

**ShanéI Valley Academy
Parent Advisory Committee Handbook**

Approved:

OVERVIEW

The Shanél Valley Academy Parent Advisory Committee (PAC) serves as an advisory committee to the SVA Board of Directors, providing feedback on school policies, procedures, fiscal budgets, and student outcomes to ensure that they are consistent with its mission, vision, and values. In addition, the PAC encourages parent/guardian and community involvement, advocacy and awareness, and fundraising support to enhance the learning experience of all students.

What to Expect:

The PAC will meet monthly to make recommendations for decision making at SVA. This includes:

1. Advocating for student needs

The PAC advocates for the needs of all students, including those with special needs or who are part of historically marginalized groups. PAC members collaborate with the school administration, the English Language Advisory Council, and other partners to ensure that all students are receiving the support they need to succeed academically and socially.

2. Organizing engagement activities

Another important responsibility of a PAC is to organize engagement activities for families and the larger community. This can include fundraising events, volunteer opportunities, school events, and family education sessions. These activities help to promote a sense of community within the school and give families a chance to become more involved in their child's education.

3. Providing input on school policies and procedures

The PAC supports SVA's leadership team and has the opportunity to provide input on goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. PAC members can provide valuable feedback on proposed policies and help to ensure that school policies are fair, equitable, and effective.

4. Promoting positive school culture

The PAC promotes a positive school culture that fosters learning and respect. PAC members can work with the school administration to promote anti-bullying initiatives, encourage positive behavior, and support student mental health and wellness.

5. Communicating with the SVA Board of Directors

One of the primary responsibilities of a PAC is to communicate the collective voice of parents/guardians to the SVA Board of Directors. This includes sharing feedback and concerns from parents, providing input on school policies and initiatives, and collaborating with the administration to improve the overall school experience for students and families.

MEMBERS

SVA PAC members serve as an advisory committee, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement. Members are part of a collected and committed group and ensure that the needs and voices of all families are included.

PAC Composition

The PAC must meet composition requirements outlined in this handbook. The PAC must be composed of the principal, teacher representative selected by teachers at the school, and parents/guardians selected by parents/guardians of students enrolled in the school.

Officers	Responsibilities
Chairperson	Elected Position. The Chairperson is the official representative of the committee to the Board of Directors.
Vice Chair	Elected Position. The Vice Chair must be a representative from the English Learner Advisory Committee and must be bilingual.
Secretary	Elected Position. Assisting co-chairs as needed, including taking meeting minutes.
Treasurer	Elected Position. Maintains annual budget and works with school staff regarding expenditure approvals.
Members	Open to all parents/guardians interested in participating. No approval requirements.
Principal	Provides guidance to PAC regarding all school matters.
Teacher Representative	Represents SVA teachers.

Note: Parents/Guardians in the 4 elected officers may not be employed at the school. Employees may serve as members of the committee.

PAC Member Responsibilities

- Attend all monthly meetings and vote on necessary action items
- Follow co-created norms
- Follow through on responsibilities of committees and collaborate with all roles
- Communicate respectfully and with integrity

Chairperson

- Collaborates with the Principal and ensures that agendas for meetings are adequately prepared
- Becomes familiar with school programs, staff, and the Board of Directors, and helps ensure that all voices are heard and represented
- Leads PAC meetings, following agenda topics
- Be the official representative for the Committee to the Board of Directors monthly meetings (unless delegated to someone else); provide signatures when necessary
- Reaches out to prospective parents/guardians to encourage PAC participation
- Serves on the Community Schools Steering Committee
- Although the above duties are the primary responsibility of the Chairperson, it is to be expected that school staff may provide additional requests

Vice Chairperson

- Assists the PAC Chair with duties
- In the absence of the Chairperson, performs the duties of the Chairperson
- Is responsible to Chair the English Learner Advisory Council and represent the voice of the ELAC to the PAC
- Must be bilingual, English/Spanish
- Serves on the Community Schools Steering Committee

