

CCA PARENT ADVISORY COMMITTEE (PAC) MINUTES

A voice for Chapelgate Christian Academy parents to collaborate with administration, promote rapport with staff, advocate for our children, and support our school.

Date: 9/2/20 **Time:** 7pm-8:30pm All School

Location: via Zoom

PAC Agenda:

PAC Welcome-opening prayer

Minutes for 4/21/20 approved

Discussed Leadership Team/Board Members:

- Communications and Media: Estelle Aker, Virginia Sine (assistant), Melissa Morsberger (minutes)
- Outreach: Carnita Cox, LaTavia Little (assistant)
- Hospitality: Niquia Spencer, Robin Blessett-Anderson (assistant), Danielle Robertson (assistant)

Review of Potential Duties/Responsibilities for Leadership Team:

- All:
 - Make best efforts to commit to attending PAC meetings (discussed continuing with Zoom meetings with suggestion made for time to be moved back to begin at 6:30 pm and end at 8 pm—with meetings to be held at least quarterly)
 - Assist with facilitation of PAC meetings (in addition to individual roles)
 - Presence at Back-to-School Night and Open Houses (discussed how to do this during period of pandemic when parents are not allowed in the building)
 - Involved in PAC decision-making (dates of meetings, etc.)
 - Support hospitality
 - Pray for PAC, as well as the faculty/staff and students
- Communications & Media
 - Main communications will be through PAC email (CCAPACSecretary@gmail.com) and will be maintained by the person in this role
 - Send out notifications for meetings (Estelle Aker will contact and remind Melissa Barrett of upcoming meetings—to be posted on PAC Facebook page and CCA Instagram page; advertise twice per month!)
 - Update/maintain running PAC member list
 - Update/maintain electronic records and PAC folder in office (hard copies)
 - PAC meetings—ask for agenda items, create and email out PAC meeting agenda, have copies available if meeting in person, facilitate PAC meetings

- Media—check/give updated PAC info (board contacts, minutes) to James Barr (jbarr@chapelgateacademy.org), who manages and updates the CCA website
- Update/maintain PAC Facebook page; answer messages on Facebook (Virginia Sine will add Estelle Aker as an administrator for the PAC Facebook page; the idea of adding additional social media sites was discussed—Chapelgate Instagram is in place, but not for PAC at this time—things can be forwarded to Melissa Barrett to be posted onto Chapelgate’s IG page)
- Takes and types up minutes and sends to communications for disbursement

- Outreach
 - Outreach/organize PAC Back-to-School and Open House tables (discussed how parents can be informed of PAC this year when the Back-to-School Night will be held virtually; also, Open House—to be held virtually? In person?)
 - Make and disperse PAC fliers (flyer to be sent home in student folders—Virginia Sine has a flyer with general PAC information that is already designed)
 - Welcome letter in new student folders—check to be sure it is updated at least annually
 - Speak with interested families, as requested (to be discussed with Cindy Barr—how to support her and the new families)

- Hospitality
 - Funding of hospitality (discussed arranging for donations for PAC hospitality, to be used for teacher/staff meals and gifts of appreciation, through a link on the school website *versus* having donations made through someone’s personal Venmo, Paypal, etc.—the school board has suggested that donations NOT be made to an individual person but rather be collected through PAC)
 - Robin: will complete a letter that can be sent to families requesting donations for hospitality
 - Danielle: has been in communication with the school board about collecting and managing of funds for hospitality
 - It was suggested that Danielle reach out to Mary Hunt (CFO, business office at mhunt@chapelgate.org) to arrange for a way for donations to be made. Danielle will share this information with Carnita for the parent letter to be updated to include how donations can be made.
 - Staff appreciation (about once per month), with the following ideas discussed:
 - A full meal (for 50-60 staff members)
 - A light meal (such as a yogurt and granola breakfast with fruit)
 - A soup/crock-pot style meal
 - Consider ordering cakes/cupcakes from Jodie Passerelli (senior at CCA)—Cakes by Jodie
 - Providing ‘goodie bags’ or other grab and take surprises for teachers/faculty (can be small, token-type items that show appreciation)
 - At this time, there is no need for a ‘hospitality team’ to prep and/or deliver meals

- Teacher appreciation week (discussed the idea of doing something small for the teachers each day of the week)

Meeting Dates for 2020-2021 School Year (by Zoom—6:30-8 pm):

- September 22, 2020
- November 17, 2020
- January 19, 2020
- March 16, 2020
- May 18, 2020 (may be a board-only meeting--TBD)

Closing Prayer