

Mount Carbon Elementary School
Parent Advisory Committee Member (PAC)

Role of Parent Advisory Committee: To provide a cooperative means of monitoring and improving educational programs and conditions within Mount Carbon Elementary School, utilizing input from parents, teachers, staff, and community.

Scope and Authority: The Parent Advisory Committee recognizes that a variety of decision-making approaches are possible. Decision areas may include, but are not limited to, the following areas:

- School improvement Plan
- Develop budget priority recommendations for discretionary funds
- School calendar; designate in service days
- School Improvement Programs or any new school improvement ideas
- School policies, in compliance with district policies and state law
- Welcoming Environment Goal-setting
- School Security and Safety

Shared Vision Statement: We recognize that need to be adaptable, flexible, professional, and productive and to provide leadership for the benefit of the student body as a whole.

Membership: All meetings are open to the public and attendees may participate in the discussion and decision-making process.

Parent Advisory Committee Members will consist of the Parent Advisory Committee Chairperson, Vice Chairperson, secretary a PTA officer, an administrator, and staff representatives from each of the following areas: Kindergarten-3rd grade, 4th-6th grade, Arts team /Support Staff (counseling, special ed., librarian) and all parents who attend the meetings regularly.

Voting: Nine voting members, consisting of three parents (Chairperson, Vice-Chairperson, PTA officer), one non-parent community member, three teachers, one school administrator, and a parent-at-large with a student attending Mount Carbon. In the event that a non-parent community member or parent-at-large cannot be filled, the Parent Advisory Committee Secretary will assume the vacancy as a voting member.

Voting members will be responsible for making decisions only in the event consensus cannot be reached by membership. Consensus is the preferred method of decision making. Those interested in being voting members shall apply and be selected by the Parent Advisory Committee voting committee in May of each year as positions open.

A parent member-at large may choose to serve on the Parent Advisory Committee by indicating interest in the spring of the previous school year. If more than two parents apply, the Parent Advisory Committee voting committee will select this member. One non-parent community member may also be selected by the Parent Advisory Committee.

It is the responsibility of the Parent Advisory Committee to be comprised of a balance of parents and staff members. Voting members should commit to a two-year membership, with alternating years of service to keep continuity among the group. Consistent attendance is expected of all voting members, and the Parent Advisory Committee may consider replacing members who cannot attend regularly.

Meetings: The Committee will meet once a month, with the year's meetings posted in the school. Times and dates of the meetings will be determined at the first meeting of the school year. Special meetings can be requested by any member for consideration. A quorum of 50% is needed to call the meeting to order.

Agenda: The agenda will be set by the Committee at each meeting and distributed to members on the Tuesday before the meeting. The agenda will also be posted in the school.

Submitting Items for the Agenda: Any staff or community member may submit to any Committee member items to be considered for discussion by the Parent Advisory Committee. Items can be submitted in writing by using an Issue/Concern form, items can be addressed during the Open Forum time, or items can be brought forward by any committee member through personal contact. The chairperson and principal will determine if the item is within the scope and authority of the Parent Advisory Committee, or if the item should be channeled to another group or individual.

Chairperson: The chairperson will run the meetings and provide leadership in setting the agenda and sharing decisions with appropriate parties. The chairperson will be elected by the Parent Advisory Committee at the last scheduled meeting in the spring for the following school year by voice vote of all voting members in attendance. Applications should be submitted two weeks before the last meeting from any interested non-employee. Applicants may be invited to introduce themselves at the last meeting.

Vice-Chairperson: The vice chairperson will run the meetings if the chairperson is absent and will provide leadership in setting the agenda and sharing decisions with appropriate parties. The vice chairperson will be elected by the Parent Advisory Committee at the last scheduled meeting in the spring for the following school year by voice vote of all voting members in attendance. Applications should be submitted two weeks before the last meeting from any interested non-employee. Applicants may be invited to introduce themselves at the last meeting.

Secretary: The secretary will take minutes of the meeting and will submit the minutes in time for the next agenda to be distributed. The secretary will also provide leadership in setting the agenda and sharing decisions with appropriate parties. The secretary will be elected by the Parent Advisory Committee at the last scheduled meeting in the spring for the following school year by voice vote of all voting members in attendance. Applications should be submitted two weeks before the last meeting from any interested non-employee. Applicants may be invited to introduce themselves at the last meeting.

Process for decision making: The Parent Advisory Committee will make every effort to reach consensus whenever possible, recognizing that consensus is the preferred method of decision making.

The Committee will use the following consensus model process for decision-making:

1. State the decision to be made
2. List information
3. Ask for clarification of informational items
4. Ask for a proposal, clarify proposal
5. Pros, cons, passionate pleas related to proposal are voiced
6. Ask for consensus.

Consensus will be reached by those parent/community, staff, and administrative members who have attended at least two meetings during the current school year.

Consensus is reached when 75% or more of the members agree or willingly yield to the proposal. Those who do not willingly yield must offer an alternate proposal(s). If consensus is not reached on the alternate proposal(s), then the original proposal is adopted.

Training: The Parent Advisory Committee values the opportunity to develop group skills and to improve education at Mount Carbon Elementary School. Training will be an ongoing process, and the format of the training will be determined by the members of the Parent Advisory Committee. Training topics should include group roles and establishment of norms of a group, reaching consensus, and conflict management and communication skills.

Guests: Guests are welcome to observe meetings and address members during a 10-minute Open Forum time to be held near the end of each meeting. The time limit will be split equally among all who sign up to speak. A guest book will be available with a sign-in sheet and a copy of the meeting agenda. This by-law does not apply to those individuals requested by the Parent Advisory Committee to make a presentation, give a report, or provide input at a Parent Advisory Committee meeting.

Open Forum Statement: The chairperson will ensure that the following statement was provided to any guest who signs up to speak during Open Forum time: *“Welcome to our Parent Advisory Committee. Since we are always interested in hearing from our community, we have designated a 10-minute Open Forum time for any guest who wishes to address us. The time will be split equally among all who signed up to speak. I would remind you that issues addressed during this time should only include those that are in our Committee’s scope of authority as a policy-making body. If you have issues regarding specific individuals or situations, you will need to address those by calling the main office so that your concern can be directed to the most appropriate person. Remember, also, that the 10-minute time limit does not allow us time to discuss or respond to your concern immediately, but you can be assured that a member of this group will follow up with you in the future.”*

Communication: Staff members who serve on the Parent Advisory Committee will meet with their representative group between meetings to share decisions made by the Parent Advisory Committee and to gather input for future decisions. Minutes and agenda of each Parent Advisory Committee meeting will be posted in the faculty lounge and in the main office. A summary of minutes will also be printed in ***The Carbon Copy*** each month. Parent Advisory Committee membership and the procedure for bringing forward issues will be printed in ***The Carbon Copy*** periodically.

Amendment to By-Laws: These By-laws will be reviewed annually and will be revised as needed by the Parent Advisory Committee.

Committee Norms:

1. Start and end the meeting on time.
2. If you cannot attend, notify the Chairperson or the Principal in advance, and find out what went on in your absence.
3. Every idea and opinion is valued.
4. Honor the need for time to reflect and get input if necessary.
5. Have a commitment to the Committee and to making it work by respecting group decisions.
6. No side conversations.
7. The group and each individual will be responsible for having a clear understanding of issues.
8. Allow speaker to finish before making comments or asking questions. Avoid zingers or killer statements, such as indirect statements that could potentially upset an individual.