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

Elwira: Chair, **Cory** Past-Chair, **Erin M** (Secretary/Treasurer/DPAC Rep#2), **Allison T** (DPAC Rep#1), **Dana N** (Member at Large), **Amy B** (Member at Large

SKSS PAC Meeting
Minutes
Thursday Feb 20, 7:00pm via Zoom

- **Call to order. Quorum present (4 parents)**
- **Land Acknowledgement.**
- **Adoption of the Agenda**
- **Minutes of the Last Meeting.**

•**Administration Report** Submitted by Chris Preymak, Principal – South Kamloops Secondary School

•**Student Projections for September 2025 (**Plus 17 International students.)

• **January 2025**	
• **Grade 8**	• 233
• **Grade 9**	• 235
• **Grade 10**	• 225
• **Grade 11**	• 230
• **Grade 12**	• 217
• **TOTAL**	• 1140

•**Student Learning Survey:** For Grade 10,11, 12 students. This will take place after Spring Break

•**Parent Teacher Conference:** Thursday, March 6th. 1:24 pm dismissal.
•2:30-4:30 pm and 5:30 -7:30 pm - through Zoom or phone

•**Programme for International Students (PISA)**: PISA is an important international assessment that measures the skills and knowledge of 15-year-old students in science, mathematics, and reading, as well as a newly introduced innovative domain: learning in the digital world.
•PISA has been conducted every three years since 2000. Approximately 90 countries participate in PISA, including Canada.
•Not all 15-year-olds will participate. We send in a list of students that are 15 years old, and they choose 45 from that list.

•**Pink Shirt Day:** Pink Shirt Day is on Wednesday, **Feb. 26th, 2025**

Next Virtual Meeting: April 17 - 7pm via ZOOM

Join Zoom Meeting: Meeting ID: 873 1414 7246
Passcode: 888045

- **February is Black History Month:** Teachers have been sent resources they can use in class like links to articles, events, and digital clips.

- **Course Selection:** Our course selection took place during the week of February 10th.

- **Grade 7 Parent Meeting:** This meeting will take place on Tuesday, February 26th at 7 pm in the library. Parents have been sent an email via feeder schools through the School Messenger system. There is a PAC slide in the presentation to tell incoming parents about PAC.

- **Mid-Year Review Presentation:** Our School presented our School Learning Plan on Thursday, February 13th. Trustee McKelvey and O'Fee were present and provided positive feedback.

- **Girls curling team:** The girls curling team qualified for provincials.

- **Old Business:**
  a. Bylaws and Constitution – Working Group has attached four documents to be discussed.
     i. (For Vote) Bylaw amendment to assure that those casting votes are actually parent/guardians at the school who are eligible to vote. **Moved: Elwira. Seconded: Jessica. Discussion:** *Multiple parents can vote per child – for example if a child has 4 legal guardians (two bio parents, two step parents, for example), each is able to vote. Principal can verify through myEd.* ***Vote passed with 100% in favour. Erin to update bylaws and circulate to school and district.***
     ii. (Clarification Language to add to Bylaws) How to consider abstentions when tallying total votes. **Language will be added to bylaws** (no vote required – clarification to existing language only).
     iii. (For discussion) A formula to fairly consider competing requests for PAC funds from the Community Gaming Grant. **Matrix created after considering parent input. Language will be added to bylaws as a suggested means to guide future disbursements – future PACs can consider this matrix or not, but it will be added to bylaw as one possible *suggested* formula for distribution – it is not the only system they can use, but may be useful to guide discussions.**
  iv. (Presentation attached from Treasurer for discussion and to possibly inform a future bylaw amendment) Fundraiser accounting practices and steps that should be taken to deposit funds from licensed gaming events into the Gaming Account.

     The working group attachments are available as Addendums at the end of these minutes.

  b. SKSS Update on Catchment Changes (Elwira) Two meetings have been attended by SKSS. Admin and a Committee are looking at all the public input. So far, this process has been about numbers – all parents will be able to attend a webinar to review changes. As Snine comes to SKSS, we will face challenges in supporting increased numbers as we have no ability to add more portables. Parents are invited to review info on the SD73 website. There may be an option that Sahali will absorb Snine in Grade 8 – they have room to add portables whereas we do not. Please attend the Webinar for more info.
  c. SKSS Mid-Year Review Survey (Elwira) – Covered in Admin Report.

