

Windham Ridge Public
S c h o o l
Parent Advisory Council
M e e t i n g

Question: How can parents support our school?



**PARENT ADVISORY
COUNCIL**

**PARENT
VOLUNTEER**

PARENT ADVISORY COUNCIL STRUCTURE

EXECUTIVE

Chair/Co-Chair
Treasurer
Secretary

COMMITTEES

Education

Fundraising

Communication
(Secretary)

Expenditures

Student
Programs

Volunteer
Program

Parent Advisory Council Duties



PARENT ADVISORY COUNCIL

- Required to attend all meetings
- Acquire understanding of Council Constitution document (new members)
- Accountable to Parent Council
- Active participation
- Provide parent voice as council member
- Commitment required for 2013/2014 school year

EXECUTIVE COMMITTEE

Consists of....

5

☐ CHAIR/CO-CHAIR

☐ TREASURER

☐ SECRETARY

COMMITTEES



6

EDUCATION

- **PRO Grant**
- **Planning of Parent workshop**
- Education ideas for council members
- Attend Quest Conference

FUNDRAISING

- **QSP Magazine fundraiser**
- **Pizza Lunch Program**
 - Collect forms
 - Data entry
 - Communicate with pizza provider
- **Movie Nights**
- **Kids Kitchen co-ordination**
 - Add new menus to teacher mailboxes
- **New Events (i.e. Skating Party 2013 and Gift Card fundraiser 2014)**

COMMITTEES (continued)



COMMUNICATIONS

- Parent council emails and voicemail
- Newsletter update
- Communication Bulletin

EXPENDITURE

- Used for “Quick Expense Approval”
- Required for school expenses under \$500
- Chair/Treasurer/Secretary

COMMITTEES (continued)



STUDENT PROGRAMS

- Girls on the Run
- LEGO Club
- You're the Chef
- Robotics
- Grade 1 Orientation
- New clubs

VOLUNTEER PROGRAM

- Volunteer recruitment
- Volunteer liaison
- Database maintenance

What is expected of a voting council member...

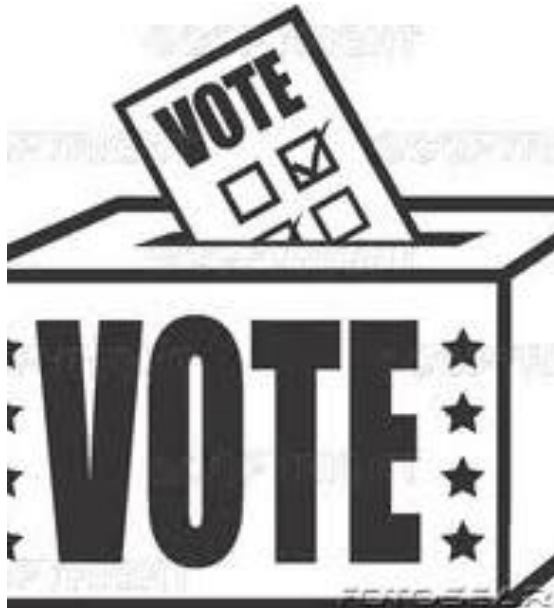
9

- Regular attendance of meetings *6 per school year*
- Active participation on a committee as Chair/Co-Chair with ownership of specific tasks
- Preparation of reports for members voting consideration/review to Council Chair and Secretary prior to meetings
- Committee Chairs present updates at each meeting
- “New Business” ideas must be forwarded to Chair for review and agenda time slot, prior to council meetings
- Time commitment (per week)
 - Chair → 3+hours
 - Treasurer → 3+hours
 - Secretary → 2+hours

What *is not* expected of a voting council member...

- Discussion of individual students, parents or staff (any issued should be referred to principal)
- Council does not manage day-to-day operation of school
- Govern the school or become involved with determining professional practices

A VOTE = WORK ON COUNCIL



=



COUNCIL MEETING GUIDELINES

12

- Agenda and required reports distributed to members prior to meeting
- Agenda timing to be observed (new business referred to next meeting)
- Meetings start and end on time
 - 7:00pm to 9:00pm
- All decisions are put to member vote
- All differences of opinion are respected

Format of School Council Meetings

13

1. Opening remarks
2. Principal's Report
3. Teacher's Report
4. Financial Report
5. Committee Reports
6. New Business

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**PARENT ADVISORY
COUNCIL**

 **PARENT
VOLUNTEER**

Volunteering Duties



PARENT VOLUNTEER

- Numerous and varied roles
- May support in Fundraising, Special events, pizza day
- May attend any or all Parent Council meetings (no voting privileges)
- May participate and share ideas within a *sub-committee*
- Time commitment is *flexible* – works according to parent schedule and demands

Supporting Windham Ridge P.S. – *What works for you?*



	PARENT ADVISORY COUNCIL	PARENT VOLUNTEER
Participate within a sub-committee (i.e. pizza lunches)	✓	✓
Active participation within school	✓	✓
Vote within Parent Advisory Council meetings	✓	✗
Required to attend monthly council meetings	✓	✗
Commitment required for entire 2013/2014 school year	✓	✗

Windham Ridge Parent Advisory Council

2013/14

CHAIR	Liz Novatsidis	novatsidis@sympatico.ca
SECRETARY	Starr Mills	Starrmills@rogers.com
TREASURER	Carmen Simpson	simpsoncarmen@gmail.com
EDUCATION	Amir Mirshahi	armirshahi@yahoo.com
FUNDRAISING	Rose Hatzissauvas	rhatzissauvas@sympatico.ca
	Karen Sorbara	Karensorbara@rogers.com
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STUDENT PROGRAMS	Solmaz Khorramrooz	skbaradar@gmail.com
VOLUNTEER	Mari Dunstan	mardunstan@bell.net



QUESTIONS?