



Public Schools of Calumet, Laurium, & Keweenaw

Parent Advisory Committee

Committee Guidelines

Purpose

The Parent Advisory Committee to the Superintendent is comprised of parent representatives from each school. They meet with the Superintendent and other district staff on a monthly basis during the school year. Members work together to:

- identify common needs and goals among the parents of students enrolled in CLK Schools and facilitate strategies to increase the efficiency and effectiveness of their respective schools.
- provide the superintendent with feedback and insight from the parent's perspective on school process, policies, initiatives, facilities, programs, and curricular and extracurricular activities to ensure that the needs of parents and their families are included as decisions are made in the district.
- bring to the superintendent's attention existing and emerging issues expressed by parents.
- serve as an advisory, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement on sub-committees and task forces.
- facilitate communication between and among the parents, stakeholders, and community of the district, and serve as a forum for sharing innovations and best practices in education that propel the Public Schools of CLK forward as a leader in education on a local, state, and national level

Basis for Establishment

The Parent Advisory Committee to the Superintendent is comprised of parent representatives from each school. They meet with the superintendent and other district staff on a monthly basis during the school year to discuss a variety of topics, share information, broaden understanding of school-related issues, and move the district forward.

Structure

Committee Chairperson – communication liaison between superintendent and committee members; helps develop the meeting agenda; assists the superintendent with the facilitation of committee meetings

Secretary – take meeting minutes email a digital copy to all committee members

Committee Members – fulfill the purpose of the Parent Advisory Committee

School Members: Superintendent, building administrators as necessary, other school staff as necessary

Parent Members: any parent with a child enrolled in CLK Schools is eligible to serve on the committee

School Board Member: representative of the school board will be invited to attend meetings

Sub-Committee(s): will be developed as needed based upon specific initiatives of the committee

Basic Meeting Format –

- I. Call to Order & Pledge of Allegiance
- II. Approval of Minutes of previous meeting
- III. Review the Agenda
- IV. Presentations/Speakers
- V. Sub-Committee Reports
- VI. Announcements
- VII. Unfinished Business
- VIII. New Business
- IX. Other Business
- X. Adjournment

Decision Making –

Any decisions to be made should be done so by motion and a majority vote by a quorum of the advisory committee

Meeting Information

For the 2020-2021 school year, all meetings will occur on Thursdays of the third week of each month from 5:30-6:30 PM. Meeting dates for 2020-2021 are:

- February 18, 2021
- March 18, 2021
- April 22, 2021
- May 20, 2021
- June 17, 2021 (tentative)
 - Meetings during the months of June, July, and August will be determined on an as need basis; meetings will resume by September of each school year

Social Contract

- Each participant's beliefs are honored
- There is mutual respect among members
- Everyone participates
- Members will stay focused on issues and will be result-oriented
- Members will respect time allocated to a specific discussion/topic and be responsible to follow group process
- Members will avoid side conversations