

# **Parent Advisory Council Guidelines**

April, 2009

# 1. Introduction

## 1.1. *Parents and Administrators Communicate for Education*

### 1.1.1. Background

Parents and Administrators Communicate for Education (PACE) supports the school department in its efforts to provide the children of Danvers with a high quality of education. It makes recommendations to the Superintendent and advises the Superintendent on system-wide matters of concern.

PACE serves as a vehicle for the Superintendent and staff to explain the school department's new programs and policies, and involves parents in the formulation of such programs and policies. It also serves as a vehicle for School Councils to report on their progress with their school improvement plans.

PACE meetings are held the first Friday morning of each month, October through May.

### 1.1.2. Statement of Purpose

These Parent Advisory Council (PAC) guidelines, first created by PACE in 1992, encourage a universal approach to PAC operation, while affording the individuality needed at each school. Implementation of these guidelines depends upon the availability of volunteers, the setup of the individual PAC, and the Principal's style of school leadership.

Copies of the PAC guidelines should be available to all PAC officers, and pertinent information should be included in the school handbook of each school.

### 1.1.3. Guideline Revisions

A debt of gratitude goes to the committees that provided these guidelines and their revisions in the past.

**2009:** Jonell Glass, Paula Hines, Kristen Lepore, Andrea Walke, Tammy Plante, Carolann Powers, Katie Vaillancourt, Gretchen Gagne.

**2007:** Kam Dunn and Jonell Glass are indebted to Carol Lang for her dedication and assistance.

**1997:** Maryann Kowalski, Patty Butterfield, Debbie Dion, Anne Gamer, Luciana Maffeo.

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## 1.2. *Parent Advisory Council*

### 1.2.1. History

Parents have always been involved in the Danvers Public Schools, but in the 1970's, the administration established a Parent Advisory Council (PAC) at each school. This

council was either elected or appointed to act in an advisory capacity to the Principal. In time, PAC membership opened up to any parent or guardian of a child attending that school. The PAC meets throughout the school year to provide a forum for parents, teachers, and administration on the direction of the school community.

### **1.2.2. PAC Membership**

Each PAC consists of an executive committee of officers and the general membership, who are the parents and guardians of each child in the school. The executive committee works with the Principal to set the monthly PAC agenda. Additional standing and ad hoc committees work throughout the year in accordance with the agenda.

### **1.2.3. Statement of Purpose**

PAC meetings are typically held monthly. Each meeting should have a specific agenda to help achieve the following goals:

- To provide communication among those concerned with the education of our children.
- To foster an understanding of school programs and policies.
- To support parents, teachers, and administrators.
- To raise funds for special events, cultural enrichment, equipment, and materials which will enhance the educational process.

## **2. PAC Roles**

### **2.1. Executive Committee**

The role of the PAC executive committee is to work with the school Principal to form an agenda for the school year, and to oversee all PAC activities and functions throughout the year.

#### **2.1.1. Committee Responsibilities**

As a group, the committee has several specific responsibilities:

- Meet regularly with the school Principal.
- Plan the yearly and monthly PAC agenda.
- Update status or progress, as applicable, on PAC activities at each meeting.
- Formulate and submit an annual budget for voting by general membership.
- Nominate and elect educational committee delegates.

#### **2.1.2. Committee Membership**

The composition of PAC's executive committee may vary. Typically, the roles and responsibilities are delineated as outlined below.

##### **2.1.2.1. President**

The president serves as overall administrator and spokesperson for the PAC. Duties include:

- Serve as chief contact and liaison for all PAC affairs, and coordinate all PAC efforts and activities.
- Appoint subcommittee chairs, issue assignments to officers and subcommittees.

- Plan and chair monthly PAC and executive committee meetings, including agendas.
- Monitor information and reports from officers, subcommittees, and system-wide committee delegates.
- Ensure committee and subcommittee chairs update entire PAC on progress of all activities during monthly meetings.
- Distribute PAC information to parents via newsletters, fliers, web postings, e-mails, etc.
- File fundraising activities with the Superintendent for approval by the School Committee.
- Work with committee and subcommittee chairs to ensure continuity from one year to the next.

#### **2.1.2.2. Vice-President**

The vice-president will assume the duties of the president in his/her absence, and may coordinate the room parents. The vice-president should work closely with the president so that he/she may assume that role with continuity.

Any requirements for coordinating room parents are largely dependent upon the Principal's style. Room parents may be divided into two categories, classroom parents and PAC parents.

