

Trinity Lutheran School

Principal's Advisory Committee

A. General

The principal shall activate a Principal's Advisory Committee.

B. Purpose

The Principal's Advisory Committee (PAC) shall advise the principal in planning for the effective and efficient operation of the school. The committee shall assist the principal in working toward a high level of spiritual development for the students. The purpose of the committee is to also help create a warm, nurturing, and positive school environment. The committee will focus on successful school operation which leads to faith development, high student achievement and high morale for all. The committee shall strive to assist in development that is consistent with the mission of the church and school "to make fully devoted followers of Jesus Christ."

The PAC will serve in an advisory capacity only. The committee shall communicate to the principal issues that impact on the effective and efficient operation of the school. They will communicate to the principal site conditions that negatively impact on student achievement and high morale. The principal will work collaboratively with the committee to address issues. The principal will relay those concerns affecting the effective and efficient operation of the school to the faculty and/or Pastor, and/or Mission Council for discussion and action.

C. Membership

The principal and school staff will collaboratively develop a system for selecting members of the school's Principal's Advisory Committee. The committee should be a diverse representation of Trinity Lutheran Church and School.

D. Meetings

The principal shall call the first meeting and shall preside at all meetings. Meetings shall be scheduled on a monthly basis with additional meetings scheduled or meetings canceled as needed. Committee meetings shall be open and scheduled at a reasonable time when the majority of the members might attend.

E. Duties and Responsibilities of the Principal

1. To retain responsibility for the efficient, effective daily operation of the school and serve as the Chair for the Principal's Advisory Committee.
2. To communicate pertinent operational issues to all staff.
3. To listen to concerns relative to obstacles to faith development, high student achievement and/or morale.

4. To collaborate with the committee in implementing operational improvements designed to promote faith development, high student achievement and/or morale.
5. To evaluate the effectiveness of the Principal's Advisory Committee and seek direction as needed.
6. To resolve contentious issues being considered by contacting a facilitator for assistance.
7. To ensure that site actions are consistent with Trinity Lutheran's policies and regulations and supply adequate documentation should questions arise.

F. Duties and Responsibilities of Other Members of Principal's Advisory Committee

1. To provide feedback to the principal on policy questions and/or changes.
2. To assist the principal in evaluating the school and seeking improvements.
3. To suggest changes or discuss ideas that are relevant to the mission of the school.
4. To debate questions that arise concerning the operation of Trinity Lutheran School.
5. To request items that need to be discussed by the committee.
6. To support the principal in marketing and development of the school.
7. To voice constituent concerns relative to obstacles to faith development, high student achievement and/or high staff morale.
8. To collaborate with the principal and the committee in implementing operational improvements designed to promote faith development, high student achievement and/or high morale.
9. To assist in the evaluation of the Principal's Advisory Committee.
10. To utilize appropriate avenues for conflict resolution.
11. To participate in the school's development, student recruitment efforts, and long range plans.
12. Committee members do not hire, fire, or make personnel decisions. The principal may seek advice on such matters when appropriate.
13. Committee members do not have the authority to implement procedures to administer the school.

G. Code of Ethics for Principal Advisory Committee Members

1. Members shall avoid situations that present actual, perceived, or potential conflict between their interest and the interest of the school.
2. Members of the advisory committee are responsible to keep matters discussed in confidence.
3. Objectivity: Since total objectivity is impossible for anyone to achieve, members are asked to identify and manage their own personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions, and feelings.
4. Decisions made by the advisory committee and approved by the principal and/or Pastor should be the result of honest and open discussion. Consideration of the good of the total church and school community should be a vital part of the decision-making process. Every committee member should uphold the final decisions or actions by the committee and principal.
5. In achieving its objectives within the whole ministry of Trinity Lutheran Church and School, the advisory committee is to do all it can to avoid creating factions, sides or other divisive groups in the church and the school. Members should function within the framework of the total leadership of the church and strive to cooperate with other leadership groups in the entire Trinity Lutheran operation.

H. Resignation or Removal of an Advisory Committee Member

1. When an advisory committee member is unable to promote the purpose of the committee, abide by established roles and responsibilities as a member, or accept the committee's agenda, it may be necessary for the member to resign from the advisory committee. In addition, for the common good of the advisory committee, its members and the church/school community, it may be necessary to remove a member from the advisory committee.
2. Possible reasons for removing a member from the committee:
 - a. Violating the confidentiality of the sessions.
 - b. Acting contrary to the church/school mission and goals.
 - c. Impeding the committee's responsibilities.
 - d. Being excessively absent from meetings.
 - e. Not modeling a Christian lifestyle and representing the committee in a manner that is unethical or in contrast to the purpose of Trinity Lutheran School.
3. The length of service shall be determined by the principal. It is always advisable to add new members on a yearly basis. It is also advisable for veteran committee members to remain on the board for a reasonable amount of time. A one-year commitment is usually the minimum someone is expected to serve.