



PACC Manual

***Parent Association for
Community and Culture***

PACC Manual

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Purpose, Vision, and Mission

The most effective way to enrich a school's community is to engage parents and community partners to share their special talents and knowledge while cultivating relationships and collaboration. The purpose of the *Parent Association for Community and Culture* (PACC) is to provide an organization where parents, stakeholders, and business partners can take an active role in supporting and servicing the school, thus positively impacting the school's culture while assisting the school in achieving the mission and vision of Navigator Academy of Leadership.

VISION STATEMENT

Navigator Academy of Leadership K-8 will develop well-rounded, life-long learners through a relevant and engaging cross-curricular approach to Science, Math, Art, Reading and Technology. Our SMART focus, coupled with a narrowed focus on advanced leadership skills, will allow students to acquire content knowledge as well as the necessary skills to ensure college and career readiness.

MISSION STATEMENT

The mission of Navigator Academy of Leadership K-8 is to enable students to be independent learners and leaders by developing each child's intellectual curiosity and thirst for discovery through a cross-curricular integration of Science, Math, Art, Reading and Technology. By nurturing their minds to be SMART critical thinkers and problem solvers, our students will be well-rounded CEOs of their own learning.

Goals and Agenda Ideas

The PACC is a school group acting under the direction of the Principal or designee which meets periodically to discuss ways in which the parents and stakeholders can further the mission of the school. Some of the goals of the PACC include but are not limited to:

- Enable and promote a clear understanding of the mutual educational responsibilities of parents/guardians and the school.
- Facilitate the ability of families to invest their time and talents in the school in order to enrich the child's education. This includes volunteering, room parents, etc.
- Fundraising is a key function of the organization in order to help bring down the operational costs of the school.
- Assist in creating and facilitating opportunities for families to complete their volunteer hours.
- Develop an organization that embraces leadership and service which is aligned to the mission and vision of Navigator Academy of Leadership

Since all fundraising is done on behalf of the school, it falls under the authority of the Principal and therefore must be approved by the Principal. The PACC is not a policy making body.

Possible agenda items for PACC meetings include but are not limited to:

- Purpose of the Parent Associations for Community and Culture (PACC)
- Previous meeting minutes
- Legal structure of the PACC
 - Articles of Incorporation and Non-profit status
 - Bylaws
 - PACC leaders and roles
- Review of PACC financials
- PACC committees
- Fundraising ideas
- Activities and events to promote culture and community
- Calendar of events
- Membership
- Ways to complete volunteer hours

Sample Bylaws

ARTICLE I – Name

The name of the organization shall be Parent Association for Community and Culture, Inc. for Navigator Academy of Leadership Valrico.

ARTICLE II - OBJECTIVES:

The objective of the PACC, in cooperation with the school principal, is:

- Enable and promote a clear understanding of the mutual educational responsibilities of parents/guardians and the schools.
- Facilitate the ability of families to invest their time and talents in the school in order to enrich the child's education. This includes volunteering, room parents, etc.
- Fundraising is a key function of the organization in order to help bring down the operational costs of the school.
- Assist in creating and facilitating opportunities for families to complete their volunteer hours.
- Develop an organization that embraces leadership and service which is aligned to the mission and vision of Navigator Academy of Leadership

ARTICLE III - MEMBERSHIP, DUES AND VOTING PRIVILEGES:

Membership shall be granted to parents and guardians of students attending the School, faculty and administration of the school who have paid dues and are members in good standing.

Voting members shall consist of faculty members, parents and guardians of students attending the School. Each family shall have one vote.

There will be ten (\$10.00) dollars annual dues per member. An individual student's parent(s) or guardian(s) may join as one member.

Persons to be considered by the Nominations and Elections Committee as candidates for the General Board must be in contact with this committee within thirty (30) days prior to the Nominations and Elections Committee meeting. Members of the Nominations and Elections Committee may also contact a person to be considered for the General Board.

The Nominations and Elections Committee shall nominate one or more persons for each position (not including the Principal) on the General Board to be filled and report its nominees to the Executive Board and the general membership. The names of candidates will appear on the ballot that will be provided to all eligible voters. Space will be provided on these ballots for write-in candidates for each office.

In the event of a vacancy on the Nominations and Elections Committee, the General Board shall nominate an individual to fill the vacancy subject to the approval of the Executive Board.

Voting shall take place by secret ballot. The ballots shall be prepared and tabulated by the Nominations and Elections Committee. The Chairman of the committee shall announce the results of the election.

