PAC for this school year. Please read the following and consider attending our upcoming meeting to see if you might be able to help-out. **Our first meeting has been re-scheduled to Thursday October 5th, 2023 at 6:30 pm in the school library.** If you are wanting more information, please contact Mr. Brown sbrown@sd70.bc.ca or call 250-723-7521. Thank you, on behalf of our students, for your time and consideration.

The School Act gives parents the right, through PACs, to assume an advisory role in every school. PAC is the officially recognized collective voice of parents at their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the school.

PACs are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. PACs strive to represent the diversity within their communities and contribute to the benefit of all students by:

- providing opportunities to educate and inform parents about the school.
- involving parents in volunteer activities; and
- openly discussing parents' concerns and aspirations for their schools.

Who Can Become a Member of PAC?

All parents and guardians of students registered in the school can participate as a member of the PAC.

What Governs a PAC?

As an autonomous body, the PAC must abide by its Constitution and Bylaws and the School Act.

How Does a PAC Work?

Through their elected executives from parents in the school, PACs communicate with their parent community, gathering and discussing issues of importance regarding their school to adequately advise school staff. In addition to PAC meetings, communication may also be done through newsletters, telephone, email, and websites so that all parents have the opportunity for input. PACs, with strong participation from parents, have an important influence on life at the school and the feelings the community has toward the school and education. There is strong evidence that increased parent engagement in the school results in increased student achievement, accomplishment, satisfaction, and bonding all of which result in decreased future dropout rates and successful future citizens.

The Purpose of a PAC can be:

- to provide parents with the opportunity to gain greater understanding of the school.
- to participate in goal setting.
- to unify efforts of the school community towards the goal of quality education.
- to educate parents.
- to advocate equal educational opportunities for all students.
- to liaise with other education partners and organizations.

The PAC is NOT:

A forum to discuss individual students/staff problems or conflicts.

Your Involvement

Parents are encouraged and invited to bring forth issues, suggestions, or concerns relating to the meeting and enhancement of the needs of our school community.

These issues can be brought forth by:

- contacting a PAC executive member
- sending a letter to the school addressed to a member of the PAC executive
- attending a PAC meeting

PAC positions are as follows for the 2023-2024 school year:

President

- speaks on behalf of the PAC
- attends and runs the meeting with the support of the principal
- prepare an agenda
- appoint committees to activities/fundraising events
- ensure the PAC is represented in school and district activities
- receives correspondence/mail on behalf of the Council
- be a signing officer

Vice-President

- supports president and takes on duties/roles when president is absent
- and accepts extra duties as required
- be a signing officer

Secretary

- ensures members are notified of meetings
- record minutes of all meetings and provide copy of minutes to members
- issue and prepare other correspondence on behalf of PAC
- file correspondence in a PAC binder (this is something we need to start doing)
- be a signing officer

Treasurer

- ensure all funds of the PAC are properly accounted for in writing
- disburse funds as authorized by the PAC
- report on all receipts and disbursements at meetings
- make records available to members upon requests and ready for inspection upon an audit
- submit an annual financial statement at the annual general meeting (we have not been having an AGM)
- be a signing officer

Members at Large

- attend meetings when available (we all know how busy we all are so there are no expectations)
- help at volunteer at events and fundraisers