

# Parent Advisory Committee By-Laws

## Cooper Landing School

### **Name**

- The name of this organization shall be the Cooper Landing Parent Advisory Committee (PAC).

### **Cooper Landing School Mission Statement**

- The mission of Cooper Landing School is to provide a positive learning atmosphere, placing the highest emphasis on academic achievement and service to the community, while maintaining a balance between school, family and community activities. This will be accomplished by meaningful communication and collaboration to utilize all available talents and resources.

### **PAC Philosophy Statement**

- The PAC, because of its strong belief in public education in Alaska, advocates continued improvement of instruction and facilities for all the students of CLS. The PAC believes this is best accomplished through communication among school, staff, parents, students and community. Through this cooperative effort in a safe and positive environment, CLS students will be prepared for secondary education and responsible adulthood.

### **PAC Purpose**

- The purpose of the PAC shall be to assist the CLS administration and staff in the Site Based Decision Making (SBDM) Process and to provide planning and input for conducting and pursuing improvements in facilities and education at CLS.
- The PAC serves as an umbrella to facilitate the SBDM process through PAC Meetings that specifically address school business and student activities.

### **PAC Membership**

#### **• Composition**

- The PAC Board Members shall be composed of *at least* the following members:
  - Principal
  - One certified staff member
  - Two parent representatives
  - Non-parent community member (recommended but optional)

#### **• Qualifications and Responsibilities**

- PAC Board members may not be a district Board of Education member.
- At least one certified and classified staff PAC member must be assigned to CLS for at least 50% of their schedule.
- Any parent/guardian of a child enrolled in CLS during the school year is eligible for membership as a parent representative.
- Any person who does not have a child enrolled in CLS and does not have a

child who is of an age to be enrolled in CLS, and who resides in or has a business in the CLS attendance area, is eligible for election as the non-parent community representative.

- PAC members are responsible for attending PAC meetings during the elected term of service.

- **Elections**

- Nomination for officers to be solicited via email, by the school secretary, two weeks before school starts. All nominations due, to the PAC President, by the first day of school. Voting to be finalized at the first PAC meeting of the school year.
- Certified and classified staff PAC members will be nominated and elected by their peers as described in the negotiated contracts.
- At least two parents will be nominated and elected as officers by those parents present at the PAC election meeting of each school year. Other parents can be nominated as additional parent representatives throughout the school year at any PAC meeting.
- A non-parent community representative may be nominated and elected by those present at the PAC election meeting of each school year.

- **Terms**

- The term of office starts and ends the date of the first PAC meeting of each year.
- Outgoing elected Board members and officers will assist their successors in a transition period to include the first PAC meetings of the next school year.
- There are no term limits.

- **Addition, Removal and Replacement of Board Members**

- At each PAC meeting, there will be an opportunity for additional parents to become members.
- Any Board member who no longer meets the qualifications of PAC membership will be removed from the PAC board.
- The PAC may remove a Board member from the organization by a vote of two-thirds of the membership. A Board member may be removed by the membership whenever, in their judgment, the best interest of the organization will be served. Such removal shall be for cause.
- The term of any Board member of the PAC will terminate automatically in the event of two consecutive absences from PAC meetings unless otherwise agreed upon by the PAC members.
- When a member does not serve a complete term, the empty position will be filled by nominations and majority vote of current PAC officers to serve remainder of vacant term.

- **Voting**

- PAC Board Members, with the exception of the principal, are eligible to vote at PAC meetings

## **General Operation**

- The school district supports the concepts of shared decision making as a strength in the instructional process. The principal remains the sole administrator of the school and will operate the school within the normal constraints of the District, including working with the school council. When Districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils may be considered on decisions affecting school improvement plans.
  
- The PAC is authorized and may engage in all discretionary functions permitted by the Kenai Peninsula Borough School District Site Based Planning Procedures and in all appropriate measures deemed necessary to carry out such discretionary functions. These discretionary functions include, but are not limited to:
  - Inservice plans
  - School staffing patterns
  - Curricular initiatives/projects/courses
  - Capital improvement and maintenance project needs
  - Co-curricular activities
  - School policies
  - School budget
  - Scheduling
  - Preferred qualifications/characteristics for staff hires
  - Concerns brought to the council by the public
  - Parent/Student Handbooks
  - Local needs based on student data
  - Negotiating charter school shared facility agreements
  - Facility improvement/modifications
  - Pupil activity funds
  - Board and district goals
  
- If major changes are to be made regarding any item on the list of discretionary functions between scheduled PAC meeting times, a special meeting of the PAC shall be called in order to provide input prior to the institution of any changes.

## **Officers**

- The PAC annually shall elect by a majority vote of the entire PAC, a president, a secretary and a treasurer, at the PAC election meeting of the school year.
- The duties of the PAC president are as follows:

- Shall preside at all meetings of the PAC;
- Shall be responsible for conducting the affairs of the PAC;
- Shall be responsible for executing the policies of the PAC;
- Shall communicate to the PAC such matters and make any suggestions which will promote the welfare of CLS;
- Shall speak for or represent the council under necessary circumstances;
- Shall be responsible for the conduct of the PAC in strict conformity of the policies, principles, rules and regulations of the PAC, Kenai Peninsula Borough School District and the State of Alaska.
- The duties of the PAC secretary are as follows:
  - Shall prepare the agenda and make it available to parents and community members.
  - Shall issue notice of all PAC meetings
  - Shall keep accurate minutes of all PAC meetings
  - Shall have charge of all books, records and papers.
- The duties of the PAC treasurer are as follows:
  - Shall keep accurate records of all PAC revenue and expenditure, including APEX statements, purchase orders and receipts. These documents will be provided to the treasurer by the Cooper Landing School secretary.
  - Shall provide monthly statements to the PAC including all revenue and expenditures
  - Shall make available immediately on request by PAC members or district administration all financial records relating to PAC funds
  - Shall disperse funds through the school secretary only with the prior approval of the PAC members
- All officers shall be elected for one year or until their successors are elected.