- **Treasurer's Report:**

Next Virtual Meeting: April 17 - 7pm via ZOOM

Join Zoom Meeting: Meeting ID: 873 1414 7246
Passcode: 888045

a. BCeID Update. We have applied for, and received, a BCeID number. We have now met the requirements to apply for the annual gaming grant for the 2025/26 year when that opens in April.

b. Gaming License Update. Two new gaming licenses have been received (football Canucks ticket raffle and Dry Grad 50/50). The funds will be kept separate from our regular gaming funds and will be used per gaming license parameters.

c. PAC Payment from Board. We have received 50 cents/student from the board, and this has gone into our General Account.

d. Spring Distribution of Funds:

PAC exec realized that we did not fully inform the staff of our new bylaw that those who did not receive full funding in Semester 1 would not be eligible to apply for new funding in Semester Two. As such, we are moving that PAC consider a one-time exception for this semester, permitting affected applicants to apply for new funding in Semester 2. **Motion to approve a <u>one-time exception</u> to allow applicants who did not receive full funding in Semester One to apply for new funding consideration in Semester Two (based on the new funding matrix) for the 2024/25 school year.** *<u>Moved: Elwira. Seconded: Steve. No Discussion. All in favour.</u>*

Motion for One-Time Exception to Semester Two Funding Rule
Presented to: SKSS PAC
Date: February 14, 2025

Background:

On June 13, 2024, SKSS PAC passed a new bylaw stating that applicants who did not receive full funding in Semester One would not be eligible to apply for new funding in Semester Two. However, it has come to our attention that this change was not clearly communicated to applicants before they submitted their funding requests.

Given this oversight, the PAC must decide whether to allow a **one-time exception** for this semester, permitting affected applicants to apply for new funding in Semester Two.

Motion:

Be it resolved that:

1. The PAC acknowledges that the new funding rule was not communicated to applicants in advance.
2. As a **one-time exception**, the PAC will allow applicants who did not receive full funding in Semester One to apply for funding in Semester Two for the 2024/2025 school year.
3. The PAC will uphold the bylaw regarding **cumulative funding requests**, meaning that total funding allocations for Semester One and Semester Two will be reviewed. The PAC will consider:
    - The total amount requested in Semester One and Semester Two combined.
    - The total amount already allocated for the entire school year.
    - The remaining available budget for funding.
4. Decisions on funding allocations for Semester Two will take into account the cumulative impact on the overall budget to ensure fairness and financial responsibility.
5. Moving forward, the funding rule outlined in the bylaws will be strictly enforced, and all applicants will be properly informed before the next funding cycle.

Motion submitted by:

Next Virtual Meeting: April 17 - 7pm via ZOOM

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i. We have $5,009.75 available for disbursement. We have been asked for $8,428.69 in new requests this round. We have $11,243 that we were not able to fund from the first round of requests in the Fall.

ii. We have been asked to consider the following requests

- Drama Club: **$1837.95** (No requests yet this year from Drama). 50 students involved. Request for lighting system change so students can be trained on how to work with equipment used in the industry.
- Maker Space/Peer Tutoring room redesign: **$600** for 3D printer which is valued at $1200. (There have been no requests yet this year for this redesign project. 1100 students could potentially benefit- any/all students welcome to drop in. 3D printer is being sold by Big Little Science Centre, which is why we are getting it at half price. This is part of a redesign project to evolve the old peer tutoring room (affected by the installation of the elevator) into a maker space to make it a useful space for all students.
- Maker Space/Peer Tutoring Room Redesign: **$640.74** for a cricut maker 3 and mini press bundle, which musts be ordered before Feb 22 for this special pricing. (see above for the details on the "why" of this new space
- Destination Imagination Team Regionals Competition on March 5th and Provincials on April 12th. **$500**. 7 Students. This is for assistance to offset bussing and other travel expenses plus funding for sets for "instant challenge" pieces. The $250 we allocated in the fall has been allocated to building supplies for performance pieces.
- Hot Rod Club: **$2699**. No previous requests this year. 20 students. Would purchase a Force Canada model FC4 STBP 2 post hoist to allow students to work on long term, more involved projects.
- Sr. Jazz Combo/Jazz Groups/Sr. Band : **$1170**. 43 students. Registration fees to attend the windscapes regional concert band festival and the west coast jazz festival located in Kelowna
- SKSS Athletics: **$2000-$3000**. 400 students. Previously asked for $15,360 and given $9750 (they always spend the whole amount). Previously asked for uniforms and equipment and guarding caps and Jill/pants. This ask is for further soccer balls, uniforms, equipment, basketballs – bc sport has switched sponsors for basketballs, volleyballs footballs and soccer balls

and this has placed a huge cost to replace balls and ensure that all teams have the appropriate ball to use.

- Ethics Bowl – asked for $**2350** on January 15th for the Fall distribution because they only were notified that they qualified in the winter. 9 Students. PAC Exec awarded $500 to help with immediate request, and they would like the balance, of $1850 to be considered for the Spring disbursement. National Champion team last year. Would help pay for some travel and accommodations for the team to attend BC Regional Ethics Bowl (March 1st in Vancouver)

- After consideration and deliberation and application of the matrix, the following disbursements were unanimously voted on/approved. Note: One parent abstained from final voting based on self-identified conflict of interest.
- There was discussion surrounding conflict of interest around one-time exception motion and PAC Chair clarified that the Executive is attempting to correct their mistake which if defeated would punish students associated with the semester one and two funding requests.
-

Applicant	Score	Requested Amount	Proposed Allocation
Library Maker Space	9	1240.74	1240.74
Drama Club	6	1837.95	918.29
Destination Imaginatio	4	500	500.00
Hot Rod Club	7	2699	1071.34
Athletics	5	2754.86	869.25
Ethics Bowl (-500)	3	2350	500.00
Music	2	1170	410.12
Total	36	12552.55	5509.74

