What exactly is PAC?

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of 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 education of the students and the school.

What is the role of PAC?

- To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
- To organize PAC activities and events and endeavour to provide parent education.
- To encourage parent involvement in the school, and to support programs that promote parent involvement.
- To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
- To assist parents in accessing the system and to advocate on behalf of parents and students.
- To provide financial support for the goals of the PAC, as determined by its membership.
- To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).
- The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

SKSS PAC Executive Committee

Cory L: Chair, **<vacant>** Vice-Chair, **Erin M** (Secretary/Treasurer/DPAC Rep#2), **Allison T** (DPAC Rep#1)

SKSS PAC Meeting
Minutes
Thursday September 19, 7:00pm via Zoom

1. Call to order. Land Acknowledgement. Quorum present.

2. Adoption of the Agenda. (Cory/Jessica)

3. Administration Report. Welcome Mr. Preymak

Principal's Report – September 19 th , 2024

I want to welcome our parents and guardians to our first PAC Meeting of the 2024-2025 academic year. I look forward to working with the PAC in helping support South Kamloops Secondary to provide a well-rounded program for all our students.

Start to the Year

We have had a good start to the year. We kicked it off with our Link Leaders leading our new Grade 8 students through a day of getting to know one another, the school and their course schedule.

On Thursday, September 5 th we had a fun egg toss competition outside the front of our school led by our Intramural teacher – Mr. Kozoris.

New staff members

Jordan Tucker - English/Art
Jayden Murray - Drama
Anisha Parekh - Math/Science
Drew Venables - English/Foods
Scott Reeves - Learning Assistance
Jaime Lintott - English/Careers
Emma Piggin - French Immersion Math/Science
Heather Murdoch - English
David Bass - Law/Japanese
Jennifer Caputo - Psychology, Science, Yearbook
Doron Yosef-Hassidim - Physics 11/12
Jenna Thomson – LA, Math, Science
Renae Young - CEA
Karen Baker - Steno 1

School Population

The school population is approximately 1110.

15 of those students are international students.

Fall School Sports

Volleyball, soccer, football and cross country has started.

Enhancement Fees: All the accounts have been cleared to zero. These accounts include courses such as

Next Virtual General Meeting and AGM: October 17 - 7pm via ZOOM

Foods, Textiles, Woodwork, Metalwork, Human Performance etc. Any course that has a course/enhancement fee associated with it.

Grade Meetings
We held grade meetings during the first week to discuss the School Code of Conduct and set a positive school tone.

Terry Fox Run
Thursday, September 19 th: The students watched a short video on Terry Fox and then participated in a school wide run.

National Day for Truth and Reconciliation
Friday, September 27 th: Our school will acknowledge Truth and Reconciliation Day through classroom and school-wide activities and lessons.

Personal Digital Device School Policy

In alignment with the Ministry of Education and Child Care's mandate - Ministerial Order M89 , School District 73 has updated our District Code of Conduct Administrative Procedure 350: District Student Code of Conduct and established new guidelines on the acceptable use of personal digital devices. These changes are designed to promote online safety and ensure a focused learning environment for all students.

The guidelines that Districts must adhere to are:

Comply with restrictions on personal digital device use at school to promote online safety and focused on learning environments by demonstrating:

- use of personal digital devices for instructional purposes and digital literacy development;
- use of personal digital devices that is appropriate to a student's age and developmental stage;
- use personal digital devices for accessibility and accommodation needs, including medical and health needs;
- use personal digital devices to support equitable access to learning outcomes.

4. Old Business carried over from 2023/24:

a) Legacy Grant

We never received an acknowledgement of our Spring Submission, and as far as we've been able to ascertain, no disbursement was made of the grant in the Spring. We have reached out to DPAC to investigate whether this grant is to be cancelled or continued. This grant can help pay for school experiences, like field trips, student conferences and club expenses. In general, the Fall application deadline is September 30th. We have several old grant applications that we can recycle and submit for consideration, but if you are interested in submitting a new one, please get in contact with Erin from PAC ASAP. If Erin does not hear from you, she will submit applications for the usual: Model UN, Music, Ethics Bowl, and Football equipment. The grant is for up to $10,000 in MATCHING

funds – for example, if you receive a $10,000 grant, you're expected to fundraise a matching $10,000 for your initiative.

7. **Treasurer's Report**:

   a) Year End Gaming Summary Report was completed and submitted in full and on time. We have not yet received notice of our Grant allocation for the 2024/25 year. (Last year we were notified on October 4th)

   b) There was one licensed gaming fundraiser that continued over the summer (see treasurer's report) for Football. As it was completed after the end of the last fiscal year, it will be part of the 2024/25 fiscal year report (our fiscal year ends on June 30th). We had one new licensed gaming fundraiser started over the summer (football), which is noted on the treasurer's report.

   c) If you want to apply for a gaming license, please make sure to connect with the Treasurer and Chair before you submit. Licensed gaming is under the PAC, not the club. The PAC Executive is legally and fiduciarily responsible for all gaming licenses and all applications must bed signed by two officers. The PAC is happy to help with your gaming applications!

8. **New Business.**

   a) Meeting Format: Continue Zoom? In person? Hybrid?. Discussion was to continue Zoom format at this time and revisit if/when necessary as deemed by the membership.

   b) Upcoming AGM. A new PAC Executive will be selected by the voting membership at the October meeting. Please see the Bylaw and Constitution document attached for more information about our SKSS PAC!

Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of SKSS
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To apply for available grants to provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

9. **DPAC/BCCPAC**

a. Summer Reports. (Given by Erin. Available through DPAC Facebook page and website)

b. Education session: PAC 101 (BCCPAC slideshow). Given by erin. Available in full through the BCCPAC Website.

10. Other Correspondence/Business:

a. DPAC All Candidates Forum: DPAC has invited all candidates in the upcoming election to participate in an All Candidate Forum to discuss matters of importance to parents and families as they pertain to education in our district. This will be held on October 8th, and more info will be sent out as soon as it is available.

b. Clubs: Mr. Preymak was able to talk about a Club Showcase being organized by one of the senior students. Discussion on how to include students who may be hesitant to attend on their own. More info on this to follow as it becomes available.

c. Football: Invitation for all parents to support the SKSS Titans as they go up against the Westsyde Football team in the Chow Cup. Sept 28th. Come support our school team!

11. Adjournment:

Next meeting:

Next PAC meeting and AGM Oct 17, 2024

Zoom details:	SKSS PAC Meetings
Next Date:	Oct 17, 2024 07:00 PM Vancouver
Meeting Schedule:	Every month on the Third Thursday (excluding December and March)

Join Zoom Meeting:	Meeting ID: 873 1414 7246 Passcode: 888045
Participate by Phone:	+1 647 374 4685

ADDENDUMS:

Treasurer's Report:

SKSS PAC – TREASURER'S REPORT–SEPTEMBER 2024

Money situation at a glance:,	
Gaming Opening balance at start of 2024/25 school year (as of September 13, 2024): $529.75 =	$529.75
General Account Balance as of September 13, 2024 (before any disbursements) = $1016.04	$1,016.04
Current SKSS PAC funds: (we expect a little over $20,000 from gaming in the next few weeks)	**$1,545.79**
Gaming License #150736 Electronic Fundraiser (licensed Gaming Event) – $3490 gross, minus $244.30 platform fee, minus $99.00 (Cheq 224 to Rafflebox Technologies written Sept 13 for $384.50) Kamloops Titans Football Kall Tire Raffle = $3146.70 (Cheq 225 to SKSS to reimburse for jerseys and pants)	**$46.70 remaining in gaming account**
Gaming license 154076 – In progress. Weekly Percentage Draw Raffles for Football from Aug 30-Nov 15/24	**$0 in gaming account**

Disbursements requested :

Bank Fees	BMO Bank Fees	$2.50x12=$30.00				
BCCPAC Fee	BCCPAC Membership	$100		For 2025/26 school year (due at end of this year)		

General Funds:$1016.04

Minimum Balance Required (Per Bylaws)		**$500**	**$500**			
Cushion fiduciary obligations (per motion/vote)		**$100**	**$100**			
Bank Fees	**BMO Bank Fees**	**$2.50x12=$30.00**	**$30**			
Board allocates funds to each school PAC, based on the FTE count at September 30th					**Deposited June 14/24**	**+$443.00**

2023/24 Year End Gaming Summary Report:

Next Virtual General Meeting and AGM: October 17 - 7pm via ZOOM

BRITISH COLUMBIA

Gaming Account Summary Report

Gaming Policy and Enforcement Branch

Mail: PO Box 9310, Stn Prov Govt, Victoria, BC V8W 9N1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Phone: (250) 387-5311 | **Web:** https://gaming.gov.bc.ca

Community Gaming Grants Branch

Mail: PO Box 9892 Stn Prov Govt Victoria, B.C. V8W 9T6
Courier: 6th Floor, 800 Johnson Street Victoria, B.C. V8W 1N3
Phone: 1-800-663-7867 or 250-356-1081| **Email:** CommunityGamingGrants@gov.bc.ca
Web: https://gov.bc.ca/gaminggrants

L&G File#: (for your organization)

106410

BEFORE YOU START

Report completed on: (DD-MM-YYYY)
04/07/2024

Report for your fiscal year ending on: (DD-MM-YYYY)
30/06/2024

Use this form to report all deposits to, and all disbursements from, your organization's Gaming Account(s) during your fiscal year.

- Organizations must submit this form within 90 days following their fiscal year-end.
- Use the latest version of this form, available at: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/documents-forms
- **If you are a licensing client only, submit the completed form by mail to the Gaming Policy and Enforcement Branch (see address above) or by email to: gaming.branch@gov.bc.ca.**
- **If you are a gaming grant client only, or both a gaming and licensing client, submit the completed form by mail to the Community Gaming Grants Branch (see address above) or by email to: CommunityGamingGrants@gov.bc.ca**

SECTION 1 – ORGANIZATION INFORMATION — PLEASE PRINT CLEARLY

Organization name: (as it appears on the constitution and/or certificate of incorporation if applicable)
South Kamloops Secondary School

Organization mailing address: Unit, Street, and/or PO Box	City	Postal Code
821 Munro St.	Kamloops	V2C 3E9

SECTION 2 – OPENING BALANCE OF GAMING ACCOUNT

$1,064.92 | 1

Opening balance is the amount carried forward from the previous year's report (Closing Balance). If you have not previously had any gaming funds, the amount will be zero. If your organization has more than one Gaming Account, report the total opening balances of all Gaming Accounts.

