**Clinton Christian School**

**PAC Purpose and Procedures**

**PAC Purpose Statement**

The Parent-Action-Committee(PAC), formerly known as the Parent-Teacher Organization (PTO) exists mainly as a parent advocacy group through which patron, teacher, and classroom needs and concerns can be expressed and school successes can be celebrated. The PAC shall plan meetings and activities that provide opportunity for parents to formally and informally mix with the faculty, staff, and other patrons, and will not be depended on as a fundraising entity in order to supplement the school budget.

Although the PAC will be permitted to raise funds for non-budget purchases subject to guidelines established by the Principal and Board of Directors; its main purpose is to encourage relationship building, foster good communication, and increase goodwill between patrons, teachers, and the school.

**PAC Make-Up, Members, and Meetings**

The PAC will be made up of current or past CCS patrons, in good standing. Each member shall be committed to treating others with respect and kindness, they must be people known for their integrity and trust-worthiness, and commit to adhering to the procedures outlined in this document. They should not gossip, believe the best in others and be able to honestly evaluate while maintaining a positive and uplifting attitude. If after joining the PAC members are not able to commit to these requirements, they may be asked to step down from this leadership position.

The PAC will be made up of no more than 6 members, plus one administrative representative. The term for PAC membership will be 1 year. Current PAC members in good standing will be permitted to serve consecutive years on the PAC. If new members are needed, the existing PAC membership will nominate potential new members and then put the nominee(s) forward for a vote. The nominee(s) receiving a majority vote will be installed in the fall. One PAC member will hold the chairperson office. This position will be determined by a majority vote of the PAC membership. The PAC will meet monthly, August-May, and keep notes of their discussions. PAC meetings will be scheduled in advance and dates will be communicated in the POST and placed on the CCS Master Calendar.

**PAC Operational Practices**

 **PAC as a focus group for administration**

The PAC hopes to be a valuable partner to the Administration at CCS. We encourage the Administration to consult and interact with the PAC as a “focus group” representation of the student and patron body at CCS. The PAC understands that not every decision needs the approval of the PAC, but is happy to speak into issues regarding policies and procedures as the Administration sees fit.

The PAC is committed to regularly communicating with the Administration and Board of Directors, and advocating to the school leadership on behalf of the patron body at CCS.

 **How the administration should communicate with the PAC**

We invite the administration to communicate with the PAC and its members via email at pac@ccsgoshen.org. Requests to review policy or speak into specific issues should be made via email two weeks in advance of their upcoming monthly meeting. The PAC greatly respects the administration, however, if they are approached verbally or within the two week time frame, they will kindly listen, make note of your request, and encourage you to follow the email procedures for communicating.

We know the administration understands the importance of individual members not verbally engaging in a discussion regarding requests before the entire team has been informed of said request. We wish to be readily available to the administration as representatives of the patron body. We will not respond or take action as individual members, but rather act as a unified group for all discussion and decisions.

**How PAC will respond to administration requests**

The PAC will respond via email to the administration’s request. In addition, if the PAC needs additional information, the PAC chairman will make an appointment to ask more detailed questions and/or will invite one of the administrators to attend the next PAC meeting.

**PAC as an advocacy group**

The PAC hopes to be a place where both positive and constructive communication regarding the school can be shared. We are committed to hearing and responding to patron concerns, regularly communicating with the Administration and Board of Directors, and advocating to the school leadership on behalf of the patron body at CCS.

Every concern brought to our attention through the procedures outlined below will be honored with an initial response via email and discussed by the team at a monthly PAC meeting. If the PAC team determines from your email that more information is needed, they will request an in-person meeting. The PAC and its members are committed to listening to every concern, but will not make promises regarding action to be taken. After PAC discussion, if a plan of action has been determined, the PAC will notify you of their suggestions.

 **Communicating with the PAC as a Parent Advocacy Group**

PAC members will always try to listen to your concern, however most likely they will make note of it or encourage you to follow the email procedures for communicating a concern which are outlined below. Please do not be offended when a member of the PAC does not verbally engage in a discussion regarding your concerns. Although we hope to be available to you as representatives of our patron body, our goal is to not respond or take action as individual members. We will differ to the PAC as a unified group for all discussion and decisions.

**Suggestions & Encouragement**

We would love to hear your suggestions for how to continue to make CCS a great place for our students. We also love to hear your encouragement regarding things that are going well! Visit ccsgoshen.org and select the “SUPPORT CCS” tab on the top menu bar. Select the PAC tab from the menu that appears below. Email the PAC team at: PAC@ccsgoshen.org

**Concerns/Conflict**

When dealing with concerns and conflict, the PAC recognizes that there are concerns of a personal nature (conflict with someone) or concerns regarding a policy (conflict regarding a rule or policy). The PAC understands that as a patron advocacy group, concerns of either nature may be shared in order to make them aware or keep them in the loop regarding specific situations of concern. That being said, the PAC will proceed with caution when it pertains to any conflict or concern shared.

**Personal Concerns/Conflicts:**

When managed biblically, conflict can serve as a catalyst for change and an opportunity for spiritual and relational growth (Focus on the Family). When you have a significant concern, we encourage you to follow the counsel of scripture in Matthew 18 which says, “If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you’ve made a friend. If he won’t listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won’t listen, tell the *leadership of the church” (MSG).*

If you have followed the above Biblical mandate for dealing with personal conflict and have not been able to come to a resolution, you may email the PAC at PAC@ccsgoshen.org and ask them to step in and act as mediator regarding the patron issue.