8. New Business

a) DPAC-District Budget Consultation (Elwira and Erin):

- During the January 2025 DPAC general meeting, all PAC's voted unanimously for DPAC to engage with the school board in regard to the amendments to its budget reduction plan. The correspondence is attached below. One outcome of this communication is DPAC's participation in the budget consultations. You are welcome to attend the next District Parent Advisory Council meeting, which will be an open conversation on the School District-DPAC budget consultation. DPAC's last budget meeting with the District will be on March 10th. This is your opportunity to ask questions and give input. In person at the Grube or on zoom. Tuesday. Feb 18. 6:30 pm. SKSS PAC can also collect your input and relay it to DPAC before March 10. You can email us skysspac@gmail.com or DPAC directly sd73dpac@gmail.com.
- So far, one of the immediate results was a cancellation of the Arts in the High Country Festival as the district's Fine Arts Coordinator is one of 18 district coordinators who are now mainly performing TTOC (teacher teaching on call) functions. 85 SKSS music students participated in the

festival last year. We are waiting to hear back from Principal Preymak whether other SKSS arts students participated in the past.

- Athletic TTOC supplement. This targeted fund aimed to support all secondary schools might be in jeopardy due to our district's budget cuts. The Secondary Athletic Council leads this advocacy in the district, should parents want to ensure this remains in place, SKSS PAC can bring this concern forward via DPAC or please check with Principal Preymak if this advocacy is occurring via our school admin.
- Non Athletic TTOC Supplement. Parents have previously inquired how the decision to implement the athletic TTOC supplement was made by the board and the response from Dr.Nixon from the November DPAC meeting can be found below. While it's unlikely that the school board would consider allocating new targeted funds at this time, should the parents like to see advocacy done in this area, please contact PAC or DPAC.

b. SKSS - Storytelling at DPAC meeting – Huge thank you to Student Alexa D for her powerful storytelling at the last DPAC meeting. We are honoured and grateful.

9. **DPAC/BCCPAC Updates and Correspondence -**Covered above under budget.

8. Other Correspondence/Business:

a. KISSM Bursary (tabled)

KAMLOOPS MUSIC COLLECTIVE

KamloopsMusicCollective.ca
info@KamloopsMusicCollective.ca
423 St. Paul Street, Kamloops BC
MAILING ADDRESS
P.O. Box 983 Kamloops BC V2C 6H1
236.425.4221

Bursary Buy-in Program 2024

Dear South Kam Secondary PAC,

Finances should never stand in the way of a child's opportunity to participate in the arts. Unfortunately, many youth in Kamloops face barriers to accessing music education. The Kamloops Music Collective is dedicated to removing these barriers and making our programs accessible to as many young people as possible. Music fosters teamwork, social skills, and a sense of belonging. It provides youth with a source of accomplishment and pride for their achievements in the arts. We invite you to join us in our mission to provide outstanding music education for every child in our community.

We are excited to share a unique opportunity exclusively for PACs in SD73: the chance to send students from your school to the Kamloops Interior Summer School of Music (KISSM) at half the cost. For 2025, we are offering **20 KISSM gift certificates** for purchase by PACs. Each certificate is $400, covering the full registration cost for the three-week program (a $795 value). PACs can then award these certificates to deserving students, chosen by the school's principal, music teacher, or a committee.

Thank you for partnering with us in creating another successful year of impactful and meaningful music education.

Terms and Conditions

- Certificates have no cash value.
- Students must register for the full three weeks of KISSM.
- Certificates cannot be combined with other KMC financial assistance.
- Certificates will expire in **August 2027** (For use in the summers of 2025 or 2026).
- Only 20 certificates are available for purchase on a first-come, first-serve basis.
- Certificates should be awarded by the end of June (or sooner) to ensure recipients can register and select their classes. Please note: our program typically reaches 75% capacity by May 15th each year.
- School's (via the principal, music teacher, or committee) are responsible for selecting the recipient(s) based on criteria established at the school level.
- Certificates cannot be used for personal benefit. For example, PAC members cannot purchase certificates for their children. Certificates must be awarded to deserving students and are not to be used for fundraising.

KAMLOOPS MUSIC COLLECTIVE

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We appreciate your commitment to supporting youth in your school and ensuring they have access to the transformative power of music education.

If you'd like to participate in this program, please complete the form and send it, along with payment, to the Kamloops Music Collective office at: PO Box 983, Kamloops, BC, V2C 6H1

Once we receive your payment, we will prepare your certificate package and mail it to you within two weeks.

Alternatively, you can:

- Send an e-transfer to info@kamloopsmusiccollective.ca
- Email us directly to arrange the purchase of certificates.

We look forward to helping you bring the joy of music to your students!