SECTION 3 – GAMING REVENUE

Gaming grant revenue: (indicate the amount received under each of the following grant categories)

Community Gaming Grant revenue:	$20,240. 00	2
PAC / DPAC Grant revenue: (Parent Advisory Councils and District Parent Advisory Councils)	$	3
Capital Project Grant revenue:	$	4
Other Gaming Revenue: (provide short description, such as pre-approved transfers or repayments)	$	5

Gross revenue from all gaming event licences:
(attach an additional sheet if necessary – gross revenue must be reported for all Class A, Class B, Class C and Class D gaming event licences – funds received within the fiscal year must be reported, regardless of gaming event start and end dates – report the total gross revenue during the reporting period for each gaming event – "reporting period" refers to the period of licensed gaming activity falling within the organization's fiscal year)

Licence number:	**Licence type:** (Class A,B,C,D)	**Reporting period:** From (DD-MM-YYYY)	To (DD-MM-YYYY)	**Amount:**	
147828	Class B	05-12-2023	12-06-2024	$1500	6
144746	B	20-09-2023	07-01-2024	$8750	7
151285	B	27-04-2024	27-04-2024	$1950	8
149777	B	01-03-2024	03-05-2024	$10000	9
144747	B	27-09-2023	1-11-2023	$2561	10
147343	B	12-06-2024	12-06-2024	$3500	11
				$	12
				$	13

Form: February 2022
Instructions: Retain a copy of this report for your organization's records. Keep your personal information safe by storing completed electronic or paper copies of this form in a safe and secure place.

Next Virtual General Meeting and AGM: October 17 - 7pm via ZOOM

Other gaming revenue: (attach an additional sheet if necessary)			
GST rebate, interest, or revenues from the sale of assets purchased with gaming funds:		$	14
Gaming fund donations from other organizations: (name of organization and amount received – attach an additional sheet if necessary)			
		$	15
		$	16
		$	17
Total gaming revenue: (add lines 2 to 17)	>>>	$48501	18

SECTION 4 – PRIZE COSTS AND EXPENSES FOR LICENSED GAMING EVENTS

Prize costs for licensed gaming events: (indicate the prize costs in each of the following categories – prizes are all cash and merchandise paid to players during licensed gaming events – if prizes were donated the prize cost is zero)			
Bingo prize costs: (total cost of all bingo gaming event licence prizes)		$	19
Ticket raffle prize costs: (total cost of all ticket raffle gaming event licence prizes)		$12255.50	20
Other prize costs: (specify licence type Class A,B,C,D)		$	21
Total prize costs: (add lines 19 to 21)	>>>	$12255.50	22
Expenses for licensed gaming events: (indicate the expenses in each of the following categories – these costs include advertising and marketing, salaries and wages, facility rental, bingo paper, contract fees for gaming service providers, printing, postage and mailing, supplies and other miscellaneous costs associated with licensed gaming events)			
Bingo expenses: (total expenses for all bingo gaming event licences)		$	23
Ticket raffle expenses: (total expenses for all ticket raffle gaming event licences)		$2017.19	24
Other gaming event expenses: (specify licence type)		$	25
Total gaming event expenses: (add lines 23 to 25)	>>>	$2017.19	26

SECTION 5 – NET GAMING PROCEEDS AND DISBURSEMENTS FROM GAMING ACCOUNT

Net gaming proceeds: (subtract lines 22 and 26 from line 18)	>>>	$34228.31	27
Total gaming revenue available for disbursement: (add lines 1 and 27)	>>>	$35293.23	28
Total Capital Project Grant disbursements (if applicable): Please itemize how Capital Project Grant funds were disbursed on the Capital Project Grant Supplement only.	>>>	$	29

Gaming fund disbursements:(attach an additional sheet if necessary – itemize how gaming funds were disbursed – identify cheques, electronic fund transfer, debit card, bank charges or other reference number and include the level of detail outlined below). Do not include itemized Capital Project Grant disbursements below.

Date: (DD-MM-YYYY)	Cheque, EFT, or Reference #:	Disbursed to:	Purpose:	Amount:	
				$	30
				$	31
				$	32
				$	33
Please See Attached Itemized List of Expenditures				$	34
				$	35
				$	36
				$	37
				$	38
				$	39
				$	40
				$	41
				$	42
				$	43
				$	44
				$	45
Total gaming fund disbursements: (add lines 29 to 45)			>>>	$34588.92	46

SKSS PAC – TREASURER'S REPORT–JUNE 2024

Money situation at a glance:.	
Gaming Opening balance at start of 2023/24 school year: $20,240. 00 (gaming funds received) + $1,064.92 (left in account from last year) =	$21,304.92
General Account Balance as of October 2023 (before any disbursements) = $	$2,145.54
Total Funds SKSS PAC has for commitments during the 2023/24 school year =	**$23,450.46**
Gaming License # 147828 Electronic Fundraiser (licensed Gaming Event) – $1500 gross, $432.74 net after prizes, bambora fee and raffle nexus fee. Spent by Music committee as detailed on gaming application and summary report from electronic raffle Feb 14	$0 remaining in gaming account
Gaming license 144746 – Gross $8750, Net $4847.90 after prizes, printing and licenses. Spent by Football program on equipment as detailed on gaming application and summary report.	$0 remaining in gaming account
Gaming license 151285 – Gross $1950, Net $950 after prizes, printing and license. Spent by dry grad committee on expenses as detailed on gaming application and summary report	$0 remaining in gaming account
Gaming license 149777 – Gross $10,000 Net $5784.60 after prizes, printing and license. Spent by dry grad committee on expenses as detailed on gaming application and summary report	$0 remaining in gaming account
Gaming license 144747 – Gross $2561.00, Net $1214.07 after prizes, printing and license. Spent by music committee on expenses as detailed on gaming application and summary report	$0 remaining in gaming account
Gaming license 147343 – Gross $3500, Net $759.00 after prizes, printing, venue rental and license. Spent by music committee on expenses as detailed on gaming application and summary report	$0 remaining in gaming account.