- Classroom parents assist the teacher when needed for classroom activities, field trips, parties, and special projects.
- PAC parents represent the class at PAC meetings and help coordinate volunteers for PAC activities.

Requests for room parents should be made in September. Candidates should be given a list of required and suggested duties.

#### **2.1.2.3. Treasurer**

The treasurer serves as the financial agent for the PAC. Duties include:

- Maintain an accounting of all PAC monies.
- Disburse PAC funds based solely on the majority vote of all PAC members.
- Prepare and discuss monthly budget report at each PAC meeting (see Appendix).
- File an annual final report of transactions at the final meeting of the school year (see Appendix).

#### **2.1.2.4. Secretary**

The secretary serves as the scribe and maintains correspondence for the PAC. Duties include:

- Maintain minutes for both general and executive committee meetings.
- Publish and distribute minutes for general meetings to all school parents.
- Maintain a PAC log of agendas, activity reports, and other materials that help create a paper (or electronic) trail of PAC activities and progress.
- File PAC information with school Principal and secretary and, when applicable, Danvers Cable Access Television (DCAT) and the printed press.

### **2.1.2.5. Cultural Enrichment Chairperson**

The role of the cultural enrichment chairperson varies, depending upon how the Principal prefers to use cultural enrichment. However, the chair from each school is strongly encouraged to work with the other schools' chairs to identify programs that correlate with the curriculum, and to share programming. Other resources include the Danvers Cultural Council (programming and grants) and the North Shore Arts Council (programming).

Whenever possible and practical, programs chosen should connect with the curriculum. Duties include:

- Establish a budget, to be approved by general membership, for cultural enrichment.
- Work with the principal and/or teachers to establish program priorities.
- Coordinate with other school's cultural enrichment chairs and any town-wide cultural enrichment coordinators to maximize resources.
- Preview and recommend program possibilities.
- Make all contractual arrangements for the artist, including payment and needed equipment.
- Act as hostess to the artist/performer.
- File an annual report of programs and monies.
- Provide monthly program updates to the general membership.
- Choose cultural enrichment presentations with curriculum connections to the extent possible.

### **2.1.3. Committee Elections**

The following describes an ideal situation for filling PAC executive committee positions.

PAC executive officers are elected for two-year terms. The maximum term for any one position is two years, except for the president and vice-president. Persons elected vice-president will serve the second year of their term as president; thus the tenure for each office is one year.

(This arrangement has been found to afford maximum continuity from year-to-year.)

#### **2.1.3.1. Elementary Election Process**

Officers must be elected by the general membership. To ensure inclusionary practices, the election process takes a significant portion of the school year.

##### **2.1.3.1.1. Nominating Committee Members**

The executive committee may appoint a nominating committee to run the election process. This committee will consist of at least two people, but may consist of anyone interested. The executive committee will appoint the nominating committee chairperson. In the absence of a nominating committee, the executive committee may run the election.

No member of the executive committee will sit on the nominating committee.

Former PAC presidents may be very helpful as members of the nominating committee.

### **2.1.3.1.2. Process**

**March:** Nominating Committee is formed.

**April:** Nominating Committee sends home notification of open positions, with job descriptions (see Appendix).

**May:** Slate of nominees sent home. Include election date and telephone numbers of nominating committee members to allow proxy votes (see Appendix).

**May PAC Meeting:** Elections occur. If no candidates have stepped forward, write-ins should be encouraged. Proxy votes should be included. New officers announced.

**June:** Transfer of Boards. Information and records for each office should be passed on to the next officer.

### **2.1.3.2. Middle and High School Election Process**

Nominations for PAC officers occur at the first PAC meeting of the year. This allows parents of incoming students (sixth graders, freshmen) to participate.

### **2.1.3.3. Mid-Year Vacancies**

When a PAC officer resigns, the executive committee may appoint an interim officer. Alternatively, the committee may follow the standard election process, adjusting the timeline to fit the immediate needs.

## **2.2. School Principal**

The school Principal typically attends each executive committee and general membership meeting. The Principal, depending upon his/her style, may influence the yearly PAC agenda.

## **2.3. Educational Committee Representatives**

Each PAC is encouraged to appoint representatives to attend meetings of each of the following educational committees:

- School Committee.
- Parents and Administrators Communicate for Education (PACE).
- Danvers Educational Enrichment Partnership (DEEP).
- DanversCARES.
- School Council.

Duties of representatives include:

- Attend monthly educational committee meeting.
- Engage in activities associated with that group on behalf of his/her school.
- Convey information back to the executive committee and general membership.

