

PAC Purpose and Procedures

PAC Purpose Statement

The Parent-Action-Committee (PAC) exists to provide for parent, teacher, and staff needs. It is a group, in conjunction with the school administration, helps address concerns and celebrate successes. The PAC shall plan meetings and activities that provide opportunities for parents to formally and informally mix with the administration, faculty, staff, and other parents.

Although the PAC is permitted to raise funds for non-budget purchases, PAC fundraisers are subject to guidelines established by the administration. PAC's main purpose, however, is to encourage relationship building, foster good communication, and increase goodwill between parents, administration, faculty, and staff.

PAC Make-Up, Members, and Meetings

The PAC will be made up of current or past CCS parents, in good standing. Each member shall have a love for and loyalty to the school, the administration, and the staff. Each member should be committed to treating others with respect and kindness, and be known for their integrity, trust-worthiness, and Christian character. PAC members must adhere to the procedures outlined in this document. They should not gossip, should believe the best in others and be able to honestly evaluate situations while maintaining a positive and uplifting attitude. PAC members agree to not ever speak for the PAC or make decisions for the PAC as individuals. If after joining the PAC members are not able to commit to these requirements, they will be asked to step down from the team.

The PAC leadership team 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 or appointed by the Head Administration. If no existing team member is nominated or voted to serve. All PAC members will be approved by the administration. The PAC will meet monthly or bi-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

The PAC at CCS is overseen by the school administration and operates in direct partnership with the executive leaders of the school. PAC members do not work independent of the school leadership but rather seeks to develop a strong and supportive partnership with the administration in support of the overall goals of the school. The Administration will consult and interact frequently with the PAC as a "focus group", representing the parent body at CCS. The PAC understands that not every administrative decision will involve the PAC, but the administration is happy to have PAC offer feedback regarding policies and procedures.

How the administration will communicate with the PAC

Outside of monthly or bi-monthly scheduled meetings, the administration will communicate with the PAC and its members via email at pac@ccsgoshen.org. Requests to review policy or speak into specific issues will be made via email two weeks in advance of the upcoming meeting.

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.

The PAC hopes to be a place where both positive and constructive communication regarding the school can be shared. If parent concerns are brought the PAC, the concern will be honored with an initial response via email and then discussed by the leadership team at a monthly PAC meeting. If the PAC leadership team determines from the email that more information is needed, they will request an in-person meeting. The PAC and its members are committed to not making decisions or taking action without group discussion and consensus.. After PAC discussion, if a plan of action has been determined, the PAC will notify you of their suggestions.

Specific Instructions Regarding Sharing Suggestions & Encouragement

PAC is always happy to hear suggestions for how to continue to make CCS a great place for our students. We also love to hear encouragement regarding things that are going well! Email the PAC team at: PAC@ccsgoshen.org

Specific Instructions Regarding Sharing Concerns/Conflict

PAC members will always try to listen to a shared concern, however most likely they will make note of it and encourage you to follow the procedures for communicating a concern to those directly involved in the situation. PAC leadership team members will not verbally engage in a discussion regarding concerns or requests before the entire team has been informed, and will not respond or take action as individual members. Although we hope to be available to parents as representatives, our goal is to not respond or take action regarding parent concerns unless proper communication has happened with the administration.

When hearing concerns and/or discussing situations involving conflict, the PAC is committed to the following approach. PAC recognizes that there are concerns of a personal nature (conflict with someone) or concerns regarding a policy (conflict regarding a rule or policy), or conflict between individual persons that may be beneficial to address. Although the PAC's main goal and purpose is not to become involved in such matters, they recognize that they could be called on to help mediate in such situations. That being said, the PAC will proceed with extreme caution when it pertains to any conflict or concern shared.

When managed biblically, conflict can serve as a catalyst for change and an opportunity for spiritual and relational growth (Focus on the Family). When a person has a significant concern, PAC encourages 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 act as mediator regarding the parent issue.

Specific Methods of Soliciting and Communicating PAC Information

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

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, offering mentoring opportunities, and providing opportunities for prayer and encouragement to happen.

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.

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, staff, administration, or coaches and their classrooms and teams. Because there are limited funds to distribute, the PAC has developed a mini-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.

The PAC is committed to partnering with the administration, 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:

Encouragement and Teacher Appreciation

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, snacks during parent-teacher conferences, and Christmas gifts.