Disbursements requested :

Requested By:	Department/Club:	Amt. Requested:	Amt. Approved:	Description of Request:	Cheques written so far	Still to be disbursed:
	SKSS Music BAMBORA/Raffle Nexus Fundraiser		$1500	License # 147828 Electronic Raffle Funds from Valentine's 50/50 draw	$750 to 50/50 winner C. Fehr (Cheq # 208) $157.50 Raffle Nexus admin fees (Cheq #209) $159.76 Bambora Fees (deducted directly from $1500 by company) Cheq 222 – Music banner and stands	$0

SKSS PAC – TREASURER'S REPORT–JUNE 2024

					($432.74)	
Mrs. Cooluris	Board Game Club - # students: "Hopefully Many"	$300-$500	$300	Need to buy board games that take less than 45 min and have some entry level engagement.	$290.01 (July 2, chq 223)	$9.99
Mr. Ilic	SKSS Car Club # students:5-20	$1500	Deferred	2 milwaukee cordless impact high torque drills with batteries and charger	Deferred	deferred
Mr. Yamaoka	South Kam Athletics # students: 300+	$16,000	$7,000	Various sports equipment (volleyball, basketballs, nets, etc) $2500 Uniform replacement (Sr Girls Basketball, Sr Boys Basketball, Gold Girls Volleyball, Rugby) - $7000 New purchases: Boys Volleyball Uniforms - $1250 New purchases: football helmets $569 per helmet	$1114.34 (chq 202 Nov 10 – volleyballs) $325.78 (chq 203 Nov 27 – field hockey masks) $500 (chq 205 Jan 9 Football helmet decal) $1042.67 (chq 205 Jan 9 Volleyballs) $1328.60 (chq 206 Basketball uniforms) $290 (Cheq 212 tennis balls Mar 5) $757.44 (Cheq 212 athletic uniforms Mar 5) $465.23 (cheq 214 Apr 5th Rugby Balls) $1,170.43 (soccer jerseys cheq 217)	$5.51
Mr. Kozoris	Lunchtime intramurals program # students: 600-700	$2000	$0 (Walt to pay)	Funding for equipment, prizes, activities for all grades – for athletics, games, arts, spirit, rallies, contests, guest appearances, t-shirts, pride events, music (participatory and spectator events at lunch time)	$0	$0
Mrs. Tomm	Peer tutoring # students: 30	$500	$500	Peer tutoring student initiatives including care packages, games, etc	$117.16 (chq 205 Jan 9, 2024) $199.68 (cheq219 May 29)	$183.16
Mrs. McRae	Choir/Jazz Combo # students: 140	$1800	$900	Jazz combo groups require music for the near and our SKSS choir requires choral folders for performances and new music. Also assistance to cover the cost of the sagebrush theatre for the department's dec 13 showcase concert.	$547.44 (cheq 202 Nov 10/23) $86.47 (cheq 215 Apr 9/24) $120.55 (cheq 221	$0

