

## **Parent Advisory Committee By-Laws**

### **Sidney Huntington Schools**

#### Mission and Vision

Active, enthusiastic engagement that inspires learning for every student, in every content area, every day

To encourage a connected relationship between the Sidney C Huntington school and community. To advocate for the highest quality education and to ensure our graduates are well-grounded, well educated individuals who are able to maneuver effectively in a dynamic world.

#### Concepts and Roles

The Sidney Huntington School Parent Advisory Committee functions under the direction of the Galena City School District (GCSD) Board. This committee's function is advisory, except in those areas that have been specified by the school board.

The Parent Advisory Committee, hereafter referred to as the PAC, shall seek to learn the will of the people of Galena, especially of the families whose children are enrolled in the Sidney Huntington School, and represent their interests in the actions taken by the PAC.

The PAC shall develop an effective working relationship with the Sidney Huntington School (SHS) personnel, particularly the principal or designee. The principal or designee shall serve as the executive officer of the PAC.

The SHS principal or designee shall supervise the elections of PAC members, oversee the operation of the PAC and report to the GCSD board regarding actions, resolutions or requests put forth by the PAC.

#### Committee Membership

The PAC welcomes all SHS student parents and families, as well as interested community members at their public meetings. Parents, families and community members shall be recognized by the chairperson to participate in meetings when applicable, though non-board members shall not vote on motions or resolutions put forward by the board. Board members shall be annually elected by SHS student parents, families and interested community members.

The PAC board shall consist of five parents/guardians with children currently enrolled in SHS, two staff members of SHS, two students of SHS and one non-parent community member. A quorum shall consist of four board members, at least three of which must be parent members. If any member misses three PAC meetings in a single term, they may be replaced by a nomination and election at any subsequent PAC meeting. If a board position is not filled by an appropriate candidate at the election, it may stand open until an appropriate candidate is nominated and elected by the board.

## Elections

The principal or designee shall coordinate the annual review of applicants for PAC board members. PAC board applications will be available for parents, staff and students at the beginning of the school year. Elections shall occur during the May PAC meeting, unless otherwise advertised by the principal or designee.

## Qualifications for Candidates

PAC board members shall not hold concurrent membership on both the school board and the PAC board. PAC board members shall not have been convicted of a crime that constitutes a felony involving moral turpitude under state law, even if the person has been unconditionally discharged. Permanent, full-time employees of the school district cannot hold the position of chairperson of the board.

## Vacancies

If a member of the PAC resigns, moves out of Galena, no longer meets qualifications or is absent unexcused for more than three consecutive regular meetings, the remaining members will, within 30 days of the vacancy, nominate and elect a replacement to serve until the next regular election. If unable to agree on a successor, the PAC shall submit names of interested parties to the SHS principal.

## Officers

The PAC board shall annually elect a chairperson, vice-chairperson and secretary/treasurer from among their members. Member may serve consecutive terms as a PAC board officer.

The duties of the chairperson are to preside at the PAC meetings, appoint all subcommittees of the PAC and serve as an ex-officio member of all the PAC sub-committees. The chairperson shall also recommend agenda items to the principal for all PAC meetings.

The vice-chairperson shall serve as chairperson in the absence of the chairperson.

The duties of the secretary/treasurer are to ensure that an accurate record of the proceedings of the PAC is kept and that a copy of this record is presented to each PAC board member. The secretary/treasurer will also keep accurate accounts of income and expenses in the PAC school financial account. The principal or designee will make these records available to the school board.

## Powers and Duties

The PAC shall advise the school board and administration on all matters concerning the school and shall perform other duties as prescribed by the school board and principal or designee.

The PAC shall seek to represent the interests of the students and their parents/guardians.

