

## 121 Parent Collaborative Network (PCN)

The Cape Fear Center for Inquiry Board of Directors, pursuant to [N.C. General Statutes §115C-55](#), establishes and assigns the following rules and regulations for a CFCI Parent Collaborative Network.

### **ELIGIBILITY** –

Each member shall be a person of intelligence and good moral character who is known to be in favor of public education and supports the mission and vision of the Cape Fear Center for Inquiry. Members must be parents or legal guardians of students attending CFCI. Moving from CFCI automatically terminates membership on the council.

Employees that are parents of students may not serve as Parent Collaborative Network members.

### **APPOINTMENT, NUMBER OF MEMBERS, TERMS, AND VACANCIES** –

The Board of Directors will adhere to the following procedure in appointing advisory members.

The Director shall reach out to parents and collaborate with teachers to determine possible members for the PCN. The Director will consult with the board regarding the selection of PCN members in May before the members are contacted. However, the final appointment is the prerogative and responsibility of the CFCI Board of Director's.

June: The CFCI Board of Director's will approve nominations.

The PCN shall have one member from each loop level and two from Middle Grades as well as the school's current Partnership liaison to the CFCI Board of Directors. The Partnership may designate another officer to this role should the liaison be unable to fill this duty.

The term of appointment will be for one year with members eligible for two additional one-year terms.

The attendance of each member will be recorded in the minutes of each PCN meeting. A member must attend half of the regular scheduled PCN meetings a year to be eligible for reappointment unless there are extenuating circumstances that prevented attendance.

The PCN is an excellent opportunity to become involved with CFCI and have the opportunity to interact with schools administrators. PCN members should regularly attend meeting and support the PCN's efforts. When debating motions, PCN members should listen to the other side, focus on issues (not personalities), avoid questioning motives and be polite. PCN members should be thoughtful about representing the PCN and when stating positions the

PCN has agreed to. PCN members should also be clear when representing personal opinions rather than PCN positions.

### **ORGANIZATION AND MEETINGS:**

The Parent Collaborative Network shall have one chairman, elected by the PCN annually on or near September 1 of each year for the following school term. The Director shall notify the Board of Directors of elected officers and of any changes in officers or membership.

The CFCI PCN shall establish and publicly post its meeting times and places. Meetings will be held monthly otherwise decided by the PCN. The Chairman and Director shall prepare the agenda for each meeting.

As an advisory body to the CFCI Board, the PCN is considered a public entity and must follow open meeting laws. These rules were established to ensure public access to discussions and decisions that affect school policy. Any "meeting", defined as any gathering of a majority of PCN members, in any location, where members discuss PCN issues. This includes both regular and special meetings. All of these gatherings need to be publicly announced as a meeting of the PCN at least 72 hours ahead of time and members of the public must be allowed to attend. This does not include events that are purely social in nature as long as members of the PCN do not discuss PCN business at these events. The goal is to make sure that the PCN's discussions and decisions are made public.

All inquiries to the PCN should be responded to within two school days by the Chairperson. Each member is responsible to ensure that all contacts that they make are documented. Media inquiries should be directed to the the CFCI Director.

The Director should meet with the PCN and serve as secretary, keeping accurate minutes of its activities and providing copies of minutes to each member and updating the Board of Directors at the board meeting following each PCN meeting

### **DUTIES AND RESPONSIBILITIES-**

It shall be the duty and responsibility of the PCN to work with the school Director, faculty, and Partnership by providing advice, support, and guidance in matters relating to the general welfare of the school.

It also shall be the responsibility of the PCN to: (1) improve communication and understanding of education at CFCI; (2) recommend policy and policy amendments; (3) assist in needs assessments and encourage volunteer participation in all activities and events; (4) be informed of the school's financial status; and (5) perform other duties as prescribed by the CFCI Board of Directors; and (6) support and strengthen CFCI Social Curriculum.

Legal Reference: [G.S. 115C-36](#), [-55](#), [-208](#)

Adopted: May 16, 2017

### **Additional Information:**

**§ 115C-55.** Advisory councils. A board of education may appoint an advisory council for any school or schools within the local school administrative unit. The purpose and function of an advisory council shall be to serve in an advisory capacity to the board on matters affecting the school or schools for which it is appointed. The organization, terms, composition and regulations for the operation of such advisory council shall be determined by the board. (1955, c. 1372, art. 7, s. 2; 1957, c. 686, s. 2; 1965, c. 584, s. 8; 1981, c. 423, s. 1; 1985 (Reg. Sess., 1986), c. 975, s. 1.)

### **Selection Procedures**

- Applications will go out to the CFCI parent community
- The director will meet with loops to go through applications and determine if a recommendation needs to be made or if we need to reach back out to additional candidate possibilities.
- Director makes final recommendation to go to the board
- Director submits recommendations to the board with all other applications considered
- Board votes
- Director makes contact with candidates
- Letter sent to all thanking for applying
- Community email with contact information for representatives, purpose of committee, meeting schedule, etc.

### **Clarifying the Committee's Roles**

- The committee will select a chairperson who will meet with the Director to set the agenda for the meeting
- The agenda items may come from teachers, parents, students, board, etc.
- Agenda topics will be determined based on what's going on and what needs have been identified to discussed (director and chairperson will work together to determine these items)
- The committee will serve in an advisory, feedback, Q&A, make suggestions role. They may make suggestions or recommendations on topics discussed to go back to appropriate party (staff, board, etc.)
- Minutes will be shared with the faculty and board following each meeting. The Partnership liaison or Director will give the update at the board meeting.