Secretary

- Keeps minutes of the meeting
- Maintains an accurate list of members, their email addresses, and phone numbers and ensures all members are invited to monthly meetings
- Assist the Chair and Vice Chair as needed
- Ensures all minutes are accurate and accessible to the school community

Treasurer

- Maintains the PAC annual budget
- Tracks expenditures and deposits monthly and provides reports at each PAC meeting, including a copy provided to the Secretary to place with meeting minutes
- Follows all fundraisings policies and procedures set forth by the SVA Board of Directors
- Ensures that a majority vote is completed prior to the expenditure of any funds
- Works with the Principal to ensure expenditures forms are approved
- Files expenditure request forms with the Business Manager

Principal

- Acts as a member of the committee
- Approves budget requests made by the Treasurer
- Provides guidance to members on their roles and responsibilities
- Provides leadership to the committee on federal and state regulations
- Assists the chairperson in establishing agendas for the meetings
- Provides generic student achievement information to the committee
- Assumes all responsibility for implementation for all plans submitted and approved by the Board of Directors

Teacher Representative

- Acts as a member of the committee
- Provides guidance to committee on school culture, engagement activities and student academic needs
- Acts as a representative of the collective voice of all SVA teachers
- Reports back to teachers in PLC meetings

PAC COMMITTEES

PAC committees are organized to function collaboratively as a team. Some committee-specific tasks will need to be delegated to one person on the committee, others can be carried out as a joint venture. Each committee needs to have a representative to provide updates during each PAC meeting.

Fundraising/Events Committee

- Help identify areas of need and fundraising opportunities
- Organize and schedule fundraising events
- Conduct community outreach and provide support materials to encourage fundraising participation
- Provide PAC with reports & or updates on all the above
- Ensure PAC agrees to suggested fundraisers
- Recruiting parent/guardian participation with event setup/takedown

Engagement/Steering Committee

- Help establish and connect parent volunteers in each classroom
- Provide feedback on policies, procedures, and LCAP
- Encourage broad representation of parents, community members, teachers, including all socioeconomic, ethnic and programmatic groups
- Recruit community participation and engagement for student activities
- Identify goals and key areas for improvement
- Evaluate the effectiveness of the School Safety Plan
- Assist with the engagement of the school-wide needs assessment
- Provide PAC with reports & or updates on all the above

English Learner Advisory Committee

(Each California public school with 21 or more English learners must form an English Learner Advisory Committee (ELAC))

- The Vice Chair of the PAC must serve as the Chair of the ELAC
- Must be bilingual, English/Spanish
- Assist in the development of the schoolwide needs assessment
- ADVISE the Principal, Community School Director, and Family Liaison in the development of the LCAP regarding focus for English learners
- Develop strategies to make parents aware of the importance of regular school attendance

ELECTION PROCESS & BASIC POLICIES

The following are basic policies of the PAC:

1. Elections shall take place annually. The fiscal year of the PAC shall begin on July 1 and end the following June 30 inclusive.
2. The Principal will provide forms for nomination at the first PAC meeting and ensure that all parents of students enrolled at SVA are notified of election procedures.
3. Each parent/guardian seeking election must be nominated or self-nominated using the provided form, must have a child enrolled in the school and must declare that he or she is not employed at the school.
4. Each parent/guardian of a student enrolled in the school shall be entitled to one vote for each PAC officer position (4) on the Parent Advisory Committee.
5. A vote shall be held via Parent Square before the second PAC meeting.
6. The Principal will keep all the results and related information confidential and announce successful candidates once the voting has concluded.

For parents and guardians who do not want to run for officer roles on the PAC, that's ok! All parents are welcome and encouraged to participate as members of the PAC and PAC committees. The committee shall include a broad representation of our diverse school community!

MEETING REQUIREMENTS

- Any meeting held by the PAC or committee shall be open to the public and any parent/guardian member.
- Notice of the meeting shall be posted on Parent Square, or other appropriate place accessible to the public, at least 72 hours before the time set for the meeting. The notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
- Any materials provided to the PAC shall be made available to the public.
- All votes are conducted by majority consensus of those present at the meeting.