Within the guidelines established by the school board, the PAC will seek to have representation on the GCSD School Board committees, which shall:

1. Develop a school policy and student handbook, including a crisis management plan.
2. Develop goals and objectives to guide the school and provide a basis for prioritized spending within local budgets.
3. Establish local policy manuals in the form of parent/student and staff handbooks, including, but not limited to:
  - a. Use of the school building by outside groups
  - b. Cold weather closure
  - c. Use or loan of school equipment
  - d. Co-curricular activities
  - e. Scheduling
  - f. Local needs based on student data
  - g. Pupil activity funds
  - h. In-service plans
4. Review and evaluate the curriculum used in the schools
5. Evaluate and make recommendations regarding the programs under categorical funding such as Indian Education and Title Grants when these take place in the school.

The PAC shall also:

6. Review reports prepared by the principal throughout the school year to the school board and community served, including the following:
  - a. Progress and achievement of students and programs
  - b. Personnel recommendations
  - c. Evaluation of special programs
  - d. Facility maintenance plans
  - e. Extracurricular activities
7. Be responsible to the community by maintaining active and open communication among and between students, parents, school board, school staff and school administration. Attempt to resolve conflicts involving the school at the local level through appropriate complaint proceedings, respectful listening and thoughtful, creative problem solving.

#### Orientation

The principal or designee shall orient all PAC board members annually regarding their roles, rights, responsibilities and the relevant policies regarding their committee. The members of the PAC board may attend the teacher in-service at the onset of the school year.

#### Meetings

All meetings of the PAC shall comply with the open meeting laws. The PAC shall provide public notice of its meetings and allow for public participation at its meetings. All meetings of the PAC shall be open to the public, except for executive session, in accordance with the law.

All meetings shall follow Robert's Rules of Order except when rules are suspended by action of the committee.

Monthly public meetings will be held throughout the school year, on the first Monday of the month at 6 PM in the community library unless otherwise advertised by the principal or designee. Public meetings shall be advertised on KIYU's wireless news at least two day prior to the date of

the meeting. The chairperson with approval of the principal or designee shall set emergency, special, subcommittee and executive session meetings.

#### Code of Ethics

1. I will strive to treat all students and school employees fairly and equally.
2. I respect the importance of education for every student.
3. I will be honest and forthright with parents and community members regarding information concerning the school.
4. I will fulfill my elected duties to the best of my ability.
5. It shall be my constant endeavor to:
  - a. Work with my fellow PAC members in a spirit of cooperation despite differences of opinion, background and culture.
  - b. Base my personal decision in the best interest of the operation of Sidney Huntington School and its students.
  - c. Balance the present needs and long-term sustainability in the programs and business operations of the school.
  - d. Guide and advise on policy, procedure and goals rather than day-to-day operations in the school.
  - e. Support staff and administration in enriching student experience when family and community participation is requested.
  - f. Act within the powers and duties recognized and delegated by the Sidney Huntington School board.

#### By-Law Review

These by-laws shall be reviewed annually in April, unless otherwise advertised by the principal or designee. Any recommendations for revision shall be presented to the school board for consideration.

Application for Sidney Huntington School Parent Advisory Committee Board

I \_\_\_\_\_ am interested in being a member of the Sidney Huntington School Parent Advisory Committee board.

**Qualifications for Candidates:**

1. Candidates must not have been convicted of a crime that constitutes a felony involving moral turpitude under state law, even if the person has been unconditionally discharged. Such crimes are considered immoral in themselves, such as murder, sexual assault, robbery, kidnapping, incest, arson, burglary, theft and forgery.
2. Candidates must be intending to serve a term of one year.
3. Parent candidates must be the parent or guardian of a student enrolled in the Sidney Huntington School. Student candidates must themselves be enrolled in the Sidney Huntington School. Staff candidates must be employed full-time by the Sidney Huntington School. Community members must live in the community of Galena.

I have read and understood the roles and duties of a SHS PAC board member.

I agree to the code of ethics.

I certify that I am a qualified candidate for the position of member of the Sidney Huntington School Parent Advisory Committee board.

I apply as a: (Choose one)

\_\_\_ Parent Member

\_\_\_ Student Member

\_\_\_ Staff Member

\_\_\_ Community Member

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone