



BOYERTOWN AREA SCHOOL DISTRICT
EDUCATION CENTER

“to enable all students to succeed in a changing world”

Boyertown Area School District Parent Advisory Council

The Superintendent wants to engage parents as true partners in the educational process. Parents play an important and integral role in promoting the social, emotional and academic success of all students. We invite all schools to have two parent representatives to serve as members of the Parent Advisory Council (PAC) as we work to build a strong community-parent-school partnership.

The PAC will consist of approximately 20 members (not including staff) who will meet to discuss important District issues involving the total school community and the impact these issues have on our students. Members are selected via recommendations from school principals or appointment by the Superintendent.

PAC Members will:

- Actively participate in XXXXX meetings per year alongside the Superintendent and staff
- Share input on upcoming policy decisions and operational practices within the Boyertown Area School District
- Discuss parent perspectives on topics impacting the District
- Build relationships with other parents throughout the District
- Provide feedback to the Superintendent
- Be responsible for sharing, promoting and communicating information to parents in the community in collaboration with their respective building principal.

BYLAWS:

PURPOSE:

1. To develop and promote a robust community-parent-school partnership.
2. To improve communications and understanding between the Boyertown Area School District staff and the community it serves.
3. To encourage parent and community participation in school-related activities.

OPERATING GUIDELINES:

1. The PAC shall not become a policy-making body or manage or direct the district or school administration. It is assumed, however, that through improved communication and understanding, the District and school administration will be in a position to reflect the demonstrated needs and desires of the PAC membership.
2. The PAC shall operate with the cooperation of the District staff and within the policies and procedures of the Boyertown Area School District.
3. All discussions will pertain to the whole school, not individual students or staff members.
4. All business will be conducted with good faith compliance regarding federal, state, and local laws, school district policies and procedures (administrative regulations).
5. The PAC will operate on a majority consensus.
6. All PAC members will respect differences and wait to be recognized, building a culture of collaboration, understanding, and patience.



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RESPONSIBILITIES:

1. Attended XXXX meetings throughout the year.
2. Advise administration on matters related to educational needs and issues about BASD as well as provide actionable suggestions, priorities that involve the district or school as a whole.
3. Aid in evaluating existing programs through parental and community participation.
4. Serve as a positive and factual spokesperson and advocate for BASD.
5. Act as a liaison between the administration and the community, sharing positive and factual information to build community-parent-school relationships.

MEMBERSHIP:

1. Membership shall be open to parents or guardians of students within the Boyertown Area School District as well as staff.
2. Their respective school principals will select two parent representatives or appointed by the Superintendent.

LEADERSHIP

1. Officers of this PAC shall be a Chairperson, Vice Chairperson, and Secretary
2. Elections shall be held by nomination and a majority consensus.

DUTIES OF OFFICERS

1. **Chairperson:** The Chairperson shall:

- (a) Preside at all meetings of the PAC and assure that the meetings are conducted promptly,
- (b) In collaboration with the Superintendent or designee, assist with the preparation an agenda before each meeting,
- (c) Make contact with individuals or organizations wherever necessary to carry out the programs and aims of the PAC,
- (e) Support the Superintendent to ensure efficient meetings,
- (e) Lead meetings in collaboration with the Superintendent or designee.

2. **Vice Chairperson:** The Vice-Chairperson shall:

- (a) Lead meetings with the Superintendent or designee in the absence of the Chairperson,
- (b) Support the Chairperson to ensure efficient meetings and communications,

3. **Secretary:** The Secretary shall:

- (a) Take detailed minutes of all meetings and send them to the District Communications representative and Superintendent's Administrative Assistant,
- (b) Maintain records of attendance with sign-in sheets at each meeting and forward to the District Communications representative and Superintendent's Administrative Assistant.