

CCA PARENT ADVISORY COMMITTEE (PAC)

9-18-18 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.

PAC Agenda: PAC Member Attendees 26 Admin present-Ms. Barrett

7:01pm Motion to opening meeting- (1st-Virginia 2nd-Christina)

Opening prayer (Hong)

1. History of PAC (Leann)-parent groups have come and gone. Leann was asking previous admin to start communication again. New admin asked us parents to take over and get more involved
2. Launching of PAC (Leann)-a few of us decided to organize and start PAC. We are only an organizing, facilitating and communication board. Anyone with an idea for PAC, should also be prepared to head up the idea in a committee, etc. The board members are not the doers of PAC member ideas. We are also not policy makers. For now, there is no President, VP, etc. Decisions will be made with motions and majority PAC votes.
3. Purpose of PAC (Christina) – *see above* Motion to accept the proposed purpose as the PAC mission/purpose (1st-Virginia, 2nd-Leann, approved 23-0)
4. PAC board introductions and point of contacts (6 on the PAC board)
 - Julie morsefamily_5@verizon.net -not present, is Admin POC. Ms. Barrett can communicate through her to PAC. You can always still reach out to Ms Barrett independently.
 - Leeann niccofive@gmail.com is Staff POC. Staff can reach out to PAC through Leeann for volunteers, and other needs.
 - Christina perfater99@verizon.net is Parent/Student POC. Parents/Students can reach out to her for PAC info, questions and any other needs.
 - Hong hongjeffln@yahoo.com is head of PAC Prayer Team-Hong passed around a signup sheet to join the PAC prayer team. This team will receive emergent prayer needs for CCA community. Also, can arrange prayer meetings if wanted. We need to tap into the power of prayer. Please email Hong if you would like to join the PAC prayer warriors.
 - Melody mgsbutler@verizon.net is Community POC. New families working with Cindy Barr can be referred to Melody. She can reach out or find a PAC member to reach out to the new family to welcome them and give them the parent perspective. Will try to find a parent that is same grade. If you would like to sign up to be part of Melody's welcoming committee, please email her.
 - Virginia dvsine99@gmail.com is PAC Secretary. Meeting communication to PAC, members list-52 members to date, agenda and facilitation of meeting minutes, Facebook. RSVPs and agenda items for PAC meetings sent to Virginia. If you have a PAC discussion point for the agenda, be prepared to lead it. Secretary is the facilitator not the discussion leader.

Members asked to check info on spread sheet, and others asked to sign up if they had not yet.

5. Vision of PAC (Virginia)

- A. Immediate goal-growth, and more parent involvement. Will start with creation of bylaws. 3 persons by law committee formed (Virginia Sine, Rachael Wortham, Carnita Cox) and will bring proposed bylaws to next meeting, hopefully. Discussion on becoming a legit PTO and the difference between PTO/PTA. Current PAC members agree with current goal to increase involvement, support current arrangement of organizing board, will revisit voting for official positions after the new year. With possible consideration for incorporating, etc. at later date.
- B. Currently no funding/budget, no dues. Consider any cost to ideas-need to be no funds/self-funding.
- C. Consider liability of ideas, PAC is not insured presently. Refrain from holding "PAC events"

Admin news

1. School year changes and progress - news and feedback (Ms Barrett)

- Staff roles-Ms. Barrett gave out a list of staff roles. Teachers emails are the first letter and last name@chapelgateacademy.org
- Absence policy-Clarified that 14-day absence policy does not include leaving for sporting events, 3 tardies equals an absence
- Cell phones-has found bring device to school policy has been distraction for students, students are to use cell phone pockets in classrooms
- Rules-tighter on dress code and key cards
- No candy policy-stemmed from 2 anaphylactic reactions in the school and trying to keep students with allergies safe, even though students know what they should and shouldn't eat, some students are still eating things they shouldn't, will still have food at parties, teachers will send home forms advising parents of the food that will be at the parties
- Power school-still on a learning curve, "80% ironed out, 20% still working on it", power school should be updated on a weekly basis so suggested parents log in once a week. If teacher not updating or submitting grades on time, contact Ms. Barrett. If having issues contact Ms. Spisz first, Mr. Wilkerson second. Parents expressed wish for training, 6 parents currently interested, will request for Ms. Wright to schedule a power school training class. Date and Time TBD. The students should know about the "week sheet" (homework for the week) and be using it to keep up with their assignments. The week sheet is updated Monday by 9am and then can be printed out. This is easier to see on student access. Parents can see assignments if they scroll down on the mobile power school app. Parents thanked Ms. Wright for being available to help them with power school issues. Parents have seen assignments building up, little overwhelming for the students. Some assignments are appearing twice, other teachers are placing assignments for the month. Teachers are working on clearing the sites out better.

