

The Processes and Philosophy of the
“Carson Graham
Parents Advisory Council Society”

Original 2017-06-15
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CGPAC's Purpose

- To support the CG school
- To provide and or support, mostly through funding:
 - Learning opportunities not generally available
 - Eg purchasing of in class (“academic”) items
 - The development of school “spirit”
 - Eg extra-curricular activities
 - Investments that make the school a better place
 - Provide input to administration when asked

What CGPAC isn't

- PAC is not a Social Service
 - Beyond our scope
- PAC is not a Board of Education
 - PAC has no authority
- PAC is not a supervisor of staff etc
 - Not our place
- PAC is not a funding source for personal, extra-curricular items or activities
 - Eg voluntary, international trips of any kind
- PAC is not a platform for personal issues unless the issue has “broad” implications.

Why are we a Society?

- Protection of the individuals functioning on behalf of the Society
- We are a non-reporting, non fee-supported society
- Only requirement is to file an annual notice of having had an AGM and who the elected Directors are.

CGPAC's focus

- STEAM
 - Science, Technology, Engineering, Arts, & Math
- Scholarships
 - To encourage students to give back
- School spirit
 - Takes on many forms
- Social responsibility (Students of Carson)
 - A key area
 - Has a huge, positive impact on young peoples lives that need help

Spread the wealth

- We try to place our “investments” strategically
- Examples:
 - Gauss Math test and Math Club
 - Math Club – Sr IB students tutoring Gr 8s struggling in math who are encouraged to come at lunch for free pizza.
 - Rebuild of Music program
 - Building of Engineering program
 - Support of the Arts
 - And others

School Spirit

- Facility
 - Furniture, etc
- Student activities
- Sports
 - Uniforms, competitions, travel support for qualifying teams
- And anything else that crops up.

How we manage ourselves

- We are all busy people and volunteer hours are expensive, so we try to spend those hours wisely
 - Respect for time (it's in short supply)
 - Respect for parents (we need them to want to participate)
 - Respect for volunteers (need more be said)
 - Respect for staff (they give a lot of time outside of their core duties and work schedule)
- We appreciate the support of Administration and staff
 - They are not there for our disposal
 - We are here to support them as best we can
- We don't run our meetings as if they are Board of Education meetings.
- We don't get involved in personal issues or conflict management
 - It's not our place nor do we have the expertise, tools or authority
 - School Administration or counselling are the ones to handle such issues

Role of the CGPAC Executive

- Provides the support needed to keep the PAC running and organized
- It is not a decision making entity.
- All decisions are made publicly at PAC meetings.
 - These decisions are captured in the minutes, which are published on our web site
- Occasionally, the Exec has to make interim decisions, because of timing or opportunity.
 - In such cases, the decision is still brought forward to the PAC at its next meeting for validation.

The Executive

- 5 roles are key
 - Chair, Vice-chair, Treasurer, Secretary, Communications.
 - Note: the Treasurer needs to be someone that can generate income statements and balance sheets. That is, the role is more than just book-keeping.
 - We have 3 signing officers
 - Cheque and bank signing authority
 - There needs to be at least 2 signing officers
 - Cheques requires 2 signatures
 - It's usually the Chair, Vice-chair, and Treasurer
 - Note that any funding decisions requires at least 2 signing officers to be present
- We have Members-at-Large
 - These can be selected as required but must have a role
 - Eg Fundraising, Governance, or whatever is required or there's interest in.

How are we Governed?

- We have a constitution and bylaws
- Both are available and posted on our website
- Both are also registered with the BC Gov as part of our Societies registration.

It's all about funding

- At the end of the day, it's really about funding
- How much we can do is all dependent on how much we can raise independently.
- Anything that goes into a classroom and is used for academic learning, cannot be funded with Gaming funds.
 - Must be able to track and verify
- Goal is to invest as much money as we can
 - That is, we're not an investment entity, therefore we shouldn't be keeping money in the bank
 - It's harder than you think to spend the money appropriately and equitably

The Budget

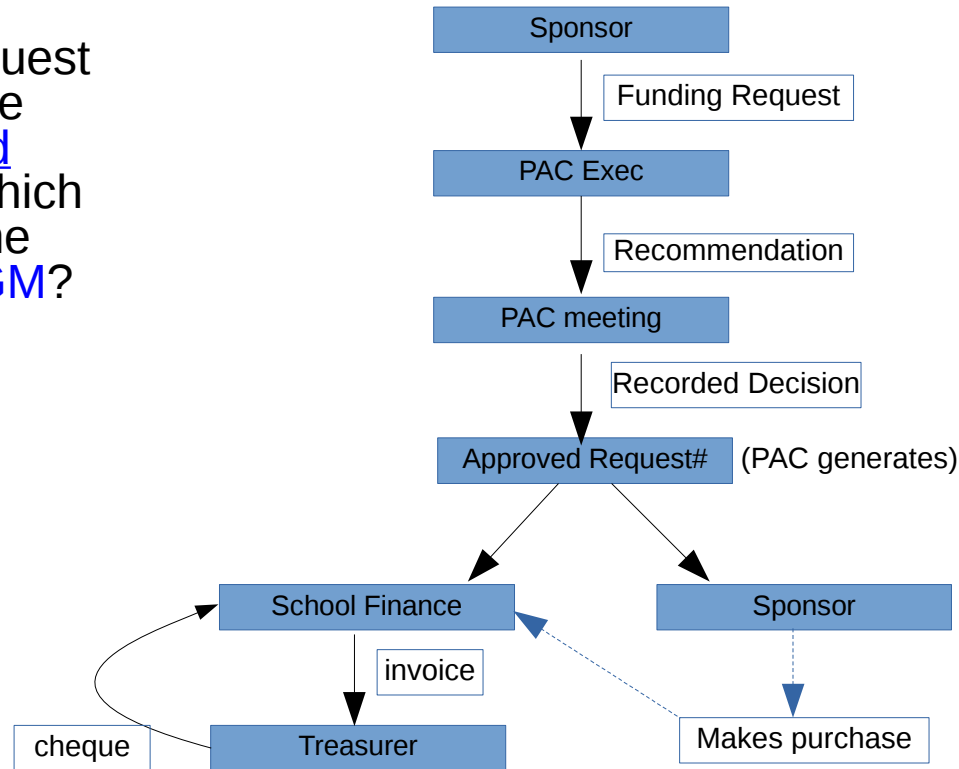
- Without it, the Executive and PAC could not function
- Establishes available funding and where it will be spent
- Let's the Exec function and begin supporting the school on September 1st
 - Otherwise any funding decision would have to wait until mid-October, 1.5 months into the school year
- Many activities are well known and repeatable. An approved budget allows those activities to be approved in advance.