Next Virtual General Meeting and AGM: October 17 - 7pm via ZOOM

					June 10)-awards $$145.54 (cheq 222 music banner and stands)	
Mrs. Fonseca	Titans Theatre Arts	$2,886.00	$2,000	Black magic camera and lens for performance recording	$2000 (cheq 204 Dec 12)	$0
Mrs. Yamaoka	SKSS Art Club and Visual Arts	$2,108.86	$1,500	SKSS Art Club and visual art extra curricular for afternoon art club. Calendar.	$1,480.39 (chq 207 Feb 1st)	$19.61
Mrs. Poelzer	Math Contests	$1,240.00	$1,000	University of Waterloo contests, Canadian Computing Contest, Canadian Team contests	$55.00 (Chq 210 Feb 21) $41.97 (cheq 212 Mar 5 waterloo Contest donuts) $41.97 (cheq 213 Mar 13 for TRU contest donuts) $272 (cheq 214 Apr 5 Waterloo contest fees) $213.36 (cheq 216 Gauss contest) $55 (cheq 218 CTMC math contest U Waterloo) $41.97 (cheq 219 donuts for student contest treat) $170.72 (chq 223 for math contest prizes)	$107.38
Mr. Ansley	Model UN	$2,500.00	$2,000	Help send SKSS students to Model UN in Vancouver	$2,000	$0
Mr. Ansley	Link Crew	$2,000.00	$0 (Walt to pay)	Hosting events such as grade 8 orientation week, terry fox run, Halloween spirit, winter spirit	$0	$0
Mme. Dion	SKSS Yoga Club	$155.00	$155.00	Supplies to help give students an opportunity to relax minds, create mental clarity	$151.89 (cheq 202 Nov 10/23)	$3.11
Mr. Ma	Ping Pong Club	$1,000.00	$500.00 (Mr. Ma declined the $500 in the Spring)	Purchase of two ping pong tables	$0	$0
Mme. Jauregui	DELF Club	$140.00	$0 (Walt to pay)	Fund two tuitions for DELF	$0	$0
Mr. Dhaliwal	Field Hockey	$1,400.00	$0 (included in athletics)	Field hockey sticks, goalie helmet, dimple balls, ball cage, face masks	$0	$0
Mr. Dhaliwal	Girls' Rugby	$4,000.00	$0 (included in athletics)	4 tackle pads, 3 game balls, kicking tee, reverse pinnies, post pads	$0	$0
Mr. Barker/Laidlaw	SKSS Disc Golf Club	$6,000.00	$0	Funds for new standard baskets and installation supplies and costs. Should the full funds not be available, we would love to receive some funding to get things started and then complete it next year. We will also apply for funds from the Sagebrush Neighborhood Association	$0	$0
Ms. McRae	Sr. Jazz Combo/Jazz Band	$2,600.00	$1,300	MusicFest Canada Nationals is costing our group roughly $60,000 and we are looking for PAC assistance to help cover the festival registration fee of $2,600. This would help our students by bringing down their cost. Every little bit helps.	$1,300 (Cheque 212, March 5)	$0
Mme. Jauregui	DELF Club	_____	Funded by Walt	Club to help French Language Students prepare for the DELF exam being held in the spring – includes club supplies and materials for the higher-level exam prep. Note: This is not a BC Curriculum-related exam/teaching materials	$0	$0
Mr. Abraham	Physics Contest	$300	Funded by Walt	Supplies for 3 x 500N digital force gauges for the popsicle stick bridge building physics contest	$0	$0
	Ethics Bowl	$2964	$1482	Travel costs for students traveling to Ethics Bowl in Manitoba	$1,482 (Cheq 219 May 29)	$0
Mr. Yamaoka	Football Helmets	$5690	$2345 + $500 that otherwise would have come out of general account instead, but now can come from Gaming since Mr. Ma isn't using it anymore)	10 helmets for Football team	$2845 (cheq 219 May 29)	$0
Bank Fees	BMO Bank Fees	$2.50x12=$30.00	$30			
BCCPAC Fee	BCCPAC Membership	$75.00	$75	For 2024/25 school year (due at end of this year)	$100 (Cheq 220 June 10 – note new rate!)	$0
Fall Commitments		$15,960				
Spring Commitments		$5,127				
Total gaming dollars requested from PAC in 2023/24			$54,319.86			
Total gaming dollars we had available in 2023/24			$21,304.92			
Total amount we actually spent			$20,600.61			
					Projected Year End Gaming Balance: $704.31	
			Starting: General Funds: $2,145.54			
Football Club	Football Helmets	$2145.54	$1545.54 (switched to $1045.54 from General and $500 from gaming Mr. Ma isn't using)	Football Helmets	$1045 (Cheq 21 May 29)	$0
Staff Appreciation Lunch	Staff Appreciation Lunch	$1000	$500 (with Erin and Cory to cover remainder)		$500 (cheq 22 Jun 21)	$0
Minimum Balance Required (Per Bylaws)		$500	$500			
Cushion fiduciary obligations (per motion/vote)		$100	$100			
Bank Fees	BMO Bank Fees	$2.50x12=$30.00	$30			
Board allocates funds to each school PAC, based on the FTE count at September 30th					Deposited June 14/24	+$443.00
					Projected Year-end General Funds: $1013.54	

Next Virtual General Meeting and AGM: October 17 - 7pm via ZOOM

Addendum: Constitution and Bylaws

Constitution

Section I – NAME

The name of this Council is SKSS Parent Advisory Council (the "PAC") as sanctioned by the School Act.

Section II – FOUNDATION PHILOSOPHY

The Council will operate as a non-profit organization with no personal financial benefit accruing to members.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

As parents, we recognize that our children's success at school depends on our interest, support and involvement in their education and the school community.

The PAC will function within the guidelines established by the School Act and policies of the Board of School Trustees of School District #73.

Section III – PURPOSES OF THE COUNCIL

The purposes of the Council will be:

1. To promote the education and welfare of students in the school
2. To encourage parent involvement in the school, and to support programs that promote parent involvement
3. To advise the School Board, Principal, and staff on any matter relating to the school
4. To promote the interests of public education and, in particular, the interests of SKSS
5. To provide leadership in the school community
6. To contribute to a sense of community within the school and between the school, home, and neighbourhood
7. To provide parent education and professional development, and a forum for discussion of educational issues
8. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns
9. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighbourhood
10. To organize and support activities for students and parents
11. To apply for available grants to provide financial support for the goals of the Council, as determined by the membership
12. To advise and participate in the activities of the District Parent Advisory Council and the BC Confederation of Parent Advisory Councils

Section IV – INTERPRETATION OF TERMS

"community organizations" means groups that demonstrate an interest in education and are not already included in the scope of the Council's constitution and bylaws

"district" means School District No. 73

"DPAC" or "district parent advisory council" means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 73

"PAC" or "parent advisory council" means the parents organized according to the School Act and operating as a parent advisory council in SKSS

"parent" is as defined in the School Act and means (a) the guardian of the person of the student or child, (b) the person legally entitled to custody of the student or child, or (c) the person who usually has the care and control of the student or child and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 73

"school" means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 73

Bylaws

Section I – MEMBERSHIP

Voting members

1. All parents and guardians of students registered in SKSS are voting members of the Council. Each parent/guardian shall have one (1) vote at a PAC General Meeting, unless there is a perceived or real conflict of interest (see Section VII).

Non-voting members

1. Administrators and staff (teaching and non-teaching) of SKSS are invited to become non-voting members of the Council.
2. Members of the community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
3. At no time will the Council have more non-voting than voting members.

