

FOREST PARK SENIOR HIGH SCHOOL  
PRINCIPAL'S ADVISORY COUNCIL  
Bylaws  
(rev. 4/29/2019)

- I. Purpose
  1. The purpose of the Forest Park Senior High School (hereafter, "FPHS") Principal's Advisory Council (hereafter, "PAC") is to provide feedback and recommendations to the Principal pertaining to the annual school improvement plan (hereafter, "the School Plan").
  
- II. Mission Statement
  1. The mission of FPHS is to implement best practices that lead to continual improvement of student learning and achievement.
  2. Accordingly, the PAC serves to support the FPHS mission by serving in an advisory capacity to the FPHS Principal on issues relative to achieving the school's goals through the development, implementation, and evaluation of the School Plan.
  
- III. Membership
  1. The membership of the PAC will ideally represent all segments of the school community, to include:
    - i. FPHS Staff;
    - ii. Parents of current FPHS students;
    - iii. Current FPHS students; and
    - iv. Community members.
  2. At the onset of each school year, the FPHS Principal shall determine the extent of this representation dependent on interest and availability of each member type.
  3. Members of the PAC shall be free from possible conflicts between their individual job responsibilities and their roles as members on the council.
    - i. The FPHS Principal shall determine if such conflicts exist and notify the Chairperson accordingly for review of membership eligibility (if not yet a member) or of potential removal from membership.
  
- IV. Selection of the Membership
  1. The membership selection process will proceed in the following manner:
    - i. FPHS Staff
      1. The FPHS Principal shall appoint FPHS Staff members to the PAC from diverse curriculum areas.
      2. Said appointments shall be based on staff interest and expertise.
    - ii. Parent Members
      1. The FPHS Principal and Administration shall identify potential Parent Members based on the latter's investment in and support of FPHS.
      2. Parents selected for membership shall be approved by the Principal.

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iii. FPHS Students

1. The FPHS Staff and Administration shall recommend potential student members to the Principal.
2. The FPHS Principal will have final approval of student membership.
3. Student members will not be limited to those already in leadership roles in the school.

iv. Superintendent's Advisory Council for Instruction (SACI) Representative or Alternate

1. The SACI representative, or his or her alternate, shall hold membership in the PAC.

v. Community Members

1. The FPHS Principal may solicit recommendations for community members from Administration, Staff, Parents, or Students.
2. Community Members shall be directly connected to the school and have an interest in its improvement.
3. It will be the goal in each PAC year to solicit Community Membership that is representative of the school boundary encompassing FPHS.
  - a. It will be the goal in each PAC year to seek neighborhood representation within the FPHS school boundary.

V. Appointment and Length of Membership

1. Initial PAC membership shall be identified each April of the preceding school year for those members remaining.
2. Additional members shall be identified by September 30<sup>th</sup> of each instant school year.
3. Each PAC member will be encouraged to remain in in his/her role for two school years.
4. At minimum, each PAC member shall remain in his/her role for one school year.

VI. Removal from Membership

1. Membership in the PAC may be terminated by the Principal if the member:
  - i. Fails to meet the qualifications for membership;
  - ii. Fails to fulfill the responsibilities of the position; or
  - iii. Exhibits behaviors deemed disruptive to the PAC's mission by the Principal.
2. Once a decision to remove a member is reached by the Principal, notice will be made to the PAC officers.
3. The Principal shall then inform the removed member of the decision in writing.

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4. The PAC Secretary shall document the removal in the PAC file, without public post.

VII. PAC Training

1. All members of the PAC are subject to training on school-based management, school planning, and the roles and responsibilities of the advisory council as deemed appropriate by the Principal.

VIII. Selection and Duties of Officers

1. By April of each school year, the following three officers shall be chosen for the next school year:

- i. Chairperson

1. The Chairperson shall be a parent of an FPHS student.
2. The Chairperson will have the following duties:
  - a. Confirm meeting dates;
  - b. Notify members of each meeting;
  - c. Develop and distribute agendas in consultation with the principal prior to each meeting;
  - d. Preside over each meeting;
  - e. Provide general supervision of PAC affairs;
  - f. Establish ad hoc committees as required;
  - g. Be an ex-officio member of all committees;
  - h. Monitor committee progress;
  - i. Represent PAC at meetings of other school organizations or county meetings, as requested by the Principal;
  - j. Request the assistance of a trained facilitator for PAC affairs when appropriate.

