

Purpose:

Prince William County Public Schools (PWCS) mandates that each school have a school advisory council per School Board Policy 230.01 and School Board Regulation 230.01-1. School Board Policy 230.01 states, "each school shall have an advisory council consisting of school staff, parents, and possibly community representatives and students." The purpose of the Principal's Advisory Council (PAC) will be to work in conjunction with the principal in developing the continuous improvement plan (CIP) and to serve in an advisory function of providing recommendations pertaining to the CIO. The CIP shall be in alignment with the Division Strategic Plan and be the basis for the school's instructional program and budget. The PAC welcomes all students, parents, and staff who wish to attend. These bylaws should be discussed by the PAC at the first meeting of each school year. They should be amended, as needed, during regularly scheduled PAC meetings. The approval and amendment of the bylaws requires a majority vote of the voting membership present.

Responsibilities:

The principal remains responsible for final decisions, administration, and supervision of the school. The PAC will have no veto power over the principal's decisions. The following are some of the responsibilities of the PAC:

- To assist the principal in the establishment of program priorities to meet the educational needs of all students;
- To facilitate intra-school and inter-community communication;
- To assist in developing and evaluating the CIP;
- To gain commitment to common school goals;
- To make recommendations to the Division by identifying educational concerns having Division-wide implications; and
- To represent their stakeholder community.

Membership:

The PAC will strive to achieve a membership consisting of:

- administrators;
- faculty members representing different departments;
- support personnel who work at Patriot High School;
- two parent representatives for each graduating year;
- a representative from the PSTA; and
- one Student Council Association representative.

School faculty members will serve on the PAC for a minimum of two years. Parent representatives may serve on the PAC during any year in which their child is enrolled at Patriot High School. Membership and/or the position of an officer is forfeited when either the member no longer represents Patriot High School or when the person no longer has students at Patriot High School. Additional members may be added to the PAC to accurately represent the Patriot High School community with approval by the principal. Resignation from membership on the PAC must be submitted to the chairperson in writing.

Election of Officers:

The officers will consist of a chairperson, vice chairperson, and secretary. The chairperson needs to be an individual with at least one year of experience on the PAC. Officers are elected to one year terms. Officers are eligible to serve consecutive terms. The responsibility for each officer is as follows:

- Chairperson: The chairperson will develop agendas in consultation with the principal prior to each meeting. The chairperson will distribute agendas for each meeting, confirm meeting dates, see that members are duly notified of each meeting, preside over each meeting, and provide general supervision of PAC affairs.
- Vice Chairperson: The vice chairperson will act in the place of the chairperson in his or her absence, assist the chairperson in his or her absence, and maintain a PAC membership list and attendance records.
- Secretary: The secretary will keep accurate accounts of the proceedings; provide copies of the minutes and agenda at least one week prior to the next meeting.

At the March meeting, names of candidates for potential officers will be submitted to the PAC chairperson. The election of officers will be held at the May meeting.

Meeting Guidelines:

Normally, meetings will start at 5:30 p.m. at Patriot High School in the library. Meetings will last no longer than 90 minutes. Active attendance and meeting participation by members is necessary for the effectiveness of the PAC. A minimum of five meetings will be held each school year. If a member of the community wishes to observe a PAC meeting, they may contact the chairperson to discuss this option.

The first meeting of the new school year will be determined at the last meeting of the previous school year. At the first meeting of the school year, a calendar of specific meeting dates for the current school year will be determined.

The PAC meeting times and days can be adjusted as necessary. Although in-person meeting will be preferred, other formats such as Zoom or Microsoft Teams will be utilized to accommodate as needed.

Voting:

Decision-making by the PAC will be consensus of the members whenever possible. If consensus is not achieved within a reasonable time, decisions will be made by two-thirds majority of those official PAC members present and voting (except for election of officers, which will be by simple majority). The principal does not vote.

Topics of Interests:

Each month the PAC will host a topic of interest for the purpose of engaging the community and promoting a positive culture within the Patriot High School Community. Topics must be presented to the PAC Chairperson a minimum of two weeks prior to a scheduled meeting. (Added 10.2021)

Open Discussion:

There will be time at the end of each meeting for any member of the Patriot High School community to be able to speak about issues related to the school. Comments can also be made by non-members when pre-arranged by the chairperson. All comments should be for the good of the school plan and community at-large. Individual items and personnel concerns should be shared with appropriate staff, not the Principal's Advisory Council.

The PAC will establish an email address specifically for the PAC to address school community concerns with the following guidelines:

- Distribution of questions and/or messages will be the responsibility of a designated Patriot staff member.
- Messages will be distributed to the PAC Chair and Principal or Designee for review and recommend response for publication.
- Ownership of the email address will remain with a designated Patriot staff member.
- Meetings may include other groups that represent the interests of the school community (Boosters, PTSA, student groups, etc.) to promote positive climate and culture.