Compliance with bylaws

1. Every member will uphold the constitution and comply with these bylaws.

Section II – MEETINGS OF MEMBERS

General meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than four times during the school year. One of those meetings will be the annual general meeting (AGM).
3. The Annual General Meeting (AGM) will be held annually.

Conduct

1. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
2. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public system.

Notice of meetings

1. Members will be given reasonable notice of general meetings. Notice may be sent in various ways—including by PAC social media page, school newsletter, e-mail, or school website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

Section III – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings will be three voting members.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated. The quorum cannot be waived or suspended, even by unanimous consent.

Voting

1. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. Members must vote in person (video-conferencing and telephone log-in is acceptable) on all matters. Voting by proxy or on e-mail will not be permitted.
4. Voting can be by secret ballot if requested by a majority of the voting members, or by a simple show of hands or web-meeting poll.
5. The Chair and the Secretary are eligible to vote, even if they are able to see the meeting poll results as they come in, unless there is a conflict of interest or perceived bias (see Section VII)
6. If by ballot, all ballot sheets will be destroyed after every election, at the meeting venue, after the decision has been called. Any queries with the voting process or questions surrounding decision making must be raised during the meeting, before the result of the votes are called.

Section IV -- EXECUTIVE

Role of executive

1. The executive will manage the Council's affairs between general meetings.

Executive defined

The executive must include:

- •a Chair (or "president"),
- •a Treasurer,
- •a Secretary,
- •a DPAC representative

Only the roles of Secretary/Treasurer may be combined.

The executive may include

- a Co-Chair or Vice-Chair,
- other such members of the Council as the membership decides ("Members at Large")

Eligibility

1. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of SD73 or the Ministry of Education and Child Care, unless there is a Conflict of Interest or Perceived Bias (See Section VII).

Election of executive

1. The executive will be elected at each annual general meeting, with one position being voted on at a time.
2. Elections will be conducted by one of the existing executive members, as agreed on by the membership.

Term of office

1. The executive will hold office for a term of one year.
2. No person may hold the same executive position for more than five consecutive years.

Vacancy

1. Executive members must give written intention of resignation, which must be circulated to all executive members. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint an eligible member of the Council to fill the vacancy until the next annual general meeting.

Removal of executive

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive member before the expiration of his or her term of office, and may elect an eligible member to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive member must be given to all members not less than 14 days before the meeting.

Remuneration of executive

1. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the Council's affairs, in accordance with the annual budget, or with prior agreement at an executive or general meeting.

Section V – EXECUTIVE MEETINGS

Meetings

1. Executive meetings will be held at the call of any member of the executive as deemed necessary.
2. General executive business between meetings may be conducted electronically. Examples of general business include circulating newsletter articles for verification by executive members, proof reading letters in reply to general enquiries, passing along pricing or volunteer information for fundraising purposes.
3. Matters requiring a vote or more detailed discussion will be brought to an executive meeting for decision making purposes. The Chair will call executive meetings, as per the request of the executive members.

Quorum

1. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

1. Executive members will be given at least 1 week notice of executive meetings.

Voting

1. All matters requiring a vote at executive meetings will be decided by a simple majority of the votes cast (50% plus 1).
2. In the case of a tie vote, the chair does not have a second or casting vote and the motion is defeated.
3. A secret ballot may be requested for any matter requiring a vote, with ballot sheets destroyed immediately after the vote is called.

Section VI - DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

District Parent Advisory Council representative

1. Up to two representatives to the SD73 District Advisory Councils may be elected annually from among the voting members.
2. The membership or executive may elect or appoint a member to represent the Council on an external committee or to an external organization, such as BCCPAC.
3. The representative will report to the membership or executive as required.

Section VII – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Code of ethics

1. Following the AGM, the incoming Council Executive must sign the Code of Ethics as set out in the Bylaws.

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

1. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of interest, Conflict of interest, Perceived Bias

1. As part of Council's nominating procedure, nominees or prospective volunteers must disclose any educational affiliations, professional designations, and contractual relationships that might relate to or affect their Executive, Committee or Representative duties.
2. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
3. Parents are prohibited from using their position on the Council for personal Gain.
4. Parents who are employees or elected officials of the School District or Ministry of Education and Child Care are prohibited from holding an Executive Position or representing the Council on an external committee or organization.
5. Any parent who speaks for or represents the Council must do so solely in the interests of the parent membership.
6. Parents who hold positions in the education system or own a business that supplies goods or services to the school or district are not precluded from participating as a member at large. These parents can vote on issues that affect all parents in the same way, including in elections in which they are not a candidate, and can participate in all activities that do not involve decision-making as long as there is no conflict of interest or perceived bias.
7. When a parent has a financial interest not common to other members of the council, they must refrain from voting.

Administration of the Code of Ethics

Dispute Resolution Process

The following is the process for dealing with a concern that an Executive Member, Committee Member, or Representative may have failed to observe the Code of Ethics. The process is intended to deal with complaints in a positive manner. Its goal is to facilitate a fair resolution, agreeable to all parties.

- Any person bringing forward a concern will be advised of this process.
- All complaints and information surrounding complaints will be dealt with in confidence.
- Those directly involved in the complaint will be given access to all relevant information.
- All parties will be dealt with respectfully.
- Any person involved may have a support person.
- There will be a fair review of the concern to protect volunteers, Executive members, and Representatives from vexatious and mischievous complaints.