ARTICLE IV – OFFICERS:

The Executive Board shall consist of voting members and elected by a General Board by secret ballot with a simple majority vote. They will assume their offices and duties no more than 30 days prior to the last day of school. The Principal or designee shall remain as a permanent member of the Board. The Board will consist of no less than 3 members and it is recommended that the Board maintain an odd number of voting members to avoid ties. At a minimum, the positions of the board are to include:

President

President shall:

- Prepare the agenda for and preside over all Board meetings and general membership meetings of the organization;
- Coordinate the work of the officers and the committees;
- Act as an ex-officio member of all committees except the Nominations and Elections Committee and the Auditing Committee;
- Be a designated signor on the general account of the PACC;
- Turn over all books, records and materials pertaining to this office to the incoming President thirty (30) days prior to the last day of school.

Vice-President

Vice President shall:

- Act as an aide to the President and perform the duties of the President in the absence of that officer;
- Act as chairperson of the Membership Committee;
- Act as liaison officer between the parent group and the faculty;
- Compile a Year End Report composed of the Executive Board's Year End Reports, to be given to the general membership thirty (30) days before the last day of school.
- Be a designated signer of the PACC's bank account in the event the President is unavailable;
- Turn over all books, records and materials pertaining to this office to the incoming Vice President thirty (30) days prior to the last day of school.

Recording Secretary

Recording Secretary shall:

To present a Year-End Report to the Executive Board forty-five (45) days prior to the students' last day of school.

Treasurer

Treasurer shall:

- Keep accurate records of all receipts and expenditures
- Serve as the chair to the Budget Committee
- Give a Treasurer's Report at all meetings
- Be one of the signatures on all checks. The principal will be the second signature on all checks.
- Turn over all books, records and materials pertaining to this office to the incoming Treasurer or any audit committee 3 weeks prior to the last day of school.

ARTICLE V – EXECUTIVE OFFICERS & MEETINGS:

Regular meetings of the General Board shall be held during the school year, the time to be fixed by the Board, in partnership with the Principal, at its first meeting of the year.

Special Board meetings may be called by a majority of the Executive Board provided that twenty-four hours' notice is given to all members of the Executive Board, including the Principal.

The majority of the Executive Board shall constitute a quorum at all meetings on the Executive Board. The Principal must be in attendance.

Each officer and director (except the President) shall have one vote on the General Board.

The name of any member of the General Board who fails to attend two consecutive meetings must be brought to the Executive Board for review and action.

Any General member in good standing may attend meetings of the General Board, without participation, except upon invitation of the Board. Such members cannot make motions, or vote at the general meetings.

General Board members shall be appointed to act as liaisons to each Committee.

ARTICLE VI – COMMITTEES AND REPRESENTATIVES:

The Standing Committees may include:

Advisory
Historian
Social

Program
 Publications
 Health/Welfare
 Fund-raising
 School Store
 Enrichment Programs

and any other standing or ad hoc committee that the Board seeks to establish, in partnership with the Principal.

The Chairman of each standing committee shall act as a liaison to the General Board and shall present a plan of work to the General Board for approval. No committee work shall be undertaken without the consent of the Executive Board, in partnership with the Principal.

A member who has a personal financial interest or may receive pecuniary gain for any project in which the PACC may participate shall not at any time vote on such issues pertaining to the project nor be permitted to chair or co-chair a committee in which there may be personal financial gain. This is to avoid any conflicts of interest, which may arise.

ARTICLE VII – PARLIAMENTARY PROCEDURE:

Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE VIII – AMENDMENTS:

Any voting member may present a proposed amendment to the PACC Executive Board for consideration. A petition for amendment, containing the signatures of at least one quarter (1/4) of the voting members in good standing of this organization, must accompany said proposed amendment.

Any petition for amendment that is approved by a two-thirds vote of the PACC Executive Board will be submitted to the Principal, prior to the general membership meeting, at a specially called meeting in April of each year, if necessary. If approved by the Principal, two thirds (2/3) vote of those in attendance at the general membership meeting will be needed to ratify.

This organization known as the Parent Association for Community and Culture (PACC) will be in existence in the benefit of Navigator Academy of Leadership and will terminate only upon termination of the school.

These bylaws were adopted on: _____

President Name and Signature:

Principal Name and Signature:

Volunteers and Coordinators

The most effective way to enrich a school's community is to engage parents and community partners to share their special talents and knowledge while cultivating relationships and collaboration. For this reason, volunteers are an asset to Navigator Academy of Leadership. All volunteers must sign in through the main office using the visitor screening system by scanning their ID.

Why do schools need volunteers?