☐ **Yes, our PAC would like to purchase KISSM certificates**

School:

PAC Representative Name:

Phone number:

Email address:

We would like to purchase:

☐ One Certificate ($400)

☐ Two Certificates ($800)

☐ Yes, we agree to the terms and conditions listed above

9. Adjournment. Next meeting: No meeting in March. Next PAC meeting April 17, 2025 at 7pm

Meeting Schedule: Every month on the 3rd Thurs. (excl. December and March)

Next Virtual Meeting: April 17 - 7pm via ZOOM

Join Zoom Meeting: Meeting ID: 873 1414 7246
Passcode: 888045

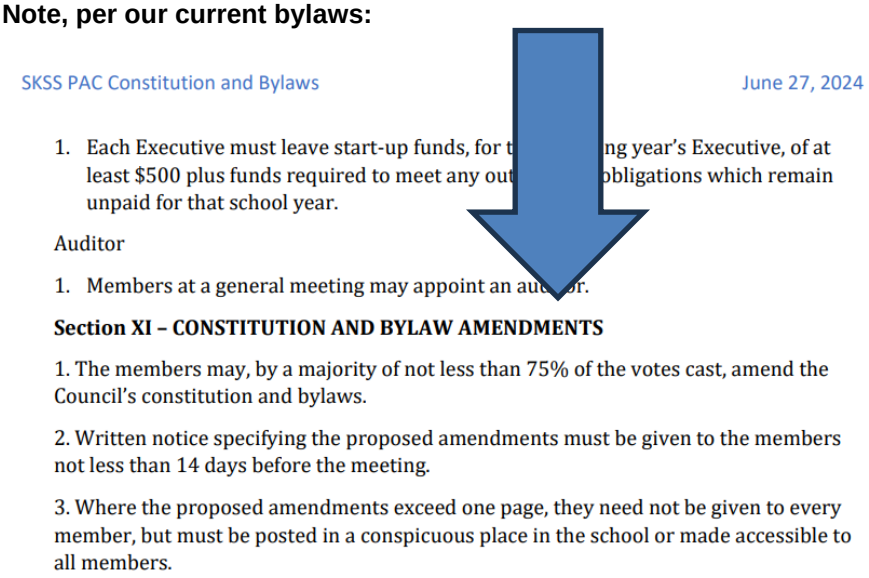
Next Virtual Meeting: April 17 - 7pm via ZOOM

Join Zoom Meeting: Meeting ID: 873 1414 7246
Passcode: 888045

ADDENDUMS:

Addendum #1: Bylaw Proposition re: Voting

Note, per our current bylaws:



SKSS PAC Constitution and Bylaws June 27, 2024

1. Each Executive must leave start-up funds, for t ng year's Executive, of at least $500 plus funds required to meet any out obligations which remain unpaid for that school year.

Auditor

1. Members at a general meeting may appoint an aud or.

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.

Rationale for discussion:

To facilitate SKSS PAC members' involvement, SKSS PAC meetings can be offered in-person, via videoconference platforms such as ZOOM or a hybrid option (in-person and videoconferencing concurrently).

Decorum for SKSS PAC meetings:

1. In person meetings: Each person must sign in with their full name and their SKSS student's grade.

2. Videoconference meetings: -The following suggestions can be enforced at Chair's discretion to ensure participation and voting are restricted to current SKSS parents and guardians. ACCESSIBILITY AND COMFORT are highly valued and so there is no expectation that cameras should be on during a regular meeting. However, parents should change their online names to first name, first letter of last name, highest grade their students are in-if multiple students are attending from a household.

Consideration: Ensure one parent/guardian=one vote. We don't have to have have precise methodology ahead of time. We can decide on specifics ahead of a meeting. For example, we can ask the principal if they'd be able to assist with cross-checking and verifying names.

a. Each person can be asked to be confirmed and documented by visual by a SKSS PAC Executive member or School Administrator present at the meeting to confirm SKSS PAC membership.
b. SKSS PAC members will be asked to type in their names and their SKSS student's grade in a designated chat channel. Failure to do so can result in expulsion from the meeting.
c. All present will display their first name followed by the first letter of their last name and their SKSS student's grade.
d. Visual confirmation must be maintained during voting.

3. All members will be afforded equal treatment whether in-person or present via videoconference.

4. All members who attend via videoconference will remain muted until recognized by Chair to speak/make a motion.

5. All members are entitled to participate in meetings in a respectful fashion. Members should be able to speak without fear that they are being recorded. Any recording of a videoconference meeting is expressly prohibited. A violation of this requirement may result in charges against the offender CONSIDERATION: what are the privacy rules on ZOOM? We record only for the minutes.

Next Virtual Meeting: April 17 - 7pm via ZOOM

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Proposed Bylaw – For Discussion

Proposed Bylaw: SKSS PAC Meeting Participation and Voting Integrity

Purpose:
To establish rules for participation and secure voting in SKSS PAC meetings, ensuring fairness, inclusivity, and transparency.

Meeting Participation

Meeting Formats:

SKSS PAC meetings may be conducted in-person, via videoconference (e.g., ZOOM), or through a hybrid format combining both options.

In-Person Meetings:

Participants must sign in with their full name and their SKSS student's grade.

Videoconference Meetings:

Participants must adjust their online display names to reflect their first name, the first letter of their last name, and the highest grade level of their SKSS student(s).

Participants attending virtually may be asked to confirm their identity visually to establish eligibility for participation.