Funding Process

- Funding Requests
- Vetting and decision
 - Is it in the budget?
 - How much funding support?
 - Does it fit within the strategic goals?
 - Which funding account?
 - STEAM, General, Gaming, Scholarship
- Presented at a PAC meeting with a recommendation
- If approved, issue an “Approved Funding Request”
 - This provides a tracking number that is used to link the decision, with the funding amount, to the cheque
 - At some point we will be audited. It’s a given.

Funding Request Process

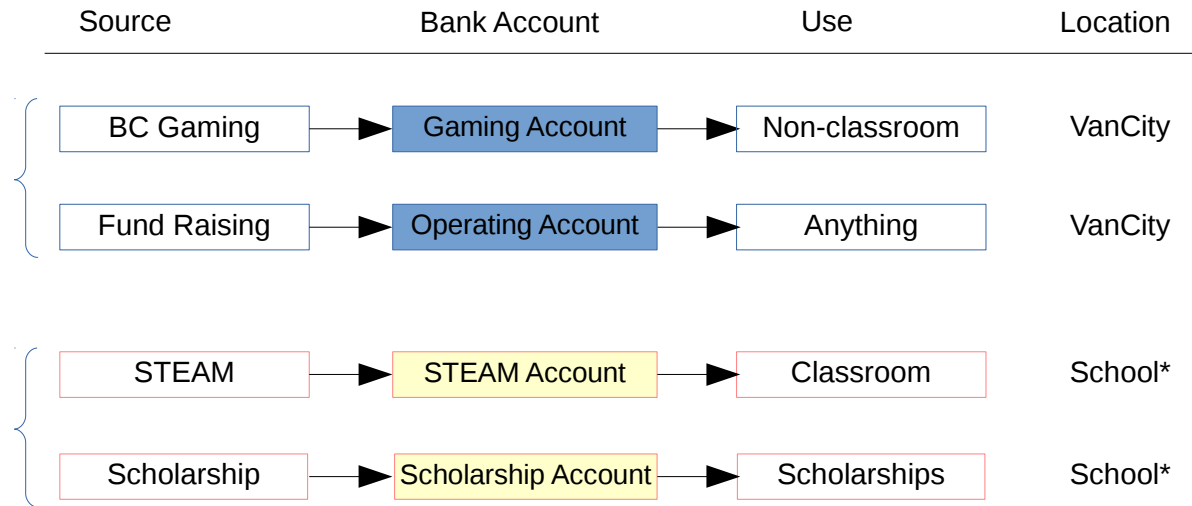
Does the request fall into the Approved BUDGET, which is set at the previous AGM?



Approved BUDGET includes a budget item “Other school funding requests” which are un-allocated expenses. This is where ad-hoc funding requests are paid from.

However, the correct bank account must be used!

Where's the Money?



* Cash donations - Tax receipted

Funding Request vs Wishlist

- Funding requests arrive throughout the school year
- A “wishlist” approach is monolithic and inflexible
 - Forces sponsors to guess
 - Misses opportunities
 - Funds the “wrong” opportunities
 - Teachers aren’t that great at responding
 - A lot of work, confusing and overwhelming
 - Comes late in the school year (usually missing the first half year)
- The Funding Request process is responsive to needs as they arrive
 - More “appropriate” and broader funding
 - Much easier to manage. Sponsors don’t need to panic about “missing out”.
 - Many times, a funding request would never have been anticipated in advance
- In both cases, the same traceability/audit trail is required.

Communications Infrastructure

- We manage our own website and email system
- Our email list is subscriber managed
- Currently underutilized
 - It needs people – two types: technical to keep it running and content management
- Can't depend on the school for our mail-outs
- We have twitter and facebook accounts
 - Currently not used. Same issue. It needs passionate people into social media
- Students are not the right kind of resources for this.

Annual Must Do Items

- Apply for gaming grant (June) ~\$26,000
- File notice of annual general meeting (after AGM, June or later)
- Ensure domain name and web hosting services fees are current
- File financial report July (our financial year is July 1 to June 30th)
- Send out notice “your on our email list” notice (over the summer)