

Bylaws of the Parent Advisory Council (PAC)

CFK Academy

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Article I

Name of Organization

The name of this organization shall be *The Parent Advisory Council (PAC) of the College of the Florida Keys Academy*.

Article II

Purpose and Function

Section 1: The Parent Advisory Council (PAC) is a resource for the school, its teachers, parents and principals. Its function is to develop and oversee the implementation of a School Improvement Plan (SIP) that will serve as a framework for school improvement.

Section 2: The primary function of the PAC is to provide all of the stakeholders an opportunity to be active participants in the assessment of needs, development of priorities, and identification and use of resources based on an analysis of multiple sources of available school data.

Specific functions include, but may not be limited to, the following:

1. Develop and review the implementation of the School Improvement Plan.
2. Enlist, promote, and support greater interaction between school and community.
3. Provide input in matters concerning disbursement of school improvement funds and other monies related to school improvement, and to ensure that such expenditures are consistent with the School Improvement Plan.
4. Consult with people or departments needed to support the School Improvement Plan.

Article III

Representation and Membership

In accordance with Florida Statute 1001.452, **which** outlines the establishment of PACs:
1[4]

Section 1: The membership shall be representative of the student body and community served by the school. The PAC shall have an appropriately balanced number of teachers, parents and students.

Section 2: The majority (50% + 1) of the members of the PAC shall be non-school employees.

^{1[4]} Guidelines for election processes are included in Fla. Stat. § 1001.452(1)(a)

Section 3: The PAC membership shall be *appropriately* balanced referring to the racial, ethnic, and socio-economic representation of the PAC in comparison to the community that the school serves.

Article IV

Membership Selection

Section 1: The PAC membership shall be constituted as follows:

1. Parents, teachers and students will be elected by their respective groups through an election.
 - i. Teachers shall be elected by teachers;
 - iii. Students, when appropriate, shall be elected by students (student council); and
 - iv. Parent members shall be elected by parents.
2. There will be wide notice of PAC vacancies and elections through methods to include school newsletter and announcements at Open House, etc. The names of parents willing to serve on the PAC will be listed on a ballot which will be distributed to all parents who will vote on the nominees.
3. Replacement members shall be elected by appropriate constituencies.
4. The principals are automatically members by legal mandate.

Section 2: Elections shall be held in August of each year and the installation of new members shall follow immediately.^{2[6]}

Section 3: Each parent of CFK Academy will be notified of PAC elections in accordance with Fla. Stat. § 286.011, "Public meetings and records; public inspection."

Article V

Tenure

Section 1: The term of officers shall be unlimited.

Section 2:^{3[7]} PAC member terms shall be unlimited.

Section 3: No member may miss more than two (2) unexcused consecutive PAC meetings. As required by Fla. Stat. § 1001.452(1)(d)4, in the event of two unexcused consecutive absences from a properly noticed PAC meeting, the person's membership will cease and the PAC Chairperson shall arrange for the replacement of the member by

^{2[6]} Although each school needs to determine the best time of year for elections, it is recommended that elections be conducted in time for new members to be in place for the new school year.

^{3[7]} It is recommended that a PAC establish terms of membership that allow for continuity and historical perspective of school improvement planning and implementation.

election as specified in Membership Selection, **Article IV, Section 1**. Such individuals will fill the remainder of the term to which they were elected.

Meetings

All PAC meetings shall be held in accordance with Florida Statutes § 286.011 - "Public meetings and records; public inspection." At a minimum, the Sunshine Law requires reasonable public notice (seven days' notice is generally recommended); openness of PAC meetings to the general public, in a location accessible to the public; and taking minutes of the meeting, which must be made available for public inspection following the meeting. This public notice is in addition to the minimum three (3) days' advance written notice required by Fla. Stat. § 1001.452(1)(d)2 to all PAC members regarding any matter scheduled to come before the PAC for a vote.

Section 1: There shall be a council meeting once per month.^{4[8]}

Section 2: PAC meetings shall be held on the third Monday of each month, from 2:45 p.m.-3:45 p.m.]^{5[9]} As required by Fla. Stat. § 1001.452(1)(d)3, PAC meetings must be scheduled when parents, teachers, businesspersons, and members of the community can attend.

Section 3: The PAC chairperson, on occasion, may call a special meeting, with reasonable public notice. This meeting can be via Zoom or TEAMS.

Section 4: Subcommittees will meet as needed. (See **Article VII**)

Officers

Section 1: The officers of this Council shall be a chairperson, or co-chairperson, a vice-chairperson, and a secretary. In the event of a vacancy in a Council office during an existing term, the vacancy will be filled by PAC member election.^{6[10]}

Section 2: The Council shall elect its own officers at the first regular meeting. Officers are not limited to terms for elected positions.

Article VI

Duties of Officers^{7[11]}

^{4[8]} These are examples only – each PAC should determine the meeting schedules that best meet their needs and objectives – a minimum of 4 per year.