Process

1. All complaints, verbal and written, will be received by the Chair. The Chair may appoint another Executive Member to act as Chairperson for the specific purpose of administering the Code of Ethics. In the event the complaint relates to the Chair, the complainant will be directed to the Vice-Chair. If the Chair and the Vice-Chair are involved, any Executive member may receive the complaint.
2. For the purpose of this process, the person acting on the complaint is named the Chairperson.
3. Upon receiving the complaint, the Chairperson will work to clarify the complaint, determine if and how the Code of Ethics has been breached, and facilitate the complaints process. The Chairperson is responsible for keeping complete notes of the process. These notes should include names of all involved, details of all meetings, and the specifics of any resolutions.
4. Every attempt will be made to resolve the concern in a timely manner.
5. As a first step, the person bringing forward the complaint will be encouraged to inform the person in question of their concern and discuss the problem with the intent of reaching a resolution.
6. If resolution is not reached between the parties, the Chairperson will enter the discussion, with the intent of facilitating a positive resolution.
7. The Chairperson may request the participation of other Executive Members, the DPAC Executive, or the BCCPAC Executive in the process.
8. If the parties cannot agree on a resolution, the Chairperson will make a recommendation to the parties. The Chairperson may recommend that the matter be closed.
9. Either party may appeal the decision of the Chairperson. The appeal must be in writing to the Council Executive within 30 days of being notified of the decision.
10. Dealing with these types of circumstances is difficult. Individuals can seek help from their DPAC or BCCPAC for support in resolving the issue.

Conflict of Interest

- Conflict of Interest is present when a parent or a member of their immediate family could benefit financially from a decision of the PAC or DPAC that a parent can influence or vote on. This is true whether the parent is an Executive Member, Committee Member, or Member at Large.

Perceived Bias

- Perceived Bias may exist if a parent has another role in the education system that might be seen to influence the parent's conduct or views. For example, if a parent is an employee or elected official of the School District or Ministry of Education and Child Care, there may be a perceived bias as to whether the parent is acting solely in the interests of the council.

Code of Ethics

A parent who accepts a position as a Council executive member, committee member or representative:

1. Upholds the constitution and bylaws, policies and procedures of the electing body
2. Performs their duties with honesty and integrity and in the interests of the Council
3. Works to ensure that the well-being of students is the primary focus of all decisions
4. Respects the rights of all individuals
5. Takes direction from the membership and executive
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. Works to ensure that issues are resolved through due process
8. Strives to be informed and only passes on information that is reliable
9. Respects all confidential information
10. Supports public education

Statement of Understanding

I, the undersigned, in accepting the position of: _____within the SKSS Parent Advisory Council, have read, understood, and agree to abide by this Code of Ethics.

I also agree to participate in the dispute resolution process that has been set out in the SKSS Bylaws.

Name:_____

Signature: _____

Date:_____

This Code of Ethics shall be signed by members of the Executive Committee as elected, appointed or acclaimed after each AGM, and kept on file as part of the AGM Minutes.

Section VIII – DUTIES OF EXECUTIVE

The Chair will

• consult with Council and executive members, primarily through regular newsletters, website information and meetings. Parent surveys can also be used to enable this function, as approved by executive

• coordinate parent newsletter updates: assign a Council member or executive member to write monthly news updates (this can be done on a month-by-month basis or one volunteer could take on responsibility of this function for the entire school year). Ensure content is up-to-date, accurate and reflective of current PAC issues and events.

• speak on behalf of the Council, arranging meetings with the school Principal as required

• ensure that general meeting dates and PAC school events are scheduled at the commencement of the school year (usually requires a meeting with executive and Administration before the start of the school year in September)

• call executive meetings at the request of the executive members, as required or requested

• preside at the PAC AGM

• appoint committees where authorized by the membership or executive

• ensure that Council activities are aimed at achieving the purposes set out in the constitution

• ensure safekeeping of all records of the Council

• act as a signing officer

The Co-Chair or Vice-Chair will

• identify a suitable meeting venue for general meetings

• ensure that meeting agendas are prepared and circulated onto the website and parent information board

• liaise with the Chair and determine who is to preside at each general meeting, as determined by individual availability and meeting content

• arrange for guest speakers for the general meetings, as required

• assist the Chair in the performance of his or her duties

• may act as a signing officer

The Secretary will

• maintain the PAC website, ensuring posts are current and relevant to the activities of the Council

• ensure meeting notes are posted onto the website in a timely fashion (including unapproved minutes with a special note indicating that these notes are in draft form), ideally no more than two weeks after any meeting

• regularly check email correspondence on the SKSS PAC email account, forwarding enquiries to the appropriate person(s) as necessary

• assist the president in the performance of his or her duties

• may act as a signing officer

The Treasurer

• may act as one of the signing officers, although this is not best practice per Gaming Guidelines

• will ensure all funds of the Council are properly accounted for

• will apply for gaming funds annually, and disburse funds as authorized by the membership or executive
•will ensure that proper financial records and books of account are maintained
• will report on all receipts and disbursements at executive meetings
• will make financial records and books of account available to members upon request
•will prepare an annual gaming report and submit it, as well as have the financial records and books of account ready for inspection or audit annually
• will, with the assistance of the executive and input from the Chair (and Administration), draft an annual budget, for approval at the AGM
• will ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
• will submit an annual financial statement at the annual general meeting

The DPAC Representative will

• attend all meetings of the District Advisory Councils to represent, speak, and vote on behalf of the Council
• maintain current BCCPAC registration of the Council
• report regularly to the membership and executive on all matters relating to the DPAC, circulating notes to the membership via newsletter or e-mail after every DPAC meeting
• seek and give input to the DPAC on behalf of the Council
• receive, circulate, and post DPAC newsletters, brochures, and announcements
• receive and act on all other communications from the DPAC
• liaise with other parents and DPAC representatives, giving an opportunity for all members to contribute to any matter requiring a DPAC or BCCPAC vote F.