Volunteers can:

- Enrich children's experiences at school
- Increase children's motivation for learning and self-esteem
- Assist teachers to provide more individual attention for children
- Provide a variety of positive role models for students
- Strengthen school-community relations and outreach
- Serve as community ambassadors to advocate for the school
- Provide access to the volunteer's community/business relationships for needed resources
- Help maintain a sense of culture and community as we work together to help students succeed
- Engages parents and community members to share their special talents and knowledge with students, teachers and staff
- Assist in planning different events either planned by the school or by the school's PACC

What are some examples of volunteer opportunities or activities?

- Planning and running book drives or book fairs
- *The Leader in Me* events
- Story telling
- Donations of supplies and materials
- Fundraisers
- Obtaining business partnerships and donations
- After-school activities
- Assistance with student incentives or awards program
- Read to students or listen to students read
- Field day activities
- Help with school or classroom activities or events
- Make visual aids and materials
- Assist the clerical staff as needed
- Career Fairs
- Provide classroom presentations/demonstrations

What are some examples of volunteer opportunities or activities?

Working parents and community members may not always have the time to volunteer in traditional ways or during school hours, but their talents can still come of great help from work or home, during the week or on the weekends. Some examples include:

- Assisting teachers in preparing manipulatives, cut-outs, supplies, etc. from home
- Preparing flyers or mailers to be sent home or via mail
- Obtain donations for school sponsored events
- Establish business partnerships for the school
- Speakers for the classroom and/or career day
- Help prepare items for teacher appreciation
- Help promote and sell items for fundraisers

What are some ways that school volunteers will be organized?

- Emergency Contact Cards are completed annually and include information such as line of work and employer.
- Annual surveys or volunteer forms will be sent to parents to complete which will include contact information and ways they can volunteer
- Teachers will complete a Volunteer Request that is maintained in the main office or by the school's volunteer coordinator in order to help facilitate those wishing to volunteer and areas where volunteers are needed most.

What are some of the expectations of a school volunteer?

- Must be processed and cleared by the main office using the background screening software
- Dress appropriately for working with children and the school environment
- Arrive on time and complete hours and/or assignment as expected
- Maintain a safe and learning environment always
- Act as a role model to students
- Follow the same rules of conduct and decorum as expected of students and staff
- While a parent volunteers at the school, their role is of a school volunteer. This is not a time for parent conferences or to address concerns. A volunteer can have the opportunity to schedule a parent conference as needed.

All school volunteers are expected to maintain confidentiality while working in the school. All things that are seen and heard at school about children and their families should be considered privileged information. Trust must be established and maintained for this volunteer program to be successful. Volunteers can strengthen the bond between themselves and the school by following these guidelines:

- Treat all student information as personal and confidential regardless of source.
- Communicate relevant information about students to the respective classroom teacher or building principal.
- Seek clarification of unusual situations that occur in the school from the person(s) involved and avoid discussing such matters with non-school personnel.
- Retain a sense of perspective regarding comments heard and actions observed.

Understand that not all information can and will be shared with volunteers, due to legal considerations.

- Deal impartially with students regardless of background, intelligence, physical or emotional maturity.
- Do not discuss student progress or behavior with the parent. All relevant information should be referred to the teacher or principal.
- Direct inquiries about students to the professional staff.
- Speak constructively of all school staff; however, report difficulties involving the welfare of students or school to the principal.
- Do not discuss confidential information with anyone. This information includes but is not limited to: Discipline and classroom behavior.

PARENT VOLUNTEER SURVEY

We are proud to be a charter school serving the needs of our families. We are proud of our parents' involvement, and we hope to utilize the many skills and talents that our families have to offer. We actively seek parent participation in our school and program. We ask that you please complete this survey and return it so that we can try to match you with the opportunities available. This form will be shared with the volunteer coordinator and Parent / Teacher Organization.

Student's Last Name	Student's First Name	Grade	Homeroom

Mother / Primary Parent Information	Father / Secondary Parent Information
Name	Name
Best Phone Number	Best Phone Number
Email Address	Email Address
What do you do for a living?	What do you do for a living?
What are your special skills or talents?	What are your special skills or talents?
Which days and times are usually best for you to volunteer?	