^{5[9]} See Footnote 8

^{6[10]} Although the terms of office are optional based upon the needs of the school, the intent of this language is recommended for inclusion in the bylaws.

^{7[11]} These are recommended positions and duties – additional and/or different offices and duties may need to be included to better serve your PAC's vision and objectives.

Section 1: Chairperson.-- The chairperson [and co-chairperson] shall preside at all meetings of the Council and shall be a de facto member of all committees.^{8[12]}

Section 2: Vice-Chairperson.-- The vice-chairperson shall act as an aide to the chairperson and preside in the absence of the chairperson. In the case of a vacancy in the office of chairperson, the vice-chairperson shall become the chairperson for the remainder of the unexpired term.

Section 3: Secretary.-- The secretary shall keep minutes [available to the public per Fla. Stat. § 286.011] of the meetings and shall be responsible for such correspondence as is delegated to him/her by the chairperson. The secretary shall also document activities, decisions, and attendance of the Council and its committees for accountability. The School Board will maintain a record of minutes of all PAC meetings, as required by Fla. Stat. § 1001.452(1)(d)5.

Duties of Members

Section 5: Principals^{9[13]}.-- The principals shall provide information regarding the school educational plan, including the school budget. The role of the main principal includes the development, through positive actions, of feelings of trust and mutual regard among the PAC, the community, and the staff. The principal arranges for presentations of interest to the PAC and encourages leadership from within the Council.

Section 6:^{10[14]} Faculty and School Staff Representatives.-- The members of the school staff shall represent the views and interests of the total school staff. They will act as resources for the PAC by making available specialized information about educational programs, innovative ideas, and available resources. School staff representatives serve as a communication link between the PAC and the school staff, informing others of actions and activities of the Council.

Section 7: Student Representatives^{11[16]}.-- The student representatives of the PAC shall serve as voting representatives of all students. They relay suggestions and recommendations from members of the student body and the Student Council to the PAC for consideration. [See Fla. Stat. § 1001.452(1)(a) and Policy 2.09(2)(a)(i), (ii)].

Article VII

Voting Body

The PAC is the formal council that is responsible for voting upon and implementing the decisions for the organization. The PAC will be comprised of an elected membership

^{8[12]} Required by implication in Fla. Stat. § 1001.452.

^{9[13]} Required by implication in Fla. Stat. § 1001.452.

^{10[14]} Required by Fla. Stat. § 1001.452(1)(a) – Please note that, "A majority of the members of each school advisory council must be persons who are not employed by the school."

^{11[16]} Required by Fla. Stat. § 1001.452(1)(a) – Please note that Vocational-Technical Centers and High Schools MUST include student representatives on their PAC. Per Policy 2.09(2)(a)(i), Middle and Junior High Schools also MUST include student representatives.

and will require a quorum if any formal action is to be taken, as required by Fla. Stat. § 1001.452(1)(d)1. A quorum is a majority (50% + 1) of the PAC membership. As required by Fla. Stat. § 1001.452(1)(d)2, all PAC members will receive at least three (3) days' notice in writing of any matter that is scheduled to come before the PAC for a vote.

Committees-- Committees are formed to research and make recommendations regarding specific areas that affect the organization. Committees may be constituted in several configurations.

Article VIII

Rules of Order^{12[18]}

Section 1: PAC decisions shall be reached by majority vote.

Section 2: The PAC need not operate under Parliamentary Procedures such as Robert's Rules of Order. However, rules that will be used to govern decision-making must be specified.

Additional Financial Controls

Section 1: After the PAC has voted to approve an expenditure of school improvement funds by an entity or person, that person/entity has a period of time not to exceed (decide the time limit of at least a few months) to use those funds and seek payment from the PAC. If the PAC (or school bookkeeper) has not been notified that the funds were expended by that deadline, following a reminder notice to the requestor, the funds will be considered as having reverted back to the general PAC funds as available for reallocation, absent extenuating circumstances as determined by vote of the PAC.

Article IX

Amendments

Section 1: The bylaws may be amended at any regular meeting of the PAC committee by a two-thirds majority (recommended by Robert's Rules of Order) of the members present and voting. Written notice to the members of the proposed amendment shall be at least three (3) days prior to the meeting at which it is to be voted upon. A quorum is required at any meeting for action to be taken. All PAC meetings shall be held in accordance with Fla. Stat. § 286.011 – “Public meetings and records; public inspection.”

Section 2: The PAC shall review annually, and when appropriate, recommend revisions of the PAC Bylaws. The adoption of revised bylaws shall follow the procedure for amendments. PAC Bylaws

STATUTORY AUTHORITY: §§ 1001.41(2), 1001.42(17), (22), Fla. Stat.

^{12[18]} This section is included as an example. Although it is recommended to have rules of order in the PAC bylaws, the rules of order used needs to be determined based on individual PAC needs.

LAWS IMPLEMENTED:

§§ 24.121(5)(c); 1000.03(5); 1008.345(6);
1008.36(4), (5); 1008.385(1); 1001.42(17)(b); 1001.42(16);
1001.452, Fla. Stat.