**Policy Concerns/Conflict:**

Every concern brought to our attention through the procedures outlined below will be honored with an initial response via email and discussed by the team at a monthly PAC meeting. If the PAC team determines from your email that more information is needed, they will request an in-person meeting. The PAC and its members are committed to listening to every concern, but will not make promises regarding action to be taken.

**How PAC will solicit parent information: Town Hall Meetings & Surveys**

Occasionally the PAC may host town hall meetings open to the entire CCS patronage. The PAC will communicate the time and date in the POST a minimum of one month in advance of the scheduled meeting. These meetings will be structured and follow a previously posted agenda. The agenda will be determined by the PAC at one of their monthly team meetings. If a patron wishes to add an item to the agenda, they must submit a written request no less than two weeks prior to the posted meeting via PAC@ccsgoshen.org. In order to determine whether the item will be added, all written requests will be reviewed and approved by the PAC.

PAC may decide they wish to receive feedback from CCS patrons. In most cases, they will distribute a survey in the POST.

**PAC communicating**

At least once a month the PAC will update the patronage regarding their happenings via the POST. All events and meetings will be advertised through the POST as well.

**PAC developing and encouraging patron relationships**

One of the main goals of the PAC is to strengthen and develop patron relations here at Clinton. We hope to accomplish this by coordinating family fun activities, regularly communicating, offering mentoring opportunities, and praying for each other.

**Patron Prayer Focus**

Each week in the POST we will highlight patron families. We encourage you and your family to pray for those families sometime during the week they are listed.

**New Family Assimilation**

We want those new to CCS to feel part of the Clinton family as soon as possible. In order to help with this process, we will make sure each new family receives a welcome packet, a “Now What” brochure, and the CCS Connect Team list.

**Family Fun Nights**

The PAC will work alongside the Advancement Team to organize occasional family fun nights in order to foster growing relationships.

**PAC fundraising** (Limited)

Although the PAC will most likely engage in some fundraising efforts to benefit the school, fundraising is not its top priority. Each fundraiser they choose to coordinate and/or participate in will need to coincide with their purpose statement and help accomplish a specific established goal that directly benefits the school.

**PAC Sponsored Fundraisers**

The PAC will coordinate and sponsor occasional fundraisers. Each fundraiser will be in line with their purpose statement and accomplish a specific goal. The PAC will select their fundraisers at their monthly meetings and communicate via the POST the goal and purpose, as well as pertinent details. At times, the PAC will encourage the entire patronage to participate in order to make them the most successful for the school.

**Suggesting Fundraisers to the PAC**

We invite teachers, staff, coaches, and patrons to suggest fundraising ideas to the PAC. Please communicate with the PAC and its members via email at PAC@ccsgoshen.org. *Suggestions need to be sent two weeks in advance of their monthly meeting in order to be reviewed.* If the suggestion does not come in that window, it will be discussed at the following PAC meeting. The PAC will review suggestions monthly and respond to each request via email. If more detailed information is needed, you may be invited to attend a PAC meeting.

**Requesting Funds Raised by the PAC** PAC funds are intended to be used to directly benefit the mission and vision of Clinton Christian School. Specifically, the PAC hopes to use funds to improve the school on behalf of the students, teachers, or coaches and their classrooms and teams. Because there are limited funds to distribute, the PAC has developed a grant request protocol.

If you wish to request PAC funds for a project or need for your classroom or team, please fill out the “PAC Mini Grant Request Form” located on the PAC page of the ccsgoshen.org website. Request forms need to be emailed two weeks in advance of the next scheduled PAC meeting. If the request does not come in that window, it will be discussed at the following meeting. The PAC will review all requests, determine awards, and respond via email. If more detailed information is needed, you may be invited to attend a PAC meeting in the future.

**PAC partnering with advancement**

The PAC will partner at times throughout the year with the Advancement team to inform decisions regarding and help facilitate events geared at increasing enrollment and positively promoting the school. Events like “Discover the Clinton Difference” for prospective families and “Coffee and Canvas” will be in coordination with Advancement.

 **PAC fostering goodwill and increasing appreciation between staff and teachers**

The PAC is committed to partnering with our staff and teachers to improve the overall culture of Clinton Christian School. We will work hard to encourage parent involvement at the school, as a way to help and encourage our staff and teachers. Some of the ways we hope to do that are:

**Spiritual & Relationship Development**

The PAC will provide age-specific curriculum for each classroom that can be used each week to enhance what teachers are already doing to help kids develop positive friendships. In addition, PAC hopes to provide professional in-service training for our teachers on this topic. Finally, the PAC is committed to supporting our staff and teachers with their volunteer time in order to help provide additional supervision from eyes trained to recognize potential issues if necessary as well as additional adult mentors for kids to learn from.

**Encouragement**

The PAC is committed to encouraging our teachers and staff. They may work with the administration to help coordinate teacher appreciation activities including, but not limited to: teacher appreciation week in the spring, snacks during parent-teacher conferences, and Christmas gifts.