Participants attending virtually will remain muted until recognized by the Chair to speak or make a motion.

Recording Prohibition:

Recording of SKSS PAC meetings is strictly prohibited unless explicitly permitted for minute-taking purposes. Unauthorized recordings may result in disciplinary action.

Decorum:

Participants are expected to engage respectfully and constructively, ensuring that discussions occur without fear of judgment or unauthorized recording.

Equal Treatment:

All participants, whether attending in person or via videoconference, will be afforded equal opportunities to participate in discussions and motions.

Voting Procedures

One Parent/Guardian = One Vote Rule:

Each parent or guardian is allowed one vote, even in households with multiple children enrolled at SKSS.

Verification Procedures:

To prevent multiple voting and unauthorized access, attendees may be required to confirm their identity and eligibility to vote through visual verification or by completing an authentication step before voting.

An example of a verification process includes asking SKSS PAC members to type their names and their SKSS student's name and grade in a designated chat channel where an SKSS PAC Executive member, School Administrator, or Principal can verify attendees' identities. Failure to do so can result in expulsion from the meeting.

Voter identity verification may be imposed at the discretion of the PAC Chair.

Abstentions do not affect the outcome of a vote.

Voting Administrator Privilege:

Any individual who administers the voting process and has access to live results retains the right to cast their own vote. This ensures their participation and representation in decision-making processes.

Post-Voting Audits:

SKSS PAC Executive reserves the right to conduct a post-voting audit to ensure no duplicate votes were submitted.

Prohibited Practices:

Simultaneous logins from multiple devices using different credentials are prohibited.

Participants might be asked to log out from additional devices during voting.

Amendments:

Changes to this bylaw require a **75%** majority vote of the membership, with prior written notice provided at least two weeks in advance.

Addendum #2 – Bylaw Clarification on Abstention in Vote Counting

Discussion: Robert's Rules of Order on Abstained Votes – Discussion re: Adding this language to the existing bylaw.

Definition of Abstention:

An abstention occurs when a member refrains from voting on a motion. It is not counted as a vote for or against the motion.

Effect on Voting Outcomes:

Abstentions do not affect the outcome of a vote, as they are not included in the total number of votes cast.

Example: If 5 vote in favor, 3 against, and 2 abstain, the motion passes because it received a majority of the 8 votes cast.

Recording Abstentions:

The number of abstentions may be recorded in meeting minutes, but individual names are typically excluded unless required by organizational rules.

In roll-call votes, members can explicitly state their abstention, which should then be recorded.

Quorum Considerations:

Members who abstain still count toward the quorum because they are present and capable of voting, even if they choose not to participate.

Conflict of Interest:

Members may abstain due to conflicts of interest or personal reasons to ensure impartiality.

Custom Rules:

Organizational bylaws or governing documents may specify additional provisions regarding abstentions, which should take precedence over general rules.

Addendum 3: Gaming Grant Allocation Rubric- Add this language to the existing bylaw?

Gaming Funds Allocation Rubric and Guidelines

Purpose: To provide a structured and transparent framework for equitably distributing gaming funds when funding requests vary in size, scope, and student impact.

Categories of Requests

1. School-Wide Initiatives: Activities or resources that benefit all students (e.g., school spirit events, intramurals, assemblies).
2. Departmental/Club-Specific Requests: Requests from specific departments, clubs, or sports teams (e.g., music programs, leadership events, sports equipment).
3. Small-Scale Requests: Requests under $500.
4. Time-Sensitive/Emergency Requests: Urgent requests that address unforeseen needs or opportunities (e.g., last-minute competition entry fees).

Rubric for Evaluating Requests

Requests will be evaluated based on the following expanded criteria, with points assigned for each category. Higher scores indicate higher priority for funding.

Criteria	Description	Points (0-3)
Student Impact	Number of students benefiting and the overall significance of the activity or resource to the school.	0 = Minimal impact1 = Moderate impact2 = Significant impact for some3 = Broad school-wide impact
Alignment with Goals	How well the request aligns with PAC's mandate to enhance extracurricular opportunities and school spirit.	0 = No alignment1 = Minimal alignment2 = Moderate alignment3 = Strong alignment
Ability to Fundraise	Whether the requesting group has the capacity to fundraise independently.	0 = Strong ability1 = Moderate ability2 = Limited ability3 = No ability

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Per-Student Cost and Impact	Evaluates whether the estimated per-student cost is reasonable and whether the activity has potential to benefit a significant portion of students, considering both current and future use of resources. Reusable items (e.g., sports uniforms) score higher than single-use materials.	0 = Disproportionate or single-use with low impact1 = Slightly disproportionate or single-use with moderate impact2 = Reasonable cost or partially reusable3 = Highly efficient or reusable for future students

Total Points: Go through the groups. Assign the points. Equalize to number of points we have. Total number of points = total dollars available. For example: If a group is given 10 points out of 100 points total, they will get 10/100 or 10% of total dollars available. This can then be tweaked, if so voted by the membership (per normal voting guidelines).