## **2.4. Committees**

Committees may be standing or ad hoc. Chairs may volunteer or be appointed by the PAC president.

## **3. PAC Meetings**

### **3.1. Schedule**

The executive committee determines the schedule for PAC meetings, including dates and times. The Principal, or his/her representative, should be available for each meeting. Once set, the yearly schedule should be published. Reminders may be sent home monthly and/or weekly, or both.

### **3.2. Protocol**

Robert's Rules or Order (available at the library) are suggested as an acceptable protocol.

### **3.3. Reporting**

Whenever possible, the committee, program, or activity chair or his/her designee, should provide applicable updates to the general membership.

### **3.4. Agenda**

Agendas help ensure optimal use of meeting time.

Ideally, agendas are posted prior to the meeting. Copies should be available at the meeting.

Items reported on should include relevant committee updates, as well as School Committee, School Council, PACE, DEEP, and DanversCARES issues.

### **3.5. Guest Speakers**

Guest speakers may be invited to PAC meetings. When applicable, the entire town body may be invited to partake in guest lectures.

## **4. PAC Fund and Fundraising Guidelines**

### **4.1. Fund Expenditures**

- PAC funds must be spent in ways that benefit the general student population.
- Requests for PAC funds should be presented at executive PAC meetings. Pros and cons of supporting the request should be delineated.
- After executive committee approval, requests for PAC funds are presented to the general membership for approval.
- A PAC may establish a discretionary account to fund emergency requests. If available, funds from this account may be distributed only after receiving executive committee *and* principal approval, and must be presented at the following general membership meeting. The policy for, and use of, a discretionary account should be reviewed annually to determine the effectiveness of, and continued need for, such an account.

### **4.2. Fundraising**

Each PAC establishes the amount of fundraising needed to cover costs each year. Fundraising supports cultural enrichment, buses, or programs requested by the teachers or created by the PAC.

All monies raised go into the general PAC fund, which supports all PAC activities.

The School Committee must approve all fundraisers. Fundraising forms should be submitted to the Superintendent's office by the school Principal or PAC President at least 10 days prior to the scheduled School Committee meeting. Preferably, the majority of fundraisers will be submitted for approval during the September School Committee meeting.

Schools should strive to schedule their fall fundraisers during the same time period.

#### **4.2.1. Vendors**

All schools, through their PACs, decide which companies and what events they will choose as fundraisers.

All outside vendors must be DEEP members (see Appendix).

#### **4.2.2. Fundraiser Suggestions**

- Bake sale.
- Book fair (proceeds typically fund school library purchases. Suggested vendors include Scholastic, Troll, Banbury Cross, Borders, Barnes & Noble, The Book Shop of Beverly Farms, and the Learning Tree Store).
- School fair (held on school property on a weekend).
- Holiday boutique.
- Walk-a-thon.
- Wrapping paper/food/novelty item sale (door-to-door sales are discouraged).

#### **4.3. Principal's Fund**

The single exception to these fundraising guidelines is school pictures/the principal's fund. The school Principal is responsible for administering this fundraiser. The PAC completes the monetary transactions. All proceeds go into the principal's fund, which is held by the PAC for discretionary use by the Principal.

### **5. PAC Sponsored Activities**

Committees appointed to carry out specific tasks run PAC activities. Committee chairs submit reports on an as-needed basis. When an event is on a PAC meeting agenda, the chair will report to the entire PAC. When required, the PAC will vote on final decisions. The PAC vice-president or president should check on the progress of each committee periodically.

Typical committees include:

#### **5.1. Birthday Book Club**

Families may donate books to the library in recognition of a child's birthday or other special occasion. The librarian may suggest a book or the child may choose it. The committee organizes the donations, or may receive the family's monetary donation and purchase the book for them. A label mounted in the front of the book identifies the donor and the child, as well as the occasion.

#### **5.2. Grade 5 Activities**

Parents work with the principal, grade 5 teachers, and students to plan and fund year-end celebrations. The committee planning the celebration should provide monthly status

reports covering fundraising and expenses, as well as activities, to the executive committee and the general membership.

### **5.2.1. Monetary limits**

The amount of money used per child, as well as the activities, must meet the Principal's approval and the Superintendent's guidelines.

As of 2009, the spending limit is \$40 per child for all 5<sup>th</sup> grade celebratory activities.

