



# POTOMAC SENIOR HIGH SCHOOL PRINCIPAL'S ADVISORY COUNCIL (PAC) BYLAWS 2023-24

## I. PURPOSE

Potomac Senior High School Principal's Advisory Council (PAC) shall work with and advise the Principal in the development of the annual school plan. The PAC is responsible to:

- Review the School plan based on established goals and priorities in accordance with the PWCS Division Strategic Plan.
- Review, monitor and implement the school plan and budget including professional development.



The PAC shall serve as a voice for all stakeholders (students, teachers, educational support employees, parents, other business and community citizens) to represent the school and promote maximum educational opportunities and experiences for all stakeholders.

## II. PAC MEMBERSHIP/REPRESENTATION

The membership shall have appropriately balanced members of students, teachers, educational support employees, parents, other business and community citizens to include:

1. Principal, Potomac Senior High School/and/or Principal's Designee (such as Assistant Principal)
2. Four parents/community members, one from each grade level (if possible, from the various school attendance neighborhoods)
3. Representation from the various departments of the school is highly encouraged.
4. One member of the administrative staff who will serve as PAC Advisor to the Principal and shall be appointed by the Principal.
5. One member, who may be an officer, and an alternate to serve on the Superintendent's Advisory Council on Instruction (SACI) on the school's behalf.
  - a. The member/officer shall be responsible for providing monthly updates at each PAC meeting. PAC members can utilize this position to submit items or concerns impacting curriculum and instructional initiatives and programs. One representative is required to regularly attend and participate in SACI meetings as required by the group's governing bylaws.



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## III. PAC OFFICERS

All elected officers of the PAC will serve for a minimum of one year and may be elected/selected for consecutive terms. Officers of the PAC shall be as follows:

1. The Chairperson will:
  - Conduct the meetings, serving as a facilitator, soliciting input from all members and conducting votes in accordance with established procedures.
  - Encourage meaningful participation in all activities.
  - Be responsible for proposing an agenda to the appointed Staff Advisor and distribution of the final agenda five days prior to each meeting.
  - Transfer his/her PAC records to the incoming Chairperson at the end of his/her term of office.
2. The Vice-Chairperson will:
  - Serve in the Chairperson's absence.
  - Assist and support the Chairperson.
  - Become President in the event that the current Chairperson is unable to serve.
3. The Secretary will:
  - Keep an accurate record of the minutes of all PAC meetings, provide copies of minutes at each meeting, and post minutes for each PAC meeting after obtaining clearance from the Staff Advisor.
  - Maintain a calendar of meetings on the school's website.
  - Incorporate all amendments to the bylaws and shall ensure that original bylaws and all amended bylaws are posted to school's website.
  - Transfer his/her PAC records to the incoming Chairperson at the end of his/her term of office.
4. The student Representative will:
  - Be the student voice on the PAC
  - Provide student body input
  - Liaison with the Student Council and bring forward concerns from the Student Council that have budget implications

An officer may resign in writing from the PAC at any time.

## IV. PAC RULES

A. The Chairperson of the PAC will not be a president or Chairperson of any other Potomac Senior High organization.



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- B. Any officer of the PAC may be recalled by a simple majority of their constituents.
- C. An officer of the PAC who negatively impacts the operation of the PAC or Potomac Senior High School can be removed from office.
- D. If the office of Chairperson becomes vacant, the Vice- Chairperson shall become the Chairperson and serve as Chairperson for the remainder of the elected year and a new Vice- Chairperson will be elected at the next PAC meeting.
- E. If the office of Vice- Chairperson or Secretary becomes vacant, a new Vice- Chairperson or Secretary will be elected at the next PAC meeting.
- F. Officers who wish to resign their positions once elected must notify the Principal and Staff Advisor.
- G. Meeting minutes shall be read and distributed to all PAC members at the next meeting and approved by motion after which time the Secretary shall be responsible for obtaining Staff Advisor clearance prior to posting to the school's website.

## V. COMMITTEES

Subcommittees may be formed to deal with specific short-term projects. The PAC can form these committees as needed to provide additional assistance with the school community events and activities.

## VI. MEETINGS/VOTING

A. The PAC will meet at least four times per school year. Meetings shall be held at Potomac Senior High School at 6 p.m. generally on the third Thursday of the month in October, January, March and May unless the meeting has been rescheduled due to holidays. or school breaks. The schedule for the incoming school year will be decided in the final meeting of the school year. All meetings are open to the public, will begin promptly, and may only extend beyond 7:30pm with the consensus of those members present.

The focus for each meeting is recommended as follows:

- October-Budget and Continuous Improvement Plan (CIP) as approved by the Division



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- January -Budget & CIP implementation, adjustments and consideration
- March-Townhall to receive school and community input on existing and future budget
- May-Officer elections, existing year acknowledgements, anticipated budget concerns for upcoming year

B. Votes will be conducted by a simple majority of attendees except in matters of major change regarding school policy whereby the Principal retains the right of how to bring the topic before stakeholders.

## VI. ELECTIONS

Nominations of officers shall take place during the final meeting each year. Officer elections shall be held at the final meeting each year.

## VII. REVISIONS/UPDATES

PAC bylaws will be reviewed on an annual basis and revised/updated as needed.