

Forest Park Senior High School

Principal's Advisory Council

Bylaws

(Adopted 2025)

I. Purpose

- a. The purpose of the Forest Park Senior High School (hereafter, "FPHS" Principal's Advisory Council (hereafter, "PAC") is to provide opportunities for members of the school community to participate in the decision-making process at FPHS. The functions of the council include assisting with the identification of school needs, reviewing, evaluating, and shaping the school's continuous improvement plan, facilitating communication between the school staff and school community, and providing input for the proposed school budget.

II. Mission Statement

- a. The mission of the FPHS PAC is to implement best practices that lead to continual improvement of student learning and achievement.
- b. Accordingly, the PAC serves to support the FPHS mission by serving in an advisory capacity to the FPHS principal in relation to the school's Continuous Improvement Plan

III. Membership

- a. The membership of the PAC will ideally represent all segments of the school community, to include at a minimum:
  - i. Principal.
  - ii. Superintendent's Advisory Council on Instructional Representative (SACI).
  - iii. Advisory Council Chair.
  - iv. Family Liaison.
  - v. Parents/Guardians of current students.
  - vi. Staff.
  - vii. Students.
- b. Members of the PAC shall be free from conflicts between their individual job responsibilities and their roles as members of the council.
- c. Members differ from meeting attendees in that they represent their communities and have the authority to cast votes when necessary.

#### IV. Selection of the Membership

##### a. The membership selection process will proceed in the following manner:

###### i. Staff

1. The principal shall appoint staff members to the PAC from diverse areas of expertise.
2. Appointments shall be based on staff interest and represent different departments within the school to include instructional and classified staff.

###### ii. Parent Members

1. The principal and administration shall identify potential parent members.
2. Parents selected for membership shall be approved by the principal.
3. Parents may volunteer to be the Advisory Council Chair. If there is more than one volunteer, the Council will vote on who the Chair will be. They will be Chair for no more than two years. If no other Chair is identified, the Chair may serve longer than two years at the discretion of the principal.
4. Parents may attend meetings at any time.
5. Superintendent's Advisory Council for Instruction (SACI) Representative or Alternate
  - a. The SACI representative, or his or her alternate, shall hold membership in the PAC.

###### 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. Community Members

1. The FPHS Principal may solicit recommendations for community members from the 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 each year to solicit community membership that is representative of the school boundaries encompassing FPHS.

a. It will be the goal each year to seek neighborhood representation within the FPHS school boundaries.

V. Appointment and Length of Membership

- a. PAC membership shall be identified by September 30 of that school year.
- b. Each PAC member will be encouraged to remain in his/her role for two school years.
- c. The advisory council chair shall serve for no more than two consecutive school years. If no other Chair is identified the Chair may serve longer than two years at the discretion of the principal.

VI. Removal from Membership

- a. 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.

VII. PAC Training

- a. All members of the PAC are subject to training in the continuous improvement process and the roles and responsibilities of the advisory council as deemed appropriate by the principal.

VIII. Selection and Duties of Officers

- a. Initial officer selection will take place by May 30 of the preceding school year. Additional officers, if needed, will be identified by September 30 of each school year, the following three officers shall be chosen for the school year:
  - i. Advisory Council Chair (Required)
    - 1. The chairperson shall be a parent/guardian of a student. If no other Chair is identified, the Chair may be an instructional staff member, at the discretion of the principal.
    - 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.
      - d. Monitor committee progress in collaboration with the principal.
      - e. Preside over each meeting.

- f. Provide general supervision of PAC affairs.
- g. Establish ad hoc committees as required.
- h. Be an ex-officio member of all committees.

ii. Co-Chairperson

- 1. The co-chairperson shall be an instructional staff member or parent of a 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.

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.
  - 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 bylaws.

IX. Meetings

- a. PAC meetings shall be held at least six times a year.
- b. PAC members and parents/guardians shall be notified of the dates and times for each meeting.

X. Attendance

- a. Active attendance and participation by members are strongly encouraged.

XI. Open Chair

- a. The last fifteen minutes of each meeting shall be allotted for "Open Chair."
- b. During "Open Chair," speakers will have sufficient time for public comment or questions related to PAC topics.
- c. Both non-PAC and PAC members may speak during "Open Chair."
- d. The principal will note any Open Chair discussion and offer feedback at the next scheduled meeting.

XII. Decision Making

- a. The PAC is responsible for advising the principal on matters relevant to the school's Continuous Improvement Plan as requested by the principal.

- b. The council does not determine policy or procedures on substantive school matters.
- c. Any decision made in PAC's advisory role will be made by consensus.
- d. Consensus in this context means a decision that considers the opinions of all members present on a particular issue or by two-thirds (2/3) majority vote of the members present if a member shall call for a vote.
- e. It is understood that the principal, who is accountable for all aspects of the school, will exercise final judgment on the decisions of the council.
- f. Further, no PAC members shall utilize the PAC forum to discuss any personal or individual issue.

XIII. Standing and Ad Hoc Committees

- a. The PAC may establish standing and ad hoc committees, as it deems necessary.
- b. Standing committees shall be formed by consensus of the PAC with approval of the principal.

XIV. PAC Bylaws

- a. The PAC shall have a set of written and published bylaws to govern its operations.
- b. PAC Bylaws are subject to annual review, revision, and adoption by the PAC.