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## Parent Advisory Board Policy

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*This Policy was adopted by the Board of Directors on November 10, 2015.*

### **Purpose:**

The purpose of this document is to communicate the role of AA's Parent Advisory Board and how its members are selected.

### **Role**

The Parent Advisory Board (PAB) acts as a liaison between the Board of Directors (BOD) and the parents of American Academy. It was established in an effort to provide parents an informal way to obtain information, and/or to voice concerns they may have, about AA's policies and procedures. As open meeting laws often dictate that communication between parents and the BOD occurs during regular board meetings which are open to the general public, AA believes most questions or concerns can be addressed by the PAB, thereby resulting in more expedient responses and a more efficient use of everyone's time.

### **Duties**

The PAB reports to, and serves at the pleasure of, the Board of Directors in an effort to achieve the school's mission and objectives. In general, the duties shall consist of the following:

- supporting the Parent Communication Policy;
- responding, in a timely manner, to parent concerns or inquiries regarding school policies and/or procedures;
- notifying the BOD of any parent concerns or inquiries that the PAB is unable to address;
- attending school sponsored events (including the PTO) which the PAB and/or the BOD believes their presence would be beneficial to AA parents;
- any other duties that the BOD believes can, or should, be fulfilled by the PAB.

### **Composition**

The Parent Advisory Board for each campus shall consist of five or fewer individuals, each of whom must be parents of current AA students. The Board of Directors appoints all PAB members. Vacancies on the PAB are not required to be filled; however, it is highly desirable to have a PAB that operates with between two to five individuals in any given school year.

If a vacancy occurs in the PAB, the BOD may fill the vacancy, by appointment, by majority vote. If, at any time, the BOD believes the PAB is either unable or unwilling to perform the duties to the satisfaction of the BOD, the BOD may elect, by majority vote, to disband the PAB or remove one or more individuals from the PAB, at any time.

### **Candidacy**

To be considered for candidacy, interested parents must meet the following criteria:

- have one or more children attending American Academy during the school year for which the vacancy will be filled;
- have signed the school's current Code of Conduct;
- have a clear understanding of the school's policies;
- have demonstrated adherence to the school's policies;
- have a clear understanding of the mission of American Academy;

- be willing to actively participate in the duties of the PAB throughout the school year, which may include participation during the summer months when school is out of session.

**Membership**

A member's term is considered to be one full school year, commencing July 1 and ending the following June 30. If a member serves a term that is less than one full school year, the BOD will ultimately determine whether their abbreviated service will allow them to qualify for candidacy on other boards or committees of the school. Fulfillment of one or more terms does not in any way guarantee membership on other boards or committees of the school.

Any member of the PAB is free to resign from the PAB at any time which will result in a vacancy that the BOD may, or may not, choose to fill. Prior membership in the PAB does not guarantee future membership.

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**POLICY HISTORY**

*Original:* approved by the BOD on December 19, 2012.

REVISION 1: approved by the BOD on November 10, 2015.