Funding Allocation Guidelines

- Cumulative Requests: Multiple funding requests associated with a club or department will be considered as cumulative if applications are brought forward in both disbursement periods.

Note: These guidelines are flexible and can be adjusted through consensus by the SKSS PAC.

1. Proportional Distribution: For high-demand periods, funds may be allocated proportionally based on the rubric scores, ensuring partial support for multiple initiatives.
2. Caps for Large Requests: No single disbursement may exceed 50% of the total available funds unless unanimously approved during a PAC vote. This ensures broad resource distribution.
3. Rotational Priority: Priority will be given to groups or departments that have not received funding in recent cycles to ensure diverse opportunities.
4. School-Wide Priority: benefiting the entire school community will be prioritized over department-specific or small-scale activities.
5. Ability to Fundraise: Consideration will be given to whether the requesting group has the capacity to fundraise independently:
    - Examples: Groups like athletics, music, drama, or visual arts, which often have greater fundraising capabilities, may receive proportionally less PAC funding to ensure equity for drop-in or less organized programs.
    - Clubs or initiatives serving students who participate sporadically or are not part of structured programs without consistent fundraising opportunities may receive prioritized funding.
6. Eligible Expenses: Funds must be used to enhance extracurricular opportunities for students, such as:

- Sports teams, music programs, arts, and cultural events.
- Equipment or supplies for extracurricular activities.
- Field trips and travel costs associated with extracurricular events.

7. Ineligible Expenses: Gaming funds cannot be used for:
    - Curriculum-based expenses (e.g., textbooks, teacher salaries, or educational materials).
    - Capital projects (e.g., building maintenance or renovations).
    - Items covered under the school or district's core funding responsibilities.
    - Staff wages or benefits, unless explicitly approved for extracurricular programs.
8. Semester-Based Disbursement: The PAC will disburse 75% of the total gaming funds during the fall semester and reserve 25% for allocation during the spring semester. This ensures a balanced distribution of resources across the academic year.
9. Small Requests: Fully funded requests under $500 may apply in both funding periods.
10. Large Requests: Requests over $500 not fully funded in the fall can reapply for the unfunded portion in the spring.

11. Compliance Review: All requests will undergo a compliance review to ensure alignment with BC Gaming Fund guidelines. This includes confirmation by the Principal or PAC Executive that the request meets eligibility criteria.

Example Allocation Process

1. Initial Categorization: Sort requests into the categories above (school-wide, department-specific, small-scale, emergency).
2. Rubric Scoring: Evaluate each request against the rubric and assign scores based on the weighted criteria.
3. Budget Allocation: Allocate funds proportionally, starting with the highest-scoring requests within each category.
    - Ensure no single request exceeds the cap for large requests unless it’s a school-wide initiative.
4. Approval: Final approval of allocations will occur during PAC meetings through consensus or a transparent voting process.

Accountability and Reporting

- Documentation:

  Maintain detailed records of all requests, rubric scores, and final funding decisions.

- Include this information in PAC meeting minutes for transparency.
- Follow-Up Reports:

  Recipients of funding will provide a brief summary of how the funds were used and the outcomes achieved.

- Receipts and Accountability:

  All recipients must submit receipts for approved expenditures by the end of the school year. Unused funds will not roll over.

By adopting this rubric and guidelines, SKSS PAC ensures that gaming funds are distributed equitably and transparently, maximizing their impact for the school community.

Addendum #4 – Fundraising Accounting Practices – Presentation to help inform best practices/inclusion in future bylaw update?

Bank Accounts

- PAC funds could be held in up to four bank accounts:
  - PAC Gaming Bank Account
  - PAC General Bank Account
  - School Bank Account in a PAC designated category
  - PAC funds held at the School District for special projects.

Collection and Deposit of Funds

- Collection of cash and cheques from fundraising activities should be recorded and deposited as soon as possible. Frequent deposits will help reduce the likelihood of theft or "missing" funds
- Collected cash should not be used to pay for expenses
- Cash from fundraising activities should be counted by two individuals (other than the Treasurer) and recorded on a PAC event deposit form and signed off
- The completed PAC event deposit form should be forwarded to the Treasurer (or designate) with the cash/cheques for deposit to the bank as soon as possible, or taken directly to the bank for deposit by the fundraising group.
- The Treasurer should ensure that the original PAC event deposit form is attached to the stamped bank deposit slip as a supporting document

PAC Funds

Gaming	Other Fundraising	
	Tax Receipt Requested (donations)	*No Tax Receipt requested*
• Funds must be kept in separate Gaming Account	• Funds **must** be deposited to the school (or district) and purchases made through the school	• Funds can be deposited in the PAC general account or in PAC category in the school account
• Funds cannot be advanced to the school but may be reimbursed for purchases made by the school or district.	• PAC directed account in the school bank or in some cases at the district.	• Funds should be advanced to the school.
• Keep copy of invoice and payment details for audit purposes.	• No funds may be given directly to the PAC if a donation receipt was issued.	• Purchases can also be made directly by cheque from the PAC account.

Gaming Licenses

Fundraising With Gaming:

All gaming in BC requires a license. A license must be applied for in advance of the proposed event.