## Meetings

- The PAC shall meet at least four times at CLS during the school year. The PAC will review the bylaws annually at an additional meeting in August, and update or amend them as necessary.
- Meeting times and dates for each school year will be decided at the first PAC meeting.
- In the event a meeting date needs to be rescheduled, it will be posted on the school website at least seven days prior.
- Special meetings may be called by the president or school principal or any other three members upon 72-hour notice to the other members, unless all members agree to a meeting within a shorter time period.
- In points of question, the proceedings shall be governed by Robert's Rules of Order. Decisions, unless otherwise specified, shall be made by majority vote. If necessary, voting may occur via phone, text, or email.
- The school principal is not part of the voting (consensus) on recommendations.
- The PAC secretary shall maintain minutes of all PAC meetings, and the minutes shall be sent to the Cooper Landing School secretary and all PAC members within five (5) business days.
- The Cooper Landing School secretary shall post PAC meeting minutes to the school website within one (1) business day of receipt.
- Files shall be maintained at CLS in the school portfolio binder. These files will be available to all members of the PAC, parents and other constituents, except files deemed confidential by policy or majority PAC vote.
- A quorum shall consist of at least three or half of the members of the PAC, whichever number is larger. Non-notarized proxy votes are acceptable.
- In the absence of proportional membership in any of the representative groups, after a reasonable and documented effort has been made to enlist participation, the remaining members shall constitute a duly formed council and may conduct their business according to the CLS PAC bylaws.

- All meetings of the PAC shall be held in open session and be accessible by the public.

### **Agenda**

- The PAC secretary shall prepare the agenda and make it available to parents and community members five (5) days prior to each meeting. The notice shall include the time, place, and tentative agenda of the scheduled PAC meeting.
  - **Submission of Agenda Items:** Suggested agenda items needing action must be submitted to the PAC secretary at least seven (7) days prior to regularly scheduled meetings. Any member of the community may list an item on the agenda but must include their name(s). Items not posted on the agenda for the 5 days' notice period in advance of a meeting may be added to the agenda by a 2/3 affirmative vote of the total membership.

### **Committees**

- The PAC may appoint committees to assist them in carrying out their responsibilities. Committees are to be advisory to the PAC on matters such as finance, public relations, programs, etc.

### **Bylaws Amendments**

- The PAC shall have the authority to make, alter or repeal the bylaws of this organization by a two-thirds vote of all the members of the PAC at any regular or special meeting of the PAC, provided that notice of intention to make, amend, alter or repeal the bylaws shall have been given seven days prior to such meeting.
- The PAC will review the bylaws and update or amend as necessary, annually, in August.

### **Liability**

- Nothing herein shall constitute members of the PAC as partners for any purpose. No member, officer, agent or employee shall be liable for the acts or failure to act on the part of any PAC member, member office, agent or employee, nor shall any director, member, officer, agent or employee be liable for his/her acts or failure to act under the bylaws, or otherwise.

### **Non-Discrimination Policy**

- It shall be a policy of this PAC that membership on the PAC may be extended to anyone, subject to district approved qualifications, without regard to race, handicaps, age, sex, marital status, economic status, religious or political affiliation.

## **Confidentiality**

- The PAC recognizes that information shared during meetings may be of a confidential nature. Staff members on the PAC are bound by the Alaska State Professional Code of Ethics. Other non-employee members are bound by the KPBSD Confidentiality Statement, which will be distributed and reviewed at the first meeting annually.
- KPBSD Confidentiality Statement:

Confidentiality is one of the most critical responsibilities of a volunteer. As a volunteer, you may have access to personal information concerning students, staff, parents, and/or community members. It is imperative this information be held in the strictest of confidence. Sharing even a small bit of information with family or friends could constitute a breach of confidence. The Kenai Peninsula Borough School District strictly enforces information security; therefore, any violation of these provisions could result in administrative, civil, and/or criminal action. Additionally, if at any time these terms of confidentiality are violated by a volunteer, termination of that volunteer's services may occur.

Federal and state laws require written parental consent to disclose confidential educational records, with very limited exceptions. Confidential educational records include personally identifiable information about the student, grades, standardized test scores, attendance data, health data, family background information, reports of serious or recurrent behavior patterns, all special education records, and other information. School Board Policy 5125 and Administrative Regulation 5125 contain the school district's policy and rules regarding student records. Copies are available upon request and are also accessible on the internet at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us).

Any written or verbal communication of confidential information with anyone who does not have a right to know is in violation of these laws. Volunteers may not disclose any confidential information to anyone, and should refer all questions to the student's teacher or principal.

Volunteers also may not carry any documents that would divulge confidential information, whether in paper or other format, outside of the school facility.

I certify that I have read and understand the above confidentiality statement. I agree to comply with the above statement and policies, and to never share confidential information about a student, the student's family, staff, or community members that is obtained through my volunteer activities for KPBSD.