

PARENT ADVISORY COUNCIL (PAC) HANDBOOK

PAC Representative Responsibilities:

The PAC Representative is your representative to the Parent Advisory Council (PAC)*. The Parent Advisory Council votes on guidelines and recommendations on issues common to all cooperatives; you are your co-op's voice. Specific duties include:

- To attend the monthly PAC meetings. NSCC affiliation requires each co-op class to have an active PAC representative (benefits from PAC are contingent on attendance).
- To participate on a PAC Committee. The task force and committees may vary depending on the interest of the PAC membership.
- To act as a liaison between your co-op and PAC, a college representative is there to explain NSCC policy and to take recommendations back to the college.
 - To participate on your co-op's executive board.
 - To report relevant information to the class at the parent meeting.
 - To communicate with your class regarding participation in PAC scholarship and fundraising requirements.

PAC Reps notebook may include:

- A copy of the PAC by-laws and duties of all PAC members.
- A current list of PAC committees and the person responsible for each.
- A current roster of PAC members.

About the Parent Advisory Council:

The Parent Advisory Council (PAC) is composed of parents representing each co-op class in the Parent Education Program at North Seattle Community College as well as a faculty representative from the Parent Education Program, Health and Human Services Division.

PAC meets on a monthly basis and its major objectives are:

- To promote quality education for parents and their young children.
- To offer parent information and opinions for decision making by the Parent Education Program, Health and Human Services Division, North Seattle Community College.
- To unify the co-ops throughout the system by providing a communication network for voicing needs and sharing ideas.
- To provide year-to-year continuity and a sense of history for a program made up of many diverse elements.
- To make co-ops available to all socioeconomic groups.

PAC Board Positions

1) Chairman 2) Vice-Chair 3) Parent Coordinator 4) Secretary 5) Treasurer

PAC Committee Descriptions

Communication Committee (minimum of 6):

- Internal communication: To facilitate communication among the individual coops, thereby helping foster a smooth-running system and strong sense of community. Our primary vehicles include a web site and monthly newsletter.
- External communication (“Marketing”): To promote awareness of the NSCC coop preschool system and drive enrollment for coops in need of members. Examples of possible activities include creating a “toolkit” of materials for individual coops to use (brochures, sample ads, signage, best practices, etc.), staffing info-booths, and PR with local child-related organizations (PEPS, pediatricians, libraries, community centers, etc.).

Education Committee (minimum of 3):

Organize quarterly parent education lectures. Generally, the past year’s committee will have already planned the fall lecture, and this year’s committee is responsible for winter, spring and next fall’s lecture. Work with a Parent Education faculty member assigned to assist in planning the lectures. Other activities of this committee may include generating reports or articles for the PAC newsletter and supporting Parent Education faculty and staff in the organization of the fall officer’s workshop.

Kindergarten Readiness Committee (minimum of 1):

Maintain, update and distribute information concerning Kindergarten readiness to the co-op classes. Generate written reports or articles to the PAC newsletter summarizing information about schools and enrollment procedure. This may include things like copying relevant articles and acquiring the yearly report generated by each grade school. The folders are designated to assist co-op parents in enrolling their children in kindergarten and are handed out through the PAC reps to each 3-5 or 5’s class. Most of the work for this committee is done early in the school year, as enrollment is at the end of February.

Fund Development Committee (minimum of 4):

1. Coordinate among all the co-ops raising funds (generally in excess of \$15,000 per year) to provide scholarships covering a portion of preschool tuition for families so that they can participate in the NSCC Co-op program. Offer resources for fundraising, such as Chinook Book sales as an option for co-ops to use in their fundraising. Amount of contribution due per co-op is decided by PAC annually.

2. The committee is in charge of book sales from publisher(s) who offer discount to PAC. Profits go to PAC for scholarships or other activities as determined by the Board. The 2002-2003 school year was the initial period for this committee.
 1. Start book orders at the beginning of the school year
 2. Continue sales throughout the school year
 3. Contact additional publishers of Parenting books to see if we can expand the library of books offered
 4. Prior years committee members are available to assist in structuring a successful program for the coming year
3. The committee is responsible for other fundraising that supports the goals of PAC.

Scholarship Committee (2 person):

PAC members work with NSCC staff member and a community member to review each quarter's scholarship applications, determine the disbursement, and then coordinates with the PAC Treasurer to distribute scholarship funds each quarter. The committee will generate written quarterly and annual reports to PAC and articles to the PAC newsletter when appropriate and work with the fundraising committee to compile anonymous stories of the families served by scholarships.

Registration (minimum of 6):

Maintain current enrollment information of the status of co-op vacancies. Includes phone calls to parent coordinators monthly. One person coordinates toddler and pre-3 groups and the second person coordinates 3-5's and 5's groups. This committee will also keep "external" communications people informed about specific groups requiring promotional help. Additionally, with the help of additional PAC members, this committee organizes the Open Registration at NSCC in the spring.

Floater Committee:

PAC may need to assign members to special projects, such as gathering information or putting on events that will benefit the NSCC coop community. Special projects do not fall under the direction of one of the existing committees, and are not anticipated to last for more than one year. They may be assigned to an existing committee or they may be an ad hoc committee of their own.