

# Red Clay Consolidated School District Parent Advisory Council

\*\*\*RCPAC\*\*\*

Bylaws

Mission Statement

Guidelines

District Parent Involvement Policy



**Red Clay  
Consolidated School District  
RCPAC  
Mission Statement**



- The Red Clay Parent Advisory Council (RCPAC) works along with the district Parent Involvement Liaison through the Office of Federal and Regulated Programs.
- Together the RCPAC has the primary responsibility for developing strategies and implementing activities that will help to increase parental involvement, engagement and awareness within Red Clay schools and the community.
- The RCPAC consists of at least two representatives from each school.
- The RCPAC meets once a month.
- RCPAC members bring information from the PTA/PTO/HSA to the RCPAC meetings and report back to their school PTA/PTO/SSA information shared at the monthly RCPAC meeting.

# Purpose of RCPAC



- The purpose of the RCPAC is to strengthen the partnership between parents and the Red Clay Consolidated School District in order to foster a climate of harmony, understanding and cooperation that encourages meaningful parent involvement, and family engagement with the ultimate goal of increasing student achievement.

# Criteria of Membership



- A parent or guardian of a child currently attending or previously attending a Red Clay school or a school in Delaware.
- Appointed by building administrator or serving at the request of the Superintendent.
- The district reserves the right to invite additional community members who are concerned Red Clay residents.
- Membership is voluntary.
- Each Red Clay school shall have at least two representatives with one serving as an alternate.
- Voting privilege shall be granted to membership appointed by a building principal.

# Red Clay

## Parent Advisory Council



Elections are held for the following Executive Officers :

President

Vice-President

Secretary

1. Terms: Executive Committee shall serve a two-year term.
2. Elections occur in the odd-ending years.
3. Elected officers must have served at least one year on the RCPAC before running for an office.
4. Officers serve through the November election of the scheduled election year.
5. Officers shall be re-elected every two years.
6. Officers shall have a limit of two consecutive terms in the same office.

# Executive Committee Function and Purpose



The Executive Committee shall

- Have the authority of general supervision of the affairs of the RCPAC between meetings
- Determine the hour and place of monthly meetings
- Create agenda and minutes for monthly meetings
- Make recommendations to the membership
- Perform such other duties as specified in the bylaws
- Be subject to the order of the RCPAC and none of its acts shall conflict with the action taken by the RCPAC as a whole.

# Responsibilities of the RCPAC Members



- Provide the Delaware State Parent Advisory Council and the Red Clay Consolidated School District with parental views and advice relating to matters concerning federal and state regulated programs and strategies to engage parents.
- Keep parents informed of their rights and responsibilities as set forth in the Federal and State laws.
- Serve as a resource for providing assistance to parents.
- Foster and maintain a positive relationship with staff from the Delaware State PAC and Red Clay Consolidated School District.
- Provide representatives to the Delaware State Parent Advisory Council.

# Responsibilities of the RCPAC



- Review and provide feedback for the annual Consolidated Grant application
- Serve on the writing team for the Consolidated Grant application
- Share and discuss concerns about Red Clay schools
- Networking to improve student achievement and success in Red Clay schools
- Implementation of activities recommended by RCPAC members that increase parent involvement, parent education and parent engagement.
- Planning and participation in the annual Family Resource Fair



# Responsibilities of RCPAC Members

- Parent representatives shall be responsible for serving as a liaison between their school, the PTA/PTO/HSA and the RCPAC.
- Parent representatives shall be active participants at their respective local school and/or district level parent organization.
- Parent representatives need to share verbally what is happening in their school for presentation at monthly meetings.
- Members have the right to make motions and to speak in debate of the motions.
- Members shall attend all regular and special membership meetings.



# Resignations

Any appointed or elected member may resign from the RCPAC at any time by delivering written notice of such resignation to the Executive Committee.



# RC PAC Outcomes



- The secretary or designee shall be required to keep minutes at all monthly RC PAC meetings. Meeting outcomes are shared with the Office of Federal and Regulated Programs and the Superintendent.
- All decisions made by Executive Officers shall be presented to the general membership of the RCPAC during the monthly RCPAC meeting for membership approval.
- Each year a written synopsis of all actions and decisions made by RCPAC will be provided.

# Parent Involvement Policy



- The RCPAC will draft, approve and annually review the district Parent Involvement Policy that will serve as the basis for all parent involvement activities.
- All Red Clay schools will align a building level Parent Involvement Policy with the Board approved District Parent Involvement Policy.

# Notification of Membership and Fiscal Responsibilities

- Red Clay building administrators are to submit two names each school year.
- The Red Clay Consolidated School District assumes the fiscal responsibility for the expenditures of the RCPAC. Expenditures include but are not limited to:
  1. Attendance at Workshops or Conferences
  2. Travel expenses
  3. Event costs
  4. Supplies/Materials/Resources

