



Parent Advisory Committee (PAC) Mission Statement

The PAC is an organization dedicated to empowering families of students receiving special education services through communication, education, and support with the purpose of obtaining the finest programs and services available within the Rochester community.

PAC RESPONSIBILITIES

1. Act as a liaison between schools, PTA and/or other committees to communicate information within their school and/or program.
2. Act as a liaison to represent the needs and desires of students receiving special education services and their families in the Rochester Community School District.
3. Establish committees and support the Special Education Department in various functions for the families and educators of Rochester Community Schools.
4. Increase awareness of PAC in the Rochester Community.
5. Provide representatives for the Oakland Schools PAC, in order to advance Rochester Community School's special education needs.
6. Gather and disseminate information on legislation pertaining to challenged individuals.

PAC MEMBERSHIP

1. A PAC Representative may be either a parent or guardian of a student currently receiving special education services or using a Section 504 Plan through Rochester Community Schools.
 - a. The parent or guardian may only represent the school or program that their student currently attends.
2. Each PAC Representative must be endorsed by the administrator of the student's current school or program.
3. A PAC Volunteer may be any supportive community member that makes a commitment to assist the PAC with matters supporting RCS students with disabilities or significant health concerns.
4. At least two parent representatives from each elementary, middle and high schools, as well as early and pre-school intervention, out-of-district programs, post-high school programs, and an at-large member for special education classroom programs.
5. Simple majority of the attending members during voting will decide results.
6. Any member who indicates inability to attend scheduled meetings and events on a regular basis, and/or who does not participate in or contribute in any way to PAC events over the course of a school year, will be replaced.

PAC MEMBER RESPONSIBILITIES

1. Attend monthly PAC meetings.
2. Participate in and/or contribute to scheduled PAC events throughout the school year.
3. Convey information and distribute event flyers to their building.
4. Attend school PTA meetings when possible to ensure the needs of students in special education are considered.
5. Be accessible to parents in the school and direct them to appropriate resources when needed.
6. Stay informed about all PAC activities.

PAC EXECUTIVE BOARD OFFICERS

Chairperson shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Inform parents of meeting times, dates and places.
2. Work with the executive board in development of an agenda for each PAC meeting.
3. Preside at all the PAC meetings.
4. Appoint, when necessary, subcommittees to carry out functions.
5. Cancel meetings depending on weather conditions or unusual circumstances.
6. Attend monthly RCS PTA Council meetings (or assign an Executive Board member to attend) to update the district on PAC happenings. In addition, the Chairperson will report back to the PAC each month information gleaned from these meetings.
7. Create PAC meeting and Adult Enrichments calendar by working with the Special Education Department to secure rooms for meetings.

Vice Chairperson (Membership and Adult Education) shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Act in absence of the Chairperson.
2. Perform all duties as assigned by the chairperson.
3. Perform duties within her/his specific area of responsibility.

a) Vice Chair of Membership

- I. Update and work with Director of Special Education on membership for the PAC.
- II. Report monthly on membership status.
- III. Monitor attendance at scheduled meetings and events, and replace representatives who indicate an inability to fulfill the PAC Membership responsibilities spelled out in the bylaws.
- IV. Contact reps annually in the spring to find out if they will be continuing in their roles for the coming school year.

b) Vice Chair for Adult Education

- I. Chair and oversee Education Committee and ensure that its responsibilities are fulfilled.

Recording Secretary shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Act as a recorder at each PAC meeting.
2. Have charge of all books, documents and papers as the PAC determines to be necessary to their business.
3. Prepare the minutes of each meeting and distribute them to each member.
4. Perform all duties incidental to the office of recording secretary.

Communications Chair shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Serve as central clearinghouse for electronic communication with membership
2. Compile lists of upcoming events and other communications of interest to PAC and distribute to membership through electronic channels.
3. Perform all duties incidental to the office of corresponding secretary.
4. Serve as an active participant in the PAC's Social Media sites such as the PAC Facebook page.

