

**FOREST PARK SENIOR HIGH SCHOOL  
PRINCIPAL'S ADVISORY COUNCIL  
BY-LAWS**

**Purpose**

The purpose of the Forest Park Senior High School Principal's Advisory Council (PAC) will be to identify school needs to develop and evaluate a five year school improvement plan, and to discuss school procedures and policies.

**Mission Statement**

The mission of Forest Park Senior High School is to provide an educational program that promotes student achievement while developing compassionate and responsible citizens. The mission of the PAC is to provide advice and comment to the FPHS administration on issues relative to achieving the school's goals through the development, implementation, and evaluation of the School Plan.

**Membership**

The membership of the group should not exceed twenty-five (25) members. The composition of the group is as follows: 4 teachers, 6 parents, 6 students, 1 classified employee, 1 principal, 1 assistant principal and 1 business liaison.

**Selection/Election of the Membership**

School planning council members will be chosen as representatives of the school community. The selection process will proceed in the following manner:

Business Liaison	The principal will appoint the business liaison from a list of recommendations by council members to a two-year term.
Staff Members	Staff members from diverse curriculum areas, guidance and classified staff will be nominated and elected in April and serve two year terms.
Parent Members	Parents interested in serving on the Principal's Advisory Council will have an opportunity to apply for a council seat during the month of April enrollment. To promote continuity, three parent and three faculty members shall conclude their terms each year and new members will be selected to serve two-year terms. If a member resigns, a replacement may be chosen by the principal to complete the term.
Associate Members	(meetings are open) – <b>Non-voting members</b> who attend minimum of 5 meetings to be designated as such.
Student Members	Students will be selected by the school principal. Term of office will be a minimum of one year.

### **Selection and Duty of Officers**

Officers will be chosen at the **April** meeting of the Principal Advisory Council following the selection of new members and will serve a term of one year. **All elected officials may serve a maximum of two consecutive terms in the same office.** Nominations will be taken from the floor and selections will be made by majority vote of the council members, excluding the principal and assistant principal. The duties of the officers shall include the following:

1. Chairperson – The chairperson, **a parent of a Forest Park student**, will confirm meeting dates, see that members are duly notified of each meeting, develop and distribute agendas in consultation with the principal prior to each meeting, preside over each meeting, provide general supervision of Principal Advisory Council affairs, establish ad hoc committees as required, be an ex-officio member of all committees, monitor committees progress, represent the PAC at meetings of other school organizations, and request the assistance of a trained facilitator where appropriate.
2. Vice Chairperson – The vice chairperson, **also a parent of a Forest Park student**, will act in the place of the chairperson in his or her absence, assist the chairperson in developing agendas, in reviewing committee progress, and as otherwise may be needed, maintain a Principal's Advisory Council membership list and attendance records, represent the PAC where requested at meetings of other school organizations, and supervise the orientation of new PSC members.
3. Secretary – The secretary will keep minutes of each PAC meeting, provide copies of minutes to all members within one week after each meeting, maintain files of PAC meetings, plans, committee reports, current bylaws, and prepare a brief synopsis of PAC activities for the school newsletter.

### **Council Meetings**

PAC meetings shall be held on the first Monday during the months of October, December, February and April. All meetings shall begin at 7:00 p.m. PAC members shall be notified of the monthly meeting, and any change in meeting time, date, or location will be announced in a timely manner.

### **Attendance at Meetings**

Active attendance and participation by members are necessary for a volunteer organization to be effective. If a member must miss a meeting, he/she should notify the chairperson in advance.

### **Open Chair**

The first fifteen (15) minutes of each meeting will be set aside for public comment. This time will be called "Open Chair" time. Speakers will be recognized by the chairperson and a time limit set for each speaker.

### **Decision Making**

The PAC is responsible for providing advice to the Principal of FPHS. The council does not determine policy or procedures on substantive school matters. Any decision made in its advisory role will be made by consensus. Consensus in this context means a decision that considers the opinions of all members present on a particular issue.

### **Standing and Ad Hoc Committees**

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

### **Amendments**

Proposed amendments to the by-laws governing the Forest Park Senior High PAC must be published as part of the meeting minutes. At the next council meeting, the amendment/by-law changes will be voted on by the membership. In order for the amendment/by-law change to pass, a quorum of one (1) plus one-half (1/2) of the membership must be present for the vote and two-thirds of the members present must vote in favor of the amendment.

### **Revision of By-Laws**

The revision of the by-laws will be conducted when necessary or when deemed by Council. The by-laws are written to be in compliance with the Division Regulation #230.01-1 General School Administration.