Section IX – COMMITTEES

1. The membership and executive may appoint committees to further the Council's purposes and carry on its affairs.
2. The terms of reference of each committee will be specified by the membership or executive at the time the committee is established, or by the committee at its first meeting, as the membership or executive decide.
3. Committees will report to the membership and executive as required.
4. A Nominating Committee may be appointed annually before the annual general meeting.

Terms of reference for ad hoc committees will be formulated as necessary.

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be July 1st to June 30th of the following year.

Power to raise money

1. The Council may raise and spend money to further its purposes.

Bank accounts

1. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

1. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Financial Procedure

1. Receipts for all purchases subject to reimbursement, or for which advance payment has been provided, must be submitted to the Treasurer by June 30th, unless given prior approval. Receipts must be dated within that school year (i.e. from 1st July until 30th June), to ensure consideration for reimbursement.
2. Approved PAC expenditures do not roll over to the following school year. Any expenditures approved by the council must be spent during the school year in which they were approved. If receipts are not provided for reimbursement before June 30th, those funds are released back to the accounts for disbursement by the next year's council.

Annual budget

1. The Treasurer is responsible for presenting an annual budget which includes an accounting of funds available, gaming funds received, and bank balances. The Treasurer is responsible, along with the Executive, for meeting all statutory and fiduciary obligations of the Council, as set forth in the Gaming Branch rules and regulations.
2. The executive will put out a call for disbursement requests for PAC Funds twice per year, once in the Fall, and once again for the Spring term.
3. Programs will be asked to provide, in writing, a request for funding which details money requested, how the funds will benefit students, and approximately how many students will benefit overall.
4. These requests should be reviewed by the Principal, and if necessary, the School District, to ensure compliance with all School and District policies and procedures.
5. Requested gaming funds must meet all requirements set out by the Gaming Branch for the legal disbursement of Community Gaming Grant funds, including that:
    a. PAC grant funding is intended to benefit all students by enhancing the **extracurricular opportunities** of students who currently attend the school(s) represented by the PAC.
    b. Funding cannot be used for curriculum-based activities or items and should not be used to cover costs that the school is responsible for covering. This is to ensure funds are used for extracurricular activities and PACs are not supplementing what would normally be the responsibility of the school to provide.

c. PACs should use their best judgement to determine how to spend grant funding that aligns with the spirit and intent of the program and the Guidelines.
d. Grant funds may not be used to pay for goods or services used primarily by teachers in the classroom to deliver curriculum or by students to complete British Columbia K-12 curriculum requirements. This includes materials that are not required for delivering or completing curriculum but that assist in doing so (e.g. smart boards and other enhanced educational tools like iPads, Chromebooks, laptops).

6. The Treasurer shall compile these requests for presentation to the Executive and General Membership at the designated meetings (usually October and February).
7. The Executive Committee shall make recommendations as to how the annual gaming grant shall be spent: In general, 75% of funds are disbursed in the Fall term, with 25% being held over for Spring disbursement.
8. Fair Notice will be given to the General Membership that disbursement requests will be presented and voted on at the next meeting. This notice may be by email, newsletter or other PAC social media communication.
9. Once disbursements are approved by the membership, the disbursements become part of the approved budget.
10. No single disbursement of greater or equal to 50% of the total funds available shall be granted to any group, club, or extracurricular activity unless the membership votes unanimously (see also Conflict of Interest- Section VII for exclusions on voting)
11. Fully funded requests under $500, associated with a specific club or department, are eligible to apply in both funding periods.
12. Funding request over $500, which have not been fully funded in the first round, are eligible to re-apply for the remaining balance of the original unfunded portion in the second round. No new funding requests will be considered until then.
13. Multiple funding requests associated with a club or a department will be considered as cumulative if applications are brought forward in both disbursement periods.
14. Funding requests that have a far-reaching school community impact will be given greater weight.
15. The approved budget covers the time of the financial year: July 1st to June 30th.
16. The approved budget provides the executive the authority to make the transactions included in the budget without coming back to the general membership for approval.
17. Budgets may be amended with the approval of the membership.

Non-budgeted expenditures

1. Outside of regular general meetings, the Executive may approve extraordinary expenditures up to the amount of $150. These must be communicated back to the General Membership at the next regular meeting.

2. Any proposed extraordinary expenditures of greater than $150 that are not included in the current budget must be presented to the membership for approval at the next general meeting.

Start-up Funds

1. Each Executive must leave start-up funds, for the following year's Executive, of at least $500 plus funds required to meet any outstanding obligations which remain unpaid for that school year.

Auditor

1. Members at a general meeting may appoint an auditor.

Section XI – CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 14 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.

Section XII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

Section XIII – DISSOLUTION

1. Following due notification of all members, the PAC may be dissolved at any time by a special resolution passed by a three-quarters majority at a duly convened General Meeting.
2. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 73 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
3. In the event of winding up or dissolution, all records of the Council shall be given to the Principal of SKSS.

Adopted June 27, 2024