Before applying for a gaming event license, an applicant must review the event procedures within the Licensed Charitable Gaming Rules (PDF) to become familiar with the rules that must be followed.

A license may be issued for a period of up to 12 months for a series of similar gaming events.

There are 4 classes of licenses:

Class A: Gambling events that project more than $20,000 in gross revenue.

Class B: Gambling events that project $20,000 or less in gross revenue.

Class C: Gambling events held as part of Registered Provincial Fairs and Exhibitions only.

Class D: Gambling events that project $5,000 or less in gross revenue.

You will usually apply for a Class B license, which generally takes 10 business days to approve.

Note: Silent Auctions are not games of chance, and therefore do not require a gaming license.

Financial Controls and Practices

Financial Controls and Practices

- Proper financial controls and practices need to be in place for PACs to:
  - Ensure accountability
  - Ensure funds are spent on intended purpose
  - Reduce the risk of error, misappropriation of funds, inaccuracy of reports
  - Reduce the risk of unauthorized and unsupported financial transactions

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Types of Controls

- Basic – physical access, reconciling the bank regularly, keeping adequate books and records.
- Supervisory – approval of expenditures, review of transactions
- External review or audit

Financial Authority - Signing Cheques

- Minimum of 2 PAC executives as signing officers
- Treasurer often is one of the signing officers
- School Principal should not be a signing officer of the PAC
- All cheques should be signed by 2 signing officers before issuance (never sign your own cheque)
- PAC money should only be spent according to an approved budget or authorized by a motion
- Review signing authority on bank account as soon as turnover occurs
- Know what you are singing for!

Balancing and Financial Reporting

- Bank reconciliations should be prepared each month for both the PAC general account and the gaming account by the Treasurer and submitted for review to the PAC Chair
- PAC Members and the Principal should be able to review the PAC financials, bank reconciliations and bank statements
- Summary of revenues and expenses for each fundraising activity should be prepared on completion of the activity and submitted for review to the PAC executive
- At each PAC meeting the Treasurer should report on the bank balances and a summary of revenue and expenditures. The Treasurer's report should be signed and dated by the Treasurer and approved by the PAC Executive.

Balancing and Financial Reporting

- PAC year end financial statements should be prepared by the Treasurer and submitted to the executive and membership for approval
- PACs may want to have their financial statements reviewed by an external accountant or conduct its own internal review of the financial statements.
- It is also recommended that the Treasurer assist in preparing an annual budget and provide explanations for revenue and expenditure variances from budget

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Addendum #5 – Board/Budget Correspondence

January 23, 2025

SD73 Board of Education
1383 9th Ave, Kamloops, BC V2C 3X7
Via Email:

Dear Chair Grieve and Trustees,

At our January DPAC meeting, our membership voted unanimously to request a meeting to share our concerns with you regarding the amendments the Board has made to the district operating budget over the last five months. Our PAC representatives and parents shared concerns and instances of challenges they face as a result of the continually shrinking resources afforded to schools and district programs. These challenges relate directly to the measures implemented by the Board to correct the overspending that occurred in the previous fiscal period. Our Executive is hoping you will meet with us so we can share these concerns and stories of student and family experiences with you in advance of any further decisions and amendments, and before the presentation of the 2025/2026 operational budget.

At the request of our membership, we have four areas of concern to be addressed:

- Parents and caregivers expect a stable annual operational spending plan that does not require constant reassessment and immediate redirection of assets that create inconsistency and anxiety for students, families, and staff.
- The Board of Trustees should publicly acknowledge that the errors and the subsequent decisions by the Board have affected students and family experiences and opportunities in schools across the district.
- Our parent body would like the Board to consider a more conservative plan to pay back the overspending error that occurred in 2023/2024. This plan would emphasize the need to lessen the impact on our most at-risk learners and would not create additional workforce pressures. We feel not placing the well-being of our students and staff ahead of budgetary policy concerns increases risk to the quality of our school experiences. The compounding effects of short-term decisions that place fiduciary obligations to policy over commitment to creating meaningful and fulfilling settings for children and the adults that teach and care about them will create long-term, systemic deficits that future Boards will struggle to correct.
- That, moving forward, the Board commit to meaningful consultation with district families and make future decisions in a transparent fashion so as to create a sense of security among caregivers that our education programs are stable, thriving, current, innovative, and progressive as a foundational aspect of the budgetary process.

Our Executive is eager to work with you collaboratively in the best interest of our students and their families. Our commitment to public education is solid, and we would welcome the opportunity to advocate to the Ministry alongside you to press for funding to address relief costs and other monetary pressures that the Board cannot control.

Regards,

Bonnie McBride
SD73 DPAC Chair

SCHOOL DISTRICT NO. 73 (Kamloops-Thompson)
1383 - 9th Avenue, Kamloops, BC V2C 3X7 | Tel: 250-374-0679 | Fax: 250-372-1183 | www.sd73.bc.ca

January 28, 2025

Bonnie McBride, Chair
District Parent Advisory Council

via email: beans6@telus.net

Dear Bonnie McBride:

On behalf of the Kamloops-Thompson Board of Education, I am glad that we met you and Melissa on Friday, January 24, 2025 to discuss the letter written by DPAC to the Board of Education. Our Board reviewed the letter as well as listened to what we had discussed in terms of the context you provided to points raised in the letter at our meeting. Trustees worked together to provide a response to the points that DPAC had raised.

