



## **Father Lopez Catholic High School Principal's Advisory Council**

### **Article I. Name**

The name of this organization shall be the Principal's Advisory Council, hereafter referred to as the PAC.

### **Article II. Mission and Purpose**

**Mission:** The Principal's Advisory Council shall be a venue for Father Lopez stakeholders (parents, students, and others) to participate in a meaningful way in the work of the school. As a Christ-centered group, the Principal's Advisory Council shall seek to preserve and enhance the Catholic mission of the school while creating a forum where solutions can be advanced for the improvement of Father Lopez Catholic High School.

**Section 1:** The primary purpose of the PAC will be to improve communication between Father Lopez Catholic High School and its stakeholders. The PAC will create a system to process constructive suggestions, questions, complaints and commendations. The PAC will be a source of networking for the Father Lopez community.

**Section 2:** The Principal's Advisory Council is entirely separate from the Board of Trustees, which has limited jurisdiction over the governance of the school. The Principal's Advisory Council will work with the Principal to recommend actions that will benefit the school in the arenas of academics, athletics, and daily operations.

**Section 3:** The Principal reserves the entire right to determine the appropriateness of any recommendation, and to implement recommendations as s/he sees fit, based upon current circumstances, resources, and initiatives.

### **Article III. Members**

- Section 1: The PAC will be composed of faculty and staff, parents and students who are representative of the ethnic, racial, and economic community served by the school.
- Section 2: The PAC shall consist of the Principal, the Chaplain, a teacher appointed by the Principal, a representative appointed by the Board of Trustees, up to three students appointed by the Principal (who should be representative of the school's geographic and ethnic diversity), and parents (see Sections 3-5 below).
- Section 3: Parent members:  
Up to two parents will be selected to represent each area of the county (10 parents):
- Ormond Beach and North
  - Daytona Beach/Holly Hill Area
  - Port Orange/New Smyrna Beach/Edgewater Area
  - DeBary/Deltona/Sanford Area
  - DeLand and West
- Section 4: Parent Member Selection:  
One parent from each area of the county will be appointed by the Principal. The second parent member will be self-nominated, and then elected by the entire school community.
- Section 5: Parent Member Terms:  
Elected members of PAC shall serve on the PAC for a period of one (1) year. Appointed members shall serve on the PAC for a period of two (2) years.
- Section 6: The PAC shall replace any member who has two unexcused absences from PAC meetings.
- Section 7: All changes to the PAC membership must be approved by the Principal.
- Section 8: Classification of Members:
- A. Parent representatives must have a child/ward at Father Lopez Catholic High School
  - B. School representatives shall include the Principal, the Chaplain, one faculty member appointed by the principal, one Trustee appointed by the President of the Board of Trustees.
  - C. Student representatives must be current students at Father Lopez Catholic High School.

Section 9: Vacancies:  
In the event of a vacancy in the membership after election, the PAC could recommend someone to fill this vacancy by appointment for the remainder of the term. In the case of a parent vacancy, that vacancy must be filled by a parent from the underrepresented area of the county.

Section 10: Resignations  
A. Any member wishing to resign shall notify the PAC chair in writing.  
B. Any member who is absent from two consecutive regular meetings without notification to the PAC Chair (in writing, email, or phone) shall be considered to have resigned from the council.

#### **Article IV. Duties**

Section 1: The PAC will meet monthly with ongoing goals identified by stakeholders.

Section 2: Duties of Members:  
Each member shall:  
A. Attend all regularly scheduled and special PAC meetings  
B. Act as a communication line to the group he or she represents  
C. Serve on committees as needed  
D. Perform other duties as the Chairperson or Principal may direct or the council may determine.

#### **Article V. Officers**

Section 1: The offices of Vice-chairperson, and Secretary shall be elected for one year at the first meeting of the school year.

Section 2: Guidelines for appointing the Chairperson  
A. The chairperson will hold a two year term.  
B. The chairperson will be appointed by the Principal.  
C. The Principal will appoint a new chairperson if the existing chairperson resigns.  
D. The PAC will approve the appointment through a majority vote providing a quorum is present.

## **Article VII. Meetings**

- Section 1: Meetings will be scheduled at times convenient to a majority of members.
- Section 2: There will be at least three days advance notice of any matter that is scheduled for a PAC vote.
- Section 3: A quorum must be present before a vote can be taken. A quorum shall be a majority of the membership of PAC.
- Section 4: The Secretary shall create the agenda for upcoming meetings. This agenda shall be provided to the Executive Assistant of the school by Thursday of the week prior to the meeting to be published in that week's e-mail newsletter. Minutes will be recorded by the Secretary at each PAC meeting and copies shall be forwarded to the Chairperson and Principal for approval prior to dissemination. Agendas and minutes will be posted on the Father Lopez Catholic High School website on the School Improvement page.
- Section 5: Regular meetings shall be established by PAC. The PAC shall determine the date, time, and place of the meetings with the assistance of the Principal who can secure facilities. Notice of said meetings shall include as a minimum: posting in a prominent place in the school and publishing in the school e-mail newsletter.
- Section 6: Any parent of a current Father Lopez student, any employee of the Diocese of Orlando, any Trustee of Father Lopez, any school alumnus, and any current Father Lopez student may be added to the agenda, provided that this is requested in writing (e-mail is sufficient), along with a description of the topic to be discussed, prior to the completion of the meeting agenda.

