

# CCA PARENT ADVISORY COMMITTEE (PAC)

## 11-13-18 MEETING MINUTES

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

**Meeting date:** 11/13/18      **Time:** 7pm-8:30pm      **Location:** CCA Chapel

**PAC Agenda:**      **PAC Member Attendees 22, quorum met**      **Admin present- Ms. Barrett**

Opening of meeting (Virginia)-Meeting opened at 7:04pm

Welcome-opening prayer -Ms. Spisz opened group in prayer.

General PAC news

1. Approval of 9-18-18 minutes – moved to approve the minutes (1<sup>st</sup>-Christina, 2<sup>nd</sup>-Leann, approved by majority vote)
2. Bylaws presented (Virginia, Rachael, Carnita)-Rachel and Carnita absent. Virginia presented group bylaws. Corrections found and noted. Moved to approve the bylaws with suggested correction-(1<sup>st</sup> Ms. Spisz, 2<sup>nd</sup>-Leann, vote approved by majority)
3. Reaching international parents (Jessie-may need to postpone until Jan meeting)-not present, tabled for next PAC meeting
4. PAC Board news or announcements-

Some PAC emails bouncing back- Ms. Spisz to send correct emails to PAC secretary.

Adding preschool, K/1 (Virginia)-Ms. Siggins, preschool director was amiable to PAC reaching out to these parents to invite them to PAC. Ms. Barrett is open to a possible 6:30-7p PAC meeting with preschool/K/1 if there is interest. These parents will also be invited to stay from 7-8:30p for middle/high school PAC meeting. Virginia to send a PAC email to preschool director to go out to parents.

Admin news

1. Bell schedule for next year (Ms. Barrett)-handout given to parents with different options in bell schedule. Concerned about student athletes who are continually pulled from 7<sup>th</sup> period. No unanimous decision among PAC parents. Suggestions to move homeroom and/or buzz time to the end of the day.
2. School calendar for next year (Ms. Barrett)-possible start post Labor Day. No unanimous decision among PAC parents; some like the way it is, others would like a post Labor Day start. With post Labor Day start and removal of some teacher work days/Columbus Day, students will have 5-day weeks in the beginning of school and may burn out. Ms. Barrett will send out a survey monkey. Will continue discussion next PAC meeting.
3. High school retreat changes for 2020-2021 (Ms. Barrett)-Highschool students would like a retreat every year instead of every other year. Post Labor Day start will affect retreat dates and possibly AP midterms. Highschool retreat also has a lot of warm weather activities that may not be suitable if in October. Needs to be considered with any changes.

Staff

1. Compliments/Concerns/Comments-Couple times there has not been enough entrée and only salad left. Ms. Barrett will address.  
Staff continues to show a lot of kindness and support to students, Thank you.
2. Any staff news/updates-Ms. Mihok is not having surgery and therefore will not be going out on leave. School Nurse is taking some leave to work on some family matters, nursing office will be covered by few different subs, but Melissa is still overall supervising the nursing office. Donna Wright is retiring after 25 years of service. If you know anyone who is good at office work, her position is looking for applicants. If you want to sub at Chapelgate, fill out a substitute application. They are always looking to enlarge sub list. Any nurses also can fill out paperwork to sub in the nurse's office. Liberty Christian is looking for nurse subs as well.  
Strep throat is going around. Lots of students have tested positive in the last few weeks. Watch those sore throats!
3. Hospitality and Staff Appreciation (Leeann and Christina)-First feast results/feedback-staff was very happy with set up. Next feast is this Wednesday. Feeding ~ 40 staff. Need signups for a few months in the new year. Sign up genius here  
<https://www.signupgenius.com/go/409054faca72ea20-feed>