Legislative Rep shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Attend RCS PTA Legislative Council meetings.
2. Inform PAC reps of local, state and federal public education legislative issues.
3. If aware of a special education issue they will inform both PAC reps and PTA Legislative Council.

Budget Liaison shall be elected for a term of one year and limited to no more than three consecutive terms of office. No officer may hold more than one office simultaneously.

Responsibilities include:

1. Approve financial transactions submitted to the Rochester Community Schools Foundation along with the PAC Chair unless the transaction is reimbursing the Chair or Budget Liaison. If this is the case, then another executive board member will be asked to approve.
2. Keep track of funds by requesting a spreadsheet from the Rochester Community Schools Foundation for our records and to be reported in September, January and May.

Past Chairperson shall be included on the Executive Board for the purpose of providing continuity of leadership, historical perspective, and expertise.

PAC COMMITTEES

Nominating Committee

1. The Nominating Committee will be chaired by up to two Coordinators.
2. At the February meeting, a nominating committee will be established to contact each member and inquire as to the interest of running for office or shall nominate a person for office.
3. At the March/April meeting, the nominating committee will present the proposal for new officers. Nominations from the floor will be accepted.
4. At the May meeting, a simple majority vote of the PAC members will elect the officers.

Disability Awareness Workshop Committee

1. The Disability Awareness Workshop Committee will be chaired by up to two Coordinators.
2. The Coordinator(s) of the Disability Awareness Workshop (DAW) Committee will have the following duties throughout the year:
 - a) Maintain the master schedule for using or renting the DAW kit(s) including
 - I. RCS schools (no fee)
 - II. School districts (fee)
 - III. Private schools (fee)
 - IV. Agencies, organizations and business (fee)
 - b) Authorize the use of the DAW kit(s), determining fees and verifying all paperwork is in order.
 - c) Follow-up that proper payment was received.
 - d) Supervise the release of the DAW kit(s) to the users or renters.
 - e) Supervise the set-up, tear-down and training of the DAW kit(s) at the users' or renters' location.
 - f) Maintain the DAW instruction manual and provide training to all volunteers supporting the DAW program.
 - g) Order replacement equipment for the DAW kits.
 - h) Maintain communication with the RCS Foundation concerning all needs and concerns regarding the DAW program.
 - i) Maintain communication with the RCS Bus Garage concerning DAW dates and times needed to transport RCS students.
3. Members of the Disability Awareness Workshop Committee may assist the DAW coordinator in the following duties as needed throughout the year:
 - a) Assist in the release of the DAW kit(s) to the users or renters.
 - b) Assist in set-up and tear-down of the DAW kit(s) at the users' or renters' location.
 - c) Assist in training volunteers at the users' or renters' location.

- d) Assist in cleaning and restocking the DAW kit(s).

Education Committee

1. The Education Committee will be chaired by up to two Coordinators.
2. Confirm dates around the school and PAC calendar and reserve a room-usually at the Rochester Community Schools Admin Bldg.
3. Plan topics up to two years ahead of time and find presenters for the event. With the presenter(s), create an agenda for the evening.
4. Publicize the event through the use of approved flyers and distribute electronically and otherwise. Use outlets such as district web site, PAC web site, PAC e-mail distribution list, PAC school reps, Teacher Consultants, PTA Meetings, any mailing that might be going out at the time, postings at school buildings.
5. Determine AV and space needs ahead of time, and make arrangements for any equipment needed. Arrange to have copies made of handouts and/or pick-up brochures.
6. Determine supplies needed and have on hand, i.e. paper, pencils, index cards, copies of handouts, sign in sheets.
7. Arrange for hospitality needs: Refreshments, paper products, decorations (if appropriate)
8. Follow up with thank you notes to the presenters, pass along any new e-mail address to PAC correspondence secretary, bring any left over handouts to future PAC meetings, distribute information to those who have RSVP that they can not attend but would like copies of any handouts.