### **5.2.2. Fundraising Guidelines**

Each PAC may provide the money for the 5<sup>th</sup> grade celebration, or it may be raised specifically for the celebration by the subcommittee. The school Principal may suggest that the students be involved in fundraising.

Any excess funds raised must be returned to general PAC treasury. A line item may be held in place so that excess funds are collected for a number of years to allow a special purchase of the Principal's choosing, such as a school sign, a unique playground item, etc.

### **5.2.3. Acceptable Remembrances for 5<sup>th</sup> Graders**

- Signature shirts.
- DVDs (Danvers Cable Access Television, or DCAT, may be able to copy master DVDs quickly and inexpensively).
- Yearbooks.
- Field day.
- Field trips.
- Moving-on ceremonies.
- Cookouts.
- Breakfasts.

## **5.3. Newsletter**

Minutes of each PAC meeting are sent home to all parents (see PAC communication).

## **5.4. Publicity**

The PAC maintains contact with the *Danvers Herald*, *Salem Evening News*, and DCAT, to publicize the school's activities.

## **5.5. School Store**

Children may purchase items such as pencils, erasers, notebooks, school sweatshirts, and book bags. Parent volunteers staff the store. Occasionally, children from the upper grades may work in the store under parental supervision.

## **5.6. Teacher Appreciation**

A breakfast or luncheon honors the teachers and/or staff. It is typically held in May during Teacher Appreciation Week.

### **5.7. Field Trips**

Field trips, a form of cultural enrichment, enhance learning. The PAC may sponsor the trip (covering entrance fees) and/or the bus fees. Town buses should be used whenever possible to reduce costs.

### **5.8. High School Scholarships**

Each year, each PAC provides two scholarships to area high school seniors who have attended the elementary school for a minimum of three years. Each school determines individually how the scholarships may be awarded. Principals and staff may or may not be involved with the process, depending upon the styles and goals of each PAC and Principal.

High school guidance counselors advertise the scholarship opportunities to seniors through a scholarship book, and forward completed applications to each elementary school Principal. It is suggested that students who achieve each award be invited back to the elementary school to read their applications or give an appropriate speech, perhaps to the graduating 5<sup>th</sup> grade class.

### **5.9. Community Service**

Community service activities are planned in conjunction with the staff-run student council. Suggested activities include:

- Food drives to benefit the People to People Food Pantry, the Salvation Army, or Haven from Hunger.
- Book collections for Salem Hospital.
- Social/seasonal activities with community nursing homes.
- Bottle redemption to benefit different charities.

## **6. PAC Standards of Operations**

### **6.1. Insurance**

At the November 9, 1992 School Committee meeting, the members determined that PACs are an extension of the School Committee and are therefore covered under the town's insurance. Subsequent review of the coverage determined that an additional umbrella insurance policy would offer a more appropriate level of coverage.

As of 2009, the policy is issued by the Providence Mutual Fire Insurance Company, through Dan Hurley Insurance on Federal Street in Danvers. The policy number is CPO 0008738 08.

Elementary PACs must plan to pay 1/5 of the policy each year in September. Typically these payments are made to the Highlands PAC. The PAC treasurer at Highlands then writes a single check to Providence Mutual. In 2009, 1/5 of the policy is \$378.

### **6.2. Communications**

PACs deploy a wide variety of communication to involve as many parents as possible in their programs. The following means are specifically encouraged. Principals must approve all documents before distribution.

### **6.2.1. Handbook**

School handbooks may include references to the PAC and PAC activities.

### **6.2.2. Newcomer Social**

These sessions should be advertised to all parents, and should include the school administration, teachers, and staff.

### **6.2.3. Newsletters**

Newsletters, fliers, meeting minutes, e-mail messages, telephone chains, and so forth may be used to advertise specific events, meetings, programs, and budgets.

### **6.2.4. Printing**

Copy machines in each school are available for light PAC-related copying.

## **6.3. Tax-Exempt Status**

All elementary school PACs are encouraged to use the DEEP tax exempt ID number, 043090478, to afford any givers tax-exempt status. In return, DEEP requests being informed each time the number is used; they will then confirm the number. This may be done at the time that the School Committee is informed of fundraisers each fall.

Checks may be written directly to the school PAC; receipts need only reflect the DEEP tax-exempt number. No year-end reports need be filed with DEEP.

## **6.4. Gifts to Teachers**

Under no circumstances will a PAC or PAC representative sponsor collections for gifts to individual teachers or school staff members. Room parents shall not collect funds to give communal gifts, monetary or otherwise, to teachers for holidays, the end of the school year, the birth of a child, etc. Parents who wish to present a teacher or staff member with a gift must do so on his/her own.

