

## PARENT ADVISORY COUNCIL (PAC)

### Mount Prospect School

Dear Parents,

Welcome back to school! I hope you had a wonderful summer. We are looking forward to starting the new school year. I would like to take this opportunity to inform you about a committee that I am forming to increase communication between the parents and myself. This is the *Parent Advisory Council*. In essence, this committee will be briefed about happenings at the school, make suggestions for curricula and programming at MPS, bring comments and questions from the community to the administration and report information back to the parents. The agenda is completely set by the members of the committee.

I am seeking **one representative** per grade level. Below, please find a full explanation of roles and responsibilities of a PAC representative. As well, the dates and times are listed in this document. If you are interested or would like to know more about this new opportunity, please email me no later than **Friday, September 16**.

Sincerely,  
Ms. Hozeny

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#### **Purpose**

The Parent Advisory Committee (PAC) is comprised of one parent representative from each grade level (PreK-5 & CBAP) as well as the PTO President(s)/Designee. They meet with the Principal and other staff (as needed) on a monthly basis during the school year. Members work together to:

- Identify common needs and goals among the parents of students enrolled in Mount Prospect School and facilitate strategies to increase the efficiency and effectiveness of our parent organization.
- Provide the Principal with feedback and insight from the parent's perspective on school process, policies and initiatives to ensure that the needs of parents and their families are included as decisions are made in the school.
- Bring to the principal's attention existing and emerging issues expressed by parents at the school.

- Serve as an advisory, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement on committees and task forces.
- Facilitate communication between and among the school administration and the school community and serve as a forum for sharing innovations and best practices from different resources.

### **Basis for Establishment**

The Parent Advisory Committee is comprised of one parent representative from each grade (PreK-5 & CBAP) and the PTO President(s)/Designee. They meet with the Principal and other school staff on a monthly basis during the school year to discuss a variety of topics, share information and broaden understanding of school-related issues.

### **Procedures**

1. The Parent Representatives will survey the community for questions/concerns/need for information and send this information to one PTO President.
2. The PTO President will compile the list and submit to the Principal no later than the FRIDAY preceding the meeting. The Principal will delineate items for discussion and set the final agenda.
3. The Principal's secretary will send out the final agenda to the PAC members by the Wednesday preceding the meeting.
4. Notes will be taken and finalized by Principal and PTO President(s).
5. Notes will be shared on PTO website and Principal's webpage.

### **Meeting Information**

All meetings occur from 9:00 to 10:00 a.m. at the Mount Prospect School Office Conference Room. Meetings for 2016–17 school year are scheduled as follows:

September 30, 2016

October 14, 2016

December 2, 2016

January 13, 2017

February 10, 2017

March 10, 2017

May 5, 2017