



Principal's Advisory Council (PAC) Battlefield High School Bylaws

Revised September 2020



ARTICLE I. 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 advisory council will be to work in conjunction with the principal in developing the annual school plan and to serve in an advisory function of providing recommendations pertaining to the school plan. The school plan shall be in alignment with the division school plan and be the basis for the school's instructional program and budget. The council welcomes all students, parents, and staff who wish to attend.

These bylaws should be reviewed each school year, during the first Advisory Council meeting and amended at any regular Council meeting, provided the proposed amendment was received, discussed, and approved. These bylaws shall take effect upon formal adoption by no less than two-thirds vote of the voting membership present.

ARTICLE II. Responsibilities

The principal remains responsible for final decisions, administration and supervision of the school. The Council 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 annual continuous improvement plan.
- To gain commitment to common school goals.
- To make recommendations to the Division by identifying educational concerns having division wide implications.
- To represent their stakeholder community.

ARTICLE III. Membership

The PAC will strive to achieve a balanced membership consisting of:

- School Administrators
- School Faculty members - representing different departments

- School Support personnel
- Students/Class representative from each graduating year
- Student Council Association (SCA) representatives – President & Vice-President or approved designee
- Parents of students in each graduating year
- Additional members may be added to the PAC to accurately represent the Battlefield HS community – Requires approval by Principal.

Selection of Faculty/Staff members to PAC

- Where possible, departments will select their representative to PAC
- The principal may appoint faculty and staff members to PAC as needed.

Selection of Parents to PAC

- Parents of Battlefield High School students will be welcome to submit their application to hold any open positions on PAC by grade level of their child.
- If more parents submit their names than there are open spots, a lottery will be held to randomly select names.

Selection of Students to PAC

- SCA President, Vice-President or approved designee.
- Student designee must be a member of SCA.
- One student per grade will serve on PAC – Representative of the SCA or by teacher nomination.

Selection of Community Members to PAC

- Community members and business liaisons may be considered for membership on PAC as the need arises. The chairperson will solicit interest among the community and build consensus within the PAC on membership.

Guests and Alternate Members

- Guests may be invited to PAC meetings with prior approval by an Advisory Council officer.
- Alternate member(s) may serve in place of absent members, with prior approval by an Advisory Council officer.

ARTICLE IV. Election of Officers

The officers will consist of chairperson, vice chairperson, secretary, and student officer appointed by the principal. The chairperson needs to be an individual with at least one year experience on PAC. Officers are elected to two-year terms. If a parent is an officer, they will step down once their child no longer attends Battlefield High School. The description of each office is as follows:

Chairperson: The Chairperson will develop monthly 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, provide general supervision of PAC affairs, establish ad hoc committees as required, be an ex-official member of all committees, monitor committee progress, and represent the PAC at meetings of other organizations.

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, assist the chairperson with developing agendas, reviewing committee progress, and maintain an advisory council 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 subsequent meeting. The secretary will write a brief summary of the monthly meeting to be included in the newsletter and on the school website.

Student Officers: 1-2 student officers may be appointed to ensure student voice is represented by PAC and on the agenda.

At the penultimate meeting of the year, names of candidates for potential officers will be submitted to the PAC chairperson. At the May meeting, the council will discuss and reach consensus (if necessary, a vote will be taken) on the Chairperson, Vice Chairperson, and Secretary.

ARTICLE V. Meeting Guidelines

Normally, meetings will be held monthly except when there are school/calendar conflicts. Meetings will start promptly at the designated time and last no longer than 90 minutes. Active attendance and meeting participation by members is necessary for the effectiveness of the council. A minimum of 5 meetings will be held each school year. If a member of the community wishes to observe a PAC meeting, they may contact the PAC 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.

ARTICLE VI. Voting

Decision-making by the PAC will be consensus of the members whenever possible. The advisory council can make recommendations by consensus or by two-thirds majority vote if a member shall call for a vote. It is understood that the principal, who is accountable for all aspects of the school, will exercise final judgment on decisions of the council.

When voting on logistical items (meeting dates, election of officers), a simple majority vote will be the deciding factor.

ARTICLE VII. Committees

The Advisory Council or Chair may periodically form committees to carry on the work of the PAC when necessary. Members of the Advisory Council, approved designees or contracted/solicited personnel may be appointed to serve on subcommittees of the Advisory Council.

ARTICLE VII. Open Chair

An allotted time of 15 minutes or so will be set aside at the beginning or end of each PAC meeting for comments by Advisory Council members, for non-agenda items. 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 school staff, not PAC.