Any gifts for teachers must be included as a line item in the PAC budget.

## **6.5. Gifts to the School District**

For tax purposes, gifts to a school or to the school district may be donated through DEEP. All gifts become the property of the Danvers Public Schools.

## **6.6. Volunteers**

CORI background checks must be completed for all classroom volunteers.

## **6.7. Before and After-School Programs**

PAC-sponsored before and after-school programs are typically run by a subcommittee with approval of the Principal. These programs are typically enrichment, not fundraisers.

Insurance and space concerns require the guidance and/or approval of the Principal and the Superintendent and/or Assistant Superintendent. Programs offered by teachers must be run through the town Recreation Department for insurance reasons. Outside, for-profit vendors must be members of DEEP. Camp programs require Health Department approval.

### **6.7.1. Committee Responsibilities**

The committee determines the courses to be offered, the instructors, the length of each course, the fees, and the instructors' salaries, and program policies. Instructors may be parents or community members.

### **6.7.2. Instructor Responsibilities**

Instructors should commit to the following responsibilities:

- CORI check.
- Arrive 10 minutes before start of program; stay until all children are dismissed.
- Immediately take attendance. Report missing students to the office.
- Dismiss students only to adults as identified on the registration form.
- Inform Principal no later than noon if unable to attend.

A monitor is needed to supervise children going to the bathroom or requiring other assistance (i.e. band-aids).

### **6.7.3. Information for Parents**

#### **6.7.3.1. Course Descriptions**

Information about offerings should include the title and description of the course, the grades of eligible students, the instructor's name, the starting and ending dates and times of the course, the cost of the course, and any applicable materials fees, and maximum enrollment.

#### **6.7.3.2. Payment Plans**

Payment should be made to the individual school's PAC. Parents should be informed if the program is a fundraiser. When available, scholarship processes should be described (confidentiality should be ensured; principals may be the best point of contact to handle scholarships).

#### **6.7.3.3. Forms**

##### **6.7.3.3.1. Registration**

Include the student's name, address, home and cell phone numbers, grade, registration deadline, and payment options. Also include a list of adults authorized to pick the student up after the program, and contact information for each of those adults.

##### **6.7.3.3.2. Emergency Form**

Include the parent's home, work and cell phone numbers, as well as the name, address, and phone number of another adult to contact in case of an emergency.

##### **6.7.3.3.3. Disclaimer**

A "Registration Agreement Form" shows compliance with program policies.

##### **6.7.3.3.4. Survey**

An after-course survey can solicit ideas and help improve programming.

#### **6.7.4. Recommended Policies**

Previous experiences with after-school programs indicate that the following policies should be in place and communicated prior to implementation of a program.

##### **6.7.4.1. Instructor Payment**

Some schools pay instructors in full upon course completion; others make multiple payments.

Materials estimates may differ from actual costs. A clear policy on what will be covered should be explained to instructors prior to any purchases.

##### **6.7.4.2. Attendance**

Having a group meeting place and strong attendance process helps ensure participants are where they should be.

##### **6.7.4.3. Dismissal**

Participants should be dismissed directly to an adult. Parents must pick up their children promptly.

##### **6.7.4.4. Discipline**

Discipline can be tricky, as with any situation where instructors are volunteers. Discipline problems should be handled via the committee; the Principal and parents should be notified of any problems immediately.

##### **6.7.4.5. Over-Enrollment**

Determine and explain what will happen if a course is over-enrolled. Slots may be filled on a first come, first served basis, or by lottery. Alternatively, participants may choose first and second options, and be granted a slot in either option. Would-be participants may be given first chance at future courses with the same content. Funds for courses not taken should be returned.

##### **6.7.4.6. Shared Programming**

Unfilled courses may be advertised to other schools so their students may participate.

## **7. Appendices**

### **7.1. PACE Structure**

#### **7.1.1. Committee Members**

PACE meetings are attended by the Superintendent, Assistant Superintendent, a Principal from an elementary school, and Principals from the middle and high schools. Two representatives from each school are encouraged to attend, and members of the public are welcome.

#### **7.1.2. Chairperson**

The PACE chair assumes the following responsibilities:

- Chair monthly meetings.
- Create monthly agenda with the Superintendent, and distribute copies.
- Create and distribute meeting minutes.
- Allow meeting time for system-wide concerns.
- Promote unity among the PACs.
- Establish subcommittees as necessary.
- Attend the monthly meetings of DEEP and the School Committee.

