May 9, 2023

Hello PLES Parents and Guardians,

We kindly ask that you take a few minutes of your time to read over this very important letter.

Our Parent Advisory Council (PAC) needs your help. On **Tuesday May 23, 2023**, we will have our Annual General Meeting (AGM). At this time, we will vote in a new PAC Executive:

President

Vice-President

Treasurer

Secretary

Communications

COPACS Representative

Members-at-Large

Currently, **ALL** positions are available for nomination.

**For the PAC to continue, we must have the positions of President, Treasurer, and Secretary filled.**

Without these roles filled, there will not be a PAC at our school next year.

The PAC plays a very significant role that directly affects each child and positively contributes to the school environment. The roles of the PAC include:

1. Advise the school principal and staff on parents’ views and feedback about school programs, policies, plans and activities.
2. Organize PAC activities and events and endeavour to provide parent education.
3. Encourage parent involvement in the school, and to support programs that promote parent involvement.
4. Communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
5. Assist parents in accessing the system and advocating on behalf of parents and students.
6. Fundraise to provide financial support for the goals of the PAC; and
7. Advise and participate in the activities of the District Parent Advisory Council – COPACS, and the BC Confederation of Parent Advisory Councils (BCCPAC).

All these functions are important but likely the one that has the most visible impact is fundraising. Our fundraising efforts have a direct impact on your child’s experience at school by funding such things as:

* Classroom funds per student: this allows the staff to purchase materials for their classrooms to enhance their student’s experiences.
  + - School field trips – in the past, our PAC has paid for two full school field trips each year: ex. Goldstream, Skating at Panorama, and Beach Day.
    - Staff Wish List: each October, the staff team provides the PAC with a list of items they feel would help benefit the students in the school. Past items included:
      * **SPORTS:** gaga ball pit, new school jerseys, new indoor and outdoor balls (basketballs, soccer balls, rubber playground balls, Gaga balls, etc.), Frisbees.
      * **GUEST EDUCATIONAL SPEAKERS & PROGRAMS:** sexual health presentation for grade 4 and 5 students, First Nations Speakers, local artists and authors, Science Venture from UVIC, artist in residence, Teddy Anderson – hoop dancing and hoop making, etc.
      * **SCIENCE & TECHNOLOGY:** STEM Bins, SHERO balls, iPads, binoculars, DASH Robots.
      * **GARDEN:** tools, bulbs, soil, lime, compost, sitting area outside of the garden – posts, fence, woodchips.
      * **LIBRARY:** Story Maker Boxes and materials, Red Cedar Award Winning Books, Chocolate Lily Award Winning books, First Nations levelled readers, social-emotional early reader books.
      * **CLASSROOM MATERIALS:** Visual / Tactile timers, Noise cancelling headphones, voice amplifiers, Plus-Plus blocks, nature-based BINGO cards, home reading books and continual upgrades, rainy day games, art supplies.
      * **PLES CLUBS:** Paws Squad Supplies, Student Leadership.
      * **EDUCATIONAL SUPPORT PROGRAMS:** IXL, Mathletics, A-Z reading support system; and
      * **FRENCH PROGRAM:** Carnival (French cultural winter festival supplies), classroom educational materials for cart.

Everything the PAC does is to improve the educational experience for our children, and we need people to fill the roles that make this happen. A description of the roles can be found on the following pages and any of the current Executives would be happy to give you more information about their role. Please note that all the roles can be shared.

Please carefully consider if you can play a role on the PAC Executive next year.

If you have any questions or would like to submit your name for nomination, please email [prospectlakepac@gmail.com](mailto:prospectlakepac@gmail.com)

Thank you,

Your PAC Executive

The following information clearly states the role of each or our PAC executive members role. Please note, **ALL roles can be shared!**

**PROSPECT LAKE ELEMENTARY SCHOOL PARENT ADVISORY COUNCIL**

**DUTIES OF EXECUTIVE AND REPRESENTATITVES**

**PRESIDENT**

The President will:

1. Speak on behalf of the Council;
2. Consult with Council members;
3. Preside at membership and executive meetings;
4. Ensure that an agenda is prepared;
5. Appoint committees where authorized by the membership or executive;
6. Ensure that the Council is represented in school and district activities;
7. Ensure that Council activities are aimed at achieving the purposes set out in the constitution;
8. Be a signing officer; and
9. Submit an annual report.

**VICE-PRESIDENT**

The Vice-President will:

1. Support the president;
2. Assume the duties of the president in the president’s absence or upon request;
3. Assist the President in the performance of his or her duties;
4. Accept extra duties as required;
5. Be a singing officer; and
6. Submit an annual report.

**SECRETARY**

The Secretary will:

1. Ensure that members are notified of meetings;
2. Record and file minutes of all meetings;
3. Post minutes on the parent’s bulletin board two weeks after each general meeting, and give one copy each to the President and Principal of Prospect Lake Elementary School;
4. Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request;
5. Prepare and maintain other documentation as requested by the membership or executive;
6. Issue and receive correspondence on behalf of the Council;
7. Ensure safekeeping of all records of the Council;
8. May be a signing officer; and
9. Submit an annual report.

**COMMUNICATION AND CORRESPONDENCE SECRETARY**

The Communication and Correspondence Secretary will:

1. Responding to all committee correspondence;
2. Filing all committee correspondence received and copies of replies sent;
3. Keeping a record of any of the organization’s publications (e.g. leaflets or newsletters) and reporting the activities of the organization and future programs to members, the press, and the public (unless there is an Information or Publicity Officer); and
4. Preparing a report of the organization’s activities for the year, for the Annual General Meeting.

**TREASURER**

The Treasurer will:

1. Be one of the signing officers;
2. Ensure all funds of the Council are properly accounted for;
3. Disburse funds as authorized by the membership or executive;
4. Ensure that proper financial records and books of account are maintained;
5. Report on all receipts and disbursements at general and executive meetings;
6. Make financial records and books of account available to members upon request;
7. Have the financial records and books of account ready for inspection or audit annually;
8. With the assistance of the executive, draft an annual budget;
9. Ensure that another signing officer has access to the financial records and books of account in the treasure’s absence; and
10. Submit an annual financial statement at the annual general meeting.

**CONFEDERATION OF PARENTS’ ADVISORY COUNCILS OF SAANICH (COPACS) REPRESENTATIVE**

The COPACS Representative will:

1. Attend all meetings of COPACS and represent, speak, and vote on behalf of the Council;
2. Maintain current registration of the Council;
3. Report regularly to the membership an executive on all matters relating to COPACS;
4. Seek and give input to the COPACS on behalf of the Council;
5. Receive, circulate, and post COPACS newsletters, brochures, and announcements;
6. Receive and act on all other communications from COPACS;
7. Liaise with other parents and COPACS representatives; and
8. Submit an annual report.

**MEMBERS-AT-LARGE**

The Members-At-Large will:

1. Serve in a capacity to be determined by the Council at the time of election, and other times as the Council requires; and
2. Submit an annual report.