

## MISSION STATEMENT OF THE PAB

The Parent Advisory Board (PAB) was re-evaluated over the course of the 2002-2003 school year. The PAB used the Kistner Process to develop its own mission statement to dovetail with the missions of the high school and the district. The mission statement endorsed by the PAB reads as follows:

The Parent Advisory Board (PAB) is an organization of parents and caregivers committed to fostering an open and collaborative environment at LOLHS. PAB meetings are a forum designed for educating parents and influencing issues in an atmosphere of mutual trust and openness.

## PURPOSE OF THE PAB

The PAB was created as a way for parents, teachers and administrators to communicate issues of importance within District 18 as well as within the high school. Members offer feedback to administrators in a roundtable fashion that promotes brainstorming and problem-solving.

## MEMBERSHIP OF THE PAB

All parents/guardians of students attending Lyme-Old Lyme High School and all staff and faculty members of the school are automatically members of the Parent Advisory Board and therefore welcome at all meetings.

## APPOINTMENT OF SUB-COMMITTEES

The officers of the PAB may invite members to serve on Ad-Hoc Committees formed by the PAB. Members may also be invited to serve on committees formed by the administration at the school or district level.

## FUNDRAISING

The PAB does not undertake any fundraising and therefore does not have a bank account.

## SCHEDULE OF MEETINGS

The PAB generally meets monthly in the high school between September and June.

## SETTING THE MEETING AGENDA

Prior to the start of a new school year, the principal and chair/co-chairs of the PAB meet to establish meeting dates and an agenda for the year. The agenda usually includes a guest speaker representing a high school department or an associated organization, an opportunity for the administration to talk about issues of importance to the school and parents, and an open forum session where parents can discuss any subject of interest.

## COMMUNICATION AND DISTRIBUTION OF AGENDA

The agenda for the year, along with an informational letter, is sent home to all high school parents at the start of the school year. It is also posted on the PAB section of the District's web site at <http://www.region18.org/>

## CHANGES TO THE AGENDA

Although the agenda is established at the start of the school year, it is regarded as flexible to allow the PAB to address pertinent topics or issues that might not have been anticipated. Parents can refer to the agenda posted on the district website.

## MEETING MINUTES

Minutes of each meeting are taken and approved by the principal prior to posting on the district website. The minutes list PAB officers and District 18 staff, but do not name parents to protect their anonymity.

## MEETING PROCEDURE

Meetings are held in a roundtable forum and are generally conducted by the Chair or Co-Chair. It is expected that all members will conduct themselves in an honest, open and non-aggressive manner, respecting the right of others to speak and, if many are in attendance, restricting comments to two minutes.

## ELECTION OF OFFICERS

Nominations for the positions of PAB Chair or Co-Chairs, Vice-Chair and Secretary are open at the April meeting. Candidates can be nominated by other PAB members or self-nominated. Nominations close at the start of the May meeting when the current Chair/Co-Chair submit all the nominations to a paper ballot at that meeting. Prior to voting, the current Chair/Co-Chair must confirm with the candidate that he or she is willing to run.

## TERM OF OFFICE

The term for all PAB officers is for one academic year from June through May of the following year.