<input type="checkbox"/> Monday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Thursday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Friday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Saturday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other
<input type="checkbox"/> Sunday	<input type="checkbox"/> Morning	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Evening	<input type="checkbox"/> Other

Please select which events your family would be interested in assisting with:

<p><u>General</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Making copies or filing <input type="checkbox"/> Classroom helper <input type="checkbox"/> Main Office Helper <input type="checkbox"/> Making Copies <input type="checkbox"/> Arrival Help <input type="checkbox"/> Dismissal Help <input type="checkbox"/> Lunch duty help <input type="checkbox"/> Tutoring <input type="checkbox"/> Teach after-school class/club <input type="checkbox"/> Chaperone Field Trips <input type="checkbox"/> Read to students/literacy events <input type="checkbox"/> Other: _____ 	<p><u>Special Events at School</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Open House <input type="checkbox"/> Spring Fair <input type="checkbox"/> Scholastic Book Fair <input type="checkbox"/> Family Fun Nights <input type="checkbox"/> Parent Nights (Info. Meetings) <input type="checkbox"/> Special Activities <input type="checkbox"/> Other: _____ 	<p><u>Other</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan/assist with fundraising activities <input type="checkbox"/> Assist with on-going programs (i.e. <i>Boxtops</i>) <input type="checkbox"/> Help with delivery of materials <input type="checkbox"/> Solicit donations for auction or raffles <input type="checkbox"/> Baking or providing luncheon items <input type="checkbox"/> Drop off food for meeting <input type="checkbox"/> Prepare fliers for events <input type="checkbox"/> Publicity (photography, press, etc.) <input type="checkbox"/> Translating documents to other languages <input type="checkbox"/> Other: _____
Parent Signature	Date	

Room Parents

A *Room Parent* is a dedicated volunteer assigned to the classroom of their child to help coordinate events, activities, and tasks for the classroom and keeping parents informed. Without these dedicated volunteers helping our teachers, planning events and communicating with parents would be a challenge for our already busy teachers. Parents can request to be the room parents for their child's class. All applications completed and submitted in a timely manner will be reviewed by the PACC Board and a room parent selected as well as an alternate.

Navigator Academy of Leadership strives for overall excellence and this requires a community of people willing and ready to work together to ensure that all the essential resources, activities, and supports are in place. Your service as a *Room Parent* is an important step in helping our school and students. If you are not selected as the *Room Parent* you can still work closely with the *Room Parent* and volunteer in the classroom and throughout the school.

Room Parent Responsibilities

- Serves as a liaison between the teacher and other parents in the classroom by helping organize classroom volunteers for activities such as parties, field excursions, classroom events, and other PACC events.
- Establish means of collecting needed supplies and donations needed for classroom projects, activities, supplies, and events.
- Works with the teacher to communicate with parents in order to keep them informed of events and needs of the classroom.
- Assists parents in having ample opportunities to complete their required volunteer hours in the most effective and efficient manner that directly impacts their child's educational experience.

Remember, that the teacher lays the ground rules! Always take your teacher's lead. The goal is that the *Room Parent* makes things easier for the teacher and facilitates things for the teacher in respects to parental involvements and classroom needs.

Getting Started

- Set up a meeting with the teacher within the first 2 weeks of being assigned as the room parent
- Discuss how you can be of the greatest help to the teacher and how will be your means of communication
- Find out what parties and events you will be responsible for organizing
- Find out what food or snack preferences there are and if there are any allergies
- Share ideas with the teacher
- Communicate with other parents in the classroom and introduce yourself. This can be done via classroom letter sent home with students or emailed to parents. It is recommended that regular communication is done via email or messaging system.

Make sure to get teacher approval for communications. Do not bombard or overwhelm parents. That would be counterproductive.

- Collaborate with other *Room Parents* to share ideas
- Delegate! Do not fall into the trap of trying to do it all yourself. Be organized and delegate to other parents and just ensure there is follow-through.
- Be professional and be cautious to NEVER release contact information or share sensitive information you may be privy to as a *Room Parent*.

School Policies

- All food items should be store bought. This is for the safety of the students, especially those with food sensitivity/allergies.
- For the safety of the students, all parents, volunteers, visitors, including Room Parents, must have a visitor's badge provided by the school's main office when checking-in.
- The teacher takes the lead and the *Room Parent* assists the teacher. The *Room Parent* never acts without the knowledge and approval of the teacher.
- Parties and events must be approved by the Principal or designee.

Below are some sample templates for letters, forms, and emails.

Volunteer Attendance Tracker

Volunteer Name: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Name of Children Attending	Grade	Teacher
1.		
2.		
3.		
4.		

While volunteering, in case of an emergency, please contact: _____

Relationship: _____ Phone: _____

Date	Teacher	Activity	Time In	Time Out	Total Hours

Monthly Totals

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June

Parents are asked to volunteer 10 hours per family. Thank you in advance for your service and dedication to our school.

Parent Signature (when 10 hours are completed per family)

Administration Approving Signature