- ii. Co-Chairperson

1. The Co-Chairperson shall be a parent of an FPHS student;
2. The Co-Chairperson will have the following duties:
  - a. Act in the place of the Chairperson in his or her absence;
  - b. Assist the Chairperson in developing agendas;
  - c. Assist the Chairperson in reviewing committee progress;
  - d. Assist the Chairperson with other PAC needs;
  - e. Represent PAC at meetings of other school organizations or county meetings, as requested by the Principal;
  - f. Supervise the orientation of new PAC members.

- iii. Secretary

1. The Secretary shall be a recognized member of the PAC.
2. The Secretary will have the following duties:
  - a. Maintain the PAC membership list and attendance records;

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- b. Keep minutes of each PAC meeting;
- c. Provide copies of the minutes to members prior to each meeting;
- d. Maintain files of PAC meetings, agendas, reports, and By-Laws;
- e. Update the PAC page on the FPHS website;
- f. Provide any requested summaries of PAC work for use by the Principal.

IX. Meetings

- 1. PAC meetings shall be held once monthly on a Monday during the months of September, October, November, January, February, March, April, and May.
- 2. Meetings shall begin at 7:00 p.m.
- 3. PAC members shall be notified of each meeting;
- 4. Any date or location change will be announced in a timely manner by the Chairperson.
- 5. Meetings may be called as needed during the summer months by the Principal in order to prepare the School Plan.
- 6. The PAC meeting schedule is subject to revision at the Principal's request to ensure against school scheduling conflicts.
- 7. Non-members are welcome to PAC meetings with approval from the Principal.

X. Attendance

- 1. Active attendance and participation by members is strongly encouraged.

XI. Open Chair

- 1. The last fifteen minutes of each meeting shall be allotted for "Open Chair."
- 2. During "Open Chair," speakers will have sufficient time for public comment or questions related to PAC topics.
- 3. Non-PAC members may also be heard during Open Chair, if time permits.
- 4. Speakers for Open Chair shall indicate their intent to comment on the Membership Sign-In Roster made available at the start of each meeting.
- 5. Speakers will be recognized by the Chairperson at the start of each meeting;
- 6. Speakers will be notified of their time limit as established by the Chairperson.
- 7. The Principal will take note of any Open Chair discussion and offer feedback as appropriate at the next scheduled meeting.

XII. Decision Making

- 1. The PAC is responsible for providing advice to the Principal of FPHS on matters that are relevant to the School Plan as requested by the Principal.
- 2. The council does not determine policy or procedures on substantive school matters.

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3. Any decision made in PAC's advisory role will be made by consensus.
4. Consensus in this context means a decision that considers the opinions of all members present on a particular issue.
5. Further, no PAC members shall utilize the PAC forum to discuss any personal or individual issue.

XIII. Standing and Ad Hoc Committees

1. The Principal's Advisory Council may establish standing and ad hoc committees, as it deems necessary.
2. Standing committees shall be formed by consensus of the PAC with approval by the Principal.

XIV. PAC Bylaws

1. The PAC shall have a set of written and published bylaws to govern its operation.
2. The PAC Bylaws shall:
  - i. Have the approval of the PAC members by consensus;
  - ii. Define the purpose of the school advisory council;
  - iii. Ensure that council membership be representative of the community served by the school community; ensure that members not be limited to any particular group; and include the Superintendent's Advisory Council for Instruction representative or alternate.
  - iv. Define meeting times and place to be published by the end of September;
  - v. Define member selection;
  - vi. Define terms of membership to include rotation of members and a reasonable balance of staff and community representatives;
  - vii. Define officers, their duties, and the selection process;
  - viii. Define the method for removal of a member;
  - ix. Make accommodations for community members who are not members of the PAC to be able to speak at meetings (i.e., open Chair standing agenda item);
3. PAC Bylaws are subject to annual review, revision, and adoption by the PAC.
4. PAC Bylaws shall adhere to the provisions of the Virginia's Freedom of Information Act, including note of and conduct of meetings.