### **7.1.3. Subcommittees**

Occasionally system-wide concerns require more time than the PACE meetings allow. Subcommittees, composed of representatives from different schools, address these tasks. Past subcommittees have included curriculum, dress code surveys, redistricting, report card revisions, special education, and after-school activities.

### **7.1.4. Agenda**

Items of system-wide concern may be submitted to the PACE chairperson or Superintendent for discussion at a PACE meeting.

At least one PACE meeting each year will be devoted to reporting School Council plans.

### **7.1.5. Action Sheets**

When required, an action sheet outlining main points of a meeting is distributed for members to use with their PACs to accomplish a PACE goal.

## **7.2. Other Educational Committees**

### **7.2.1. School Council**

A School Council is a representative, school building-based committee required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. See <http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils/> for more information.

#### **7.2.1.1. Purpose**

The School Council will assist Principals in:

- Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
- Identifying the educational needs of students attending the school.
- Reviewing the annual school-building budget.
- Formulating a school improvement plan for School Committee review and approval.
- The School Committee may also grant policy-making authority to the council in other areas.

#### **7.2.1.2. Membership**

Each school council is composed of:

##### **7.2.1.2.1. Elementary**

1 principal, 2 teachers, 3 parents and 1 other.

#### **7.2.1.2.2. Middle School**

1 principal, 3 teachers, 4 parents and 1 other.

#### **7.2.1.2.3. High School**

1 principal, 3 teachers, 4 parents, 3 others and 2 students.

#### **7.2.1.3. Terms**

Parents and teachers will have rotating terms. Some will have a one-year term; others a two-year term. Each PAC may have open nominations and elections. If there are more volunteers than open positions for teachers, the building representative will conduct an election.

#### **7.2.1.4. Meetings**

Councils will meet a minimum of five times during the year. Meetings will take place at times deemed convenient by the School Council members, and are subject to the Open Meeting Law.

### **7.2.2. School Committee**

The School Committee is composed of five members, elected for terms of three years, staggered to ensure continuity within the school board. Open meetings are held on the second Monday of each month at 7:00P.M. in the multi-purpose room at the Holten-Richmond Middle School. Agendas are posted one week prior to the meeting in each school, and at <http://www.danvers.mec.edu/>. The Superintendent advises the Committee of all facets of the Danvers Public Schools. The Superintendent makes recommendations, but the School Committee has final voting power and sets policy. Meetings are shown on DCAT, Danvers' public access cable television station.

One or two representatives from each school should attend School Committee meetings and report back to their PAC on issues that might influence their community.

### **7.2.3. DEEP**

In 1989, the School Committee commissioned a partnership linking schools and businesses in Danvers based on the 21<sup>st</sup> Century Project Report. The result is the Danvers Educational Enrichment Partnership (DEEP).

DEEP's mission is: "To enrich the education process and to increase public support of education through the combined energies and resources of a true community, business, school partnership."

#### **7.2.3.1. Community Partnership**

A partnership can take different forms, such as donating money or equipment, or teaching courses in a school. Schools are encouraged to reach out to the community on their own, but communication with DEEP may enhance campaign effectiveness.

### **7.2.3.2. Teacher Grants**

One integral DEEP program is "Grants for Teachers". Each year, DEEP awards several thousand dollars in grants for innovative teaching in the classroom. Administrative grants are also awarded.

### **7.2.3.3. Non-Profit Status**

DEEP is a 501(c)(3) non-profit charitable organization. Any sizable donation to a PAC or school may be made payable to DEEP, which will in turn make a contribution to the applicable PAC, offering the donor a tax benefit.

### **7.2.3.4. Outside Vendors**

Before fliers advertising businesses may be sent home with students, a business must become a corporate member of DEEP (as of 2009, \$250 annually).

### **7.2.3.5. Meeting Schedule**

DEEP meetings are held the second Wednesday of the month at 7:30A.M. at Danversbank, 26-28 High Street. One or two representatives from each school should attend DEEP meetings and report back to their PAC on issues that might influence their community.

## **Sample Forms:**

### **School Council**

Soliciting nominations  
Slate of nominees  
Ballot

### **PAC Officers**

Soliciting nominations  
Ballot

### **Agenda**

PAC agenda

### **Budget**

Budget comparison spreadsheet

### **Transportation**

Request for transportation funding

### **PAC funds request**

Request form

### **High School Scholarship Process**

Sample process

# **Year-End PAC Survey**

Sample survey