## **Article VII. Committees**

If the need arises, the Chairperson may appoint a sub-committee to research an issue and report back to the PAC. These committees will have no standing beyond the purpose designated by the PAC chair.

- Section 1: The PAC may create such committees as may be required to promote its objectives, and accomplish its goals.
- Section 2: The Chairperson of each committee shall present updated progress reports.

## **Article VIII. Amendments**

Section 1: These bylaws may be amended at any regular meeting of the PAC by a majority vote of the PAC providing a quorum is present.

## **Article IX. Standing Rules**

Section 1: In the event of tie vote, the vote shall be recorded and the issue shall be placed on the agenda for the next scheduled meeting, when additional information can be presented. At the following meeting all members in good standing shall vote again.

Section 2: The PAC shall not be involved in nor shall it entertain any conversation about any matter pertaining to personnel except in a general sense. The PAC may explain school procedures in personnel matters, and may invite school administrators to do the same.

## **Article X. Election Procedures**

Section 1: Five parent member positions will be open for election each year.

Section 2:

- A. All elections will take place by secret ballot or by anonymous survey.
- B. Names will appear on the ballot in alphabetical order for each geographical region.
- C. The Vice Chairperson, following input from the existing PAC, will open the appropriate number of vacancies for election and announce those vacancies in the weekly e-mail newsletter.
- D. Parents shall be elected by all stakeholders.
- E. Voters will vote for one candidate for each vacancy.
- F. Those receiving the most votes in each category will be recommended to serve on the PAC.

## **Article XI. Duties of Officers**

- Section 1: The Chairperson shall:
- A. Preside at all regular meetings of the council.
  - B. Prepare a schedule of the following year's meeting dates by April in order to be included on the school calendar.
  - C. With the Vice Chairperson compile a list of parent membership candidates in March for the nominating committee.
  - D. Appoint all committees whose composition or method of selection is not provided for elsewhere in the bylaws.
  - E. Arrange for the provision of an upcoming agenda and previous meeting minutes to all council and community members.
- Section 2: The Vice Chairperson shall:
- A. Be in charge of elections.
  - B. Act as an aide to the Chairperson and perform duties of the chairperson in the absence of that officer.
  - C. Perform such duties as the Chairperson may direct or the council may determine.
  - D. Serve as time-keeper at all meetings.
- Section 3: The Secretary shall:
- A. Prepare the PAC agenda with the Chairperson and post that agenda to the e-mail newsletter for publication on the Friday prior to the next meeting.
  - B. Prepare and maintain a roster of all current council members (including their position and term of office).
  - C. Keep a record of attendance and minutes at each meeting of the council and submit them to the Principal and Chairperson for approval prior to publishing in the next available e-mail newsletter.
  - D. Inform the council of any member who has missed two (2) consecutive meetings without notification to the chair.
  - E. Provide public notice of each meeting of the PAC or any PAC vacancies.
  - F. Give all previous records to the PAC chairperson at the conclusion of the school year.
  - G. Monitor e-mail and drop box in main office weekly.
- Section 4: The Executive Board shall:
- A. Consist of the Chairperson, Principal, Chaplain, faculty representative and appointed members.
  - B. Transact emergency business in the interval between council meetings.
  - C. Constitute a quorum with the majority of the executive board at a board meeting.
  - D. Hold executive board meetings as needed.

## **Article XII. Expenditure of Funds**

- Section 1: No section within this article shall supersede the jurisdiction of the Board of Trustees, the President, the Principal, or any staff member of Father Lopez Catholic High School. Any provision of this article that seems to contradict or supersede any rule of governance or administration of the school shall be considered null and void.
- Section 2: If a budget is provided, the PAC will consider budget requests on an individual basis. All allocations will be based on the number of students and the impact on the school community.
- Section 3: If a budget is provided, the PAC will elect a Treasurer who will be responsible for recording the expenditure of funds and reporting such expenditure to the President. A job description for a Treasurer shall be developed at such a time as a budget becomes available.
- Section 4: Requests for the seminars, conferences and workshops will be limited to registration, material fees, and substitutes only.
- Section 5: Teachers receiving PAC funds will be required to complete a follow-up report within thirty days explaining how the knowledge gained was used in the classroom to impact student learning. Teachers that do not complete the follow up will forfeit their eligibility for funding the next school year.
- Section 6: Funds may not be used for capital improvements or for projects or programs that have a duration of more than one year. However, PAC may independently determine that a program formerly funded should receive funds in a subsequent year.