The first point that you raised is: ***Parents and caregivers expect a stable annual operational spending plan that does not require constant reassessment and immediate redirection of assets that create inconsistency and anxiety for students, families, and staff.***

We agree that a stable, financial position that does not require constant reassessment and reaction is a priority of the Board of Education. Starting the year with an accounting error that depleted reserves meant that we were positioned to recover this year in a way that will not be repeated in future years. Therefore, it is important to replenish reserves to be proactive and not reactive with the changes that have necessarily been made this year.

The second point raised: ***The Board of Trustees should publicly acknowledge that the errors and the subsequent decisions by the Board have affected students and family experiences and opportunities in schools across the district.***

We agree that every decision made impacts students, and it is important to state that clearly and to confirm that decisions made with respect to budget have been made to stay as far away from the classroom as possible. This will be clarified publicly continuously as we are aware that some statements made have not been clear on that point. Related to this point, you mentioned that you are hearing from parents that some PACs are being asked to buy basic supplies like paper, as an example, and we confirmed that this is not reasonable and that schools have supply budgets based on their enrollment. The Finance Department will continue to do a thorough review of each school's and department's budget and if someone is in trouble financially, it will be rectified. It is not for PACs to buy basic supplies for the school. You also mentioned that school administration may communicate differently regarding the budget and that creates different understandings. We will work with school administration to have a clear message to bring back to PACs to avoid confusion.

The third point raised: ***Our parent body would like the Board to consider a more conservative plan to pay back the overspending error that occurred in 2023/2024.***

As of November 30th, 2024, we are forecasting an operating surplus of approximately $562,000 for the current fiscal year and an Accumulated Surplus of $2.015 M or 0.96% of the Operating Budget, which is a conservative approach to reaching the acceptable surplus required of 3%. We discussed how when this was stated in the public meeting, it was to reflect the feedback from DPAC even though we did not state that directly. In fact, it is DPAC's feedback that had confirmed that we are taking a slow, conservative approach. Although we wish that none of the changes we have had to make were necessary, we have aimed to be as thoughtful as possible and not make any unnecessary changes.

If we were to go slower and not replenish reserves at all and stretch out the replenishment of reserves in the budget over several years as suggested by DPAC, it would undermine DPAC's first request, which is the need to avoid constant reassessment and reaction to budgetary changes. We believe, in consultation with an external Secretary-Treasurer, that we are taking a conservative approach possible to replenish reserves and to prepare for a budget that enables us to be proactive next year.

As part of your third point, DPAC raised: ***This plan would emphasize the need to lessen the impact on our most at-risk learners and would not create additional workforce pressures. We feel not placing the wellbeing of our students and staff ahead of budgetary policy concerns increases risk to the quality of our school experiences. The compounding effects of short-term decisions that place fiduciary obligations to policy over commitment to creating meaningful and fulfilling settings for children and the adults that teach them and will create long-term, systemic deficits that future Boards will struggle to correct.***

We agree that both students and staff need to thrive in order to have a vibrant, positive culture. We value the importance of having supports and services in place for all learners and especially for our most vulnerable learners. In September and October, the Board approved additional funds for CEA, LART, and teacher time. Recently, we asked for funds from the Accessibility Committee to provide additional contingency for CEAs in case there is a need. We respect that this is also an example of having to make a reactive request, but the request was made to place the most vulnerable students first.

The last point raised was: ***That, moving forward, the Board commit to meaningful consultation with district families and make future decisions in a transparent fashion so as to create a sense of security among caregivers that our education programs are stable, thriving, current, innovative, and progressive as a foundational aspect of the budgetary process.***

We will set a time to begin ongoing consultation with DPAC about these points raised and about setting priorities and strategies for the 2025-2026 budget starting now. We value parents and

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your concerns raised reflect that we need a regular way to interact with parents, especially now, around the points raised in your letter and about any matter that comes up related to budget and other items connected to the education of students.

Executive Manager, Dana Heyman, will be reaching out to you to ask for parent representatives to join a DPAC-District Committee to start this ongoing meeting and consultation process for the 2025-2026 budget as well as other matters of importance that arise for parents.

To conclude the letter, you noted that DPAC is seeking a collaborative effort to support students and families. We sincerely hope to collaboratively advocate for increased funding in education for complex needs students and for the staff who support them. We have already met with Minister Beare and are meeting MLAs in the next two weeks. We are working together to advance motions in the British Columbia Trustees' Association to the same ends. We appreciate the time that you and Melissa provided to us on Friday, and we look forward to continuing the conversation in coming weeks.

With gratitude,

Heather Grieve, Board Chair
School District No.73 (Kamloops-Thompson) Board of Education

cc: Board of Trustees; Superintendent; Acting Secretary-Treasurer; Communications Director and Board Administrator

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