
Board Governance Policy Cross Reference: [1, 4, 13](#)

Administrative Procedures Cross Reference:

[Advertising and Sponsorships in Schools](#)

[Student Fees and Fundraising](#)

Form Cross Reference:

Legal/Regulatory Reference:

[Manitoba Regulation 54/96 \(Advisory Councils for School Leadership Regulation\)](#)

[School Partnerships: A Guide for Parents, Schools and Communities \(Manitoba Education\)](#)

[The Public Schools Act, sections 41\(1\)\(v\), 55.2, 55.3, 58.6\(f\), 178\(1\)\(a\)](#)

The Interlake School Division recognizes the value and encourages a strong communication link between parent advisory councils and school personnel. It is the expectation that parent advisory councils (PAC) will make every effort to assist and improve the educational process by functioning in an advisory and consultative capacity.

A parent or legal guardian of a child enrolled in a program in a school in the Interlake School Division is entitled to be a member of a parent advisory council at his or her child's school.

The principal of a school that does not have a parent advisory council is required to facilitate the establishment of a PAC, if requested by ten or more parents of the school.

A parent advisory council may be established for each school, and has certain limited authorities as follows:

1. it may provide advice to the principal about school policies, activities and organization;
2. it may advise on and participate in fund-raising activities;
3. it may advise the school division about the process of hiring and assigning principals;
4. it may advise the principal and the school division about an annual budget for the school;
5. it may participate in developing an annual school plan;

6. it may participate in reviews of the school;
7. it is required to communicate with parents of children attending the school and community members in order to represent their priorities and concerns; and
8. it is required to establish a means to regularly account to the school and community for its activities and expenditures.

A PAC must consist of at least seven members, of which at least 2/3 of the total are parents of children attending the school. The remainder may consist of people who live, work or own property in the catchment area of the affected school. As well, a student council member must be automatically included on the PAC, if the school encompasses grades 9 to 12. The Principal and teacher member representing the school are ex officio, non-voting members of the PAC. It is recommended that PACs meet between five and ten times per school year.

The principal is required to:

- assist in informing parents and members of the school catchment area of the PAC's annual meetings and its formation and continuance;
- make budgets available to the PAC for costs relating to typing, printing and mailing of PAC minutes, recommendations or other communications;
- be available to attend meetings;
- provide information and facilitate an advisory process when requested;
- ensure that yearly school plans include initiatives in the areas of parental and community involvement;
- involve the PAC in preparing the annual school plan; and
- receive advisory council recommendations as they relate to school leadership, and provide feedback on actions taken.

Principals are encouraged to share the [School Partnerships: A Guide for Parents, Schools and Communities \(Manitoba Education\)](#) reference with their PACs to ensure they are following regulations.

School boards are required to consult with parent advisory councils in their school division prior to finalizing the annual division/district budget.