#### Students

1. Academic quality (Jessie-may need to postpone until Jan meeting)-not present, tabled until next meeting.
2. Community Outreach & Service Opportunities (Julie)-Operation Christmas Child field trip planned. Ms. Barrett can plan another one if there is more interest. Julie is looking into planning a Spring clean up day. Email Julie if you have any ideas.
3. PowerSchool and communication expectations (Virginia)-Some grades are being posted very late but default to a zero in the meantime, this can make grades look very low. Also, weekly forms are not available until Monday morning, could teachers please tell the students on Friday if there will be a test/quiz early the next week? Students could be studying over the weekend. The weekly forms have been wrong, and students are confused as to when tests/quizzes are. Can teachers still communicate assignments to students despite PowerSchool? Ms. Barrett will bring feedback to staff.  
Mobile site is not updated as well as web-based application. Refer to web-based application for more updated scores/grades.  
School has a 2-year agreement with PowerSchool. Students and most teachers have told Ms. Barrett they like PowerSchool.  
Report cards are not able to be emailed through PowerSchool. Report cards came in the mail. Some report cards had lots of comments, others had none. Per Ms. Barrett, expectation is that a grade of C or lower was to have a comment with the grade.
4. Christian connections for college students (Julie)-Parents want their children to get plugged in with a Christian group when they go off to college. Can we help them? Can we start a database of Christian organizations at colleges? Could this database be kept with student guidance? Invite Christian leaders to college open house. Get alumni involved. Collegeconnection.org is a good site to help find Christian organizations. Will discuss with guidance counselor, Jess Bates.

5. SAT/ACT calendar and advice (Louise)-not present, tabled until next meeting
6. Mental Health (Veronica)-Veronica is going to a mental health workshop for parents. Open to all. First Aid Mental Health for youth-will receive a 2-year certification from attending the workshop. Mental health is affecting our children. We should make ourselves more educated on how to look out for mental health issues and how to help them. Lots of parents agreed this should be a discussion in the school. Could CCA hold a workshop/assembly on this? Do the students know who they can talk to if needed? Ms. Barrett said all student know where they can go for assistance; any teacher, the nurse, guidance (Jess Bates), counselor (Tonya Cherry-on all days except Friday), Ms. Barrett. Students can also report anonymously by dropping a note to any of the above.

#### School

1. Fundraising Committee news? (Carnita)-not present, no updates, table until next meeting
2. Green School Committee news-cafeteria updates (Louise/Ms. Barrett)-straws are gone, looking into alternatives for cups. Looking at reusable cups. They are cost effective, but someone is needed to wash them. CCA does not have the labor capability right now. Staff also looking into reusable plates and silverware. Are there dead areas in the school missing recycle bins? Ms. Barrett said recycling is everywhere and they are always full. Students are doing a good job recycling. Lots of lights have been changed to LEDS already. Any other lights not changed are the responsibility of the church.
3. Promote school on social media-Great Schools, Niche, Facebook, Google, Yelp-Please rate our school and help others find us!

#### Other discussion points-not on the original agenda

1. Can PAC put an informative/welcome letter in CCA welcome packets to new families? Community POC, Melody, to create and share with Cindy Barr.
2. PAC binder with minutes, bylaws, etc. will be in CCA office on shelf behind office staff.
3. Students miss Chapel. Would like to have it more frequently. Chapel is every three weeks, so it can be more intentional. Ms. Barrett is involving the CPC pastoral staff in Chapel.
4. Parents heard from students that Ms. Barrett asked for their suggestions when they were on the field trip. Students really appreciate being asked their opinion.
5. Will there be an International Study Group forming? Still in progress. Need to connect with Ms. Erilson. (sp?)
6. Is there a student government association? Yes, for juniors and seniors only. Could there be one started for lower classmen? Suggestion to be considered.
7. How is enrollment? Cindy Barr shared that enrollment is up. There have been lots of shadow days and students are still being enrolled for this year. Thinking because of word of mouth and there are positive feelings about the new head of school. CCA wants 330 enrolled next year. Lots of interest in the student ambassador position.
8. Hong mentioned there is a prayer meeting on Nov 17<sup>th</sup> at 4pm. Email Hong if interested.

#### Closing Prayer (Hong)

Close of meeting (Virginia) – meeting adjourned at 8:42pm

Meetings 3<sup>rd</sup> Tuesday of every other month, next meeting will be January 15<sup>th</sup>