

Quinney School PAC Guidelines

Name

The name of this organization is Electa Quinney School Parent Advisory Committee or Quinney School PAC.

Mission Statement

The purpose of the Electa Quinney PAC is to promote the welfare of the children of Electa Quinney Elementary School; to foster interaction between home, school and community, and to ensure a safe, healthy and positive school environment allowing each child to achieve at the highest possible level.

Basic Policies

1. The PAC shall be non commercial, non sectarian and non partisan.
2. The PAC shall cooperate with school officials to provide quality
 - a. education for the children, and to provide to the school, when appropriate, suggestions on school policy matters.
3. No earnings of the PAC shall be distributed to any individual officers, chairpersons or participants. The PAC may, however, provide reasonable compensation to participants for services rendered or out-of-pocket expenses incurred.

Participation

Any individual or organization is welcome to participate in the PAC, including parents of children at Electa Quinney School, teachers and administrators of Electa Quinney School, Kaukauna School Board members and administrators, and individuals and organizations in the community.

Regular Meetings

Meetings of the PAC are held alternating Mondays and Tuesdays bi-monthly at Electa Quinney School.

Officers and Elections

1. The officers of the PAC shall consist of Coordinator, Coordinator-Elect, Secretary, Treasurer and any necessary Chairpersons.
2. The election of the Coordinator, Coordinator-Elect, Secretary, Treasurer and Chairpersons shall take place at the April or May meeting of the year.

Duties of Officers

1. The Coordinator shall: {name} .
 - a. Facilitate all meetings of the PAC
 - b. Coordinate work of the officers, chairpersons and committees.

- c. Communicate and cooperate with the school principal regarding school policy, scheduling, fundraising activities and other matters in conjunction with the principal.
2. The Coordinator-elect shall: {name} .
 - a. Act as aid to the Coordinator
 - b. Coordinate/communicate with other Kaukauna PACs
 - c. Perform the duties of the Coordinator in their absence or at the Coordinator's direction
 - d. Assist with other PAC activities
 - e. Assume the Coordinator position during the following school year
3. The Secretary shall: Stacy Wiedenhaupt .
 - a. Record the minutes of all the meetings of the PAC and coordinate distribution
 - b. Maintain a current copy of the Guidelines
 - c. Maintain an active list of participants of the PAC
 - d. Submit monthly updates to school newsletter
4. The Treasurer shall: {name} .
 - a. Keep an accurate accounting of the receipts and expenditures
 - b. Work in conjunction with Electa Quinney administrative assistant to make disbursements
 - c. Present a financial statement at each meeting of the PAC and provide explanations when requested
5. Chairpersons shall:
 - a. Create and oversee committee
 - b. Plan and execute activities
 - c. Chairpersons and possible responsibilities:
 - i. Fundraising events
 1. Color Run -- Aimee Hamilton
 2. Box Tops -- Stacy Wiedenhaupt.
 3. Book Fair (fall and spring) -- Stephanie Federwitz.
 - ii. Residency opportunities -- _____.
 - iii. Staff appreciation chairperson -- _____.
 - iv. Conference meals (fall and spring) -- _____.
 - v. Spirit Wear Chairperson -- _____.