2. Uniforms -uniform store news (Pam) & researching new uniforms? (Hong)
 - Pam has a team to help her with the uniform store. She has a volunteer that washes and cleans donated uniforms. Pam needs a lot of help at the beginning of the year organizing all the lockers with the used uniforms before the two big uniform sales times; the sports clinic and first day of school. If you can help her please email her at rikandpam@msn.com. If you want to look through the used uniform lockers on your own, you can by getting the key from the office. Shirts are \$5, pants/skirts are \$10, outer wear is \$10. If you go through the lockers, PLEASE fold up the clothes nicely and keep them in ORDER.
 - Hong is looking into other uniform options. Flynn Ohara not a huge favorite among parents because of the cost and students because of lack of comfort. Admin is open to allowing the research and possible change. Flynn Ohara would still be accepted but other companies may be accepted too. Parents suggested Land's End. Would not be changed until next school year at the earliest. Motion to allow Hong to research new uniform options-Virginia, second-Christina, vote 24-0 in favor of looking for other uniform options.

Staff

1. Head of Departments? What is the tier of communication?
 - Tier of communication-teacher first, team lead second, Ms. Barrett third
2. Compliments/Concerns/Comments?
 - Parent compliment to CCA staff-Staff looked sharp in their blue shirts on back to school night
 - Class sizes-question about class sizes, they are no bigger than 26
 - School nurse complimented on always being there for a student who has a chronic condition. Thanks for making the family feel secure and safe knowing the student is in good competent hands when he comes to school.
 - Parents would like more communication when staff is leaving versus the rumors that we hear from our kids. Ms. Barrett will communicate staff changes unless for some reason she can't due to staff privacy.
 - Parents are appreciating the Head of School newsletter Ms Barrett has been sending out and wants it to continue. Parents like the increased communication. Reminder about admin coffee and conversation on October 5th, goal is to have one every quarter
3. Hospitality and Staff Appreciation (Leeann and Christina)
 - Leeann and Christina want to form a PAC committee to take over Wednesday breakfast. Want to do "Feed Your Face Feast" once a month for teachers. Bigger and better spread with more than one volunteer to help feed the 40 plus staff. Also want to do teacher appreciation, possible extra events for Valentine's, Christmas. Want to get students involved, maybe eventually forming a hospitality club. Motion to form a Hospitality & Staff Appreciation PAC committee-Virginia, Second-Leeann, voted 24-0 in favor.

How is PAC going to communicate with members?

- To reach the CCA general population, communication must go through CCA to respect privacy of emails. Ms. Barrett can include PAC news in her newsletters.

- Minutes will be sent to PAC members. It was suggested that minutes are also shared with CCA population. An abbreviated version will be put on PAC public FB page and be available to CCA general population. Motion to share abbreviated PAC meeting minutes with public-Virginia, second-Christina, voted 24-0 in favor.

Students

1. Community Outreach & Service Opportunities (Julie)-Julie sick, Julie's idea proposed by Virginia. Julie wants to get CCA students involved in community and service opportunities. Sign up sheet available. Email Julie if interested, morsefamily_5@verizon.net. Motion to form the Community Outreach & Service Committee-Virginia, Second-Leeann, vote 24-0 in favor.
2. Socials- (Fall Dance-Amy), Homecoming, Prom, Senior Clap Out-Amy not present. Ms. Barrett said Amy has a team with juniors to help with the Fall Dance. Admin will plan homecoming and prom. Julie had an idea to do a Senior Clap Out for the seniors on their last day. All students will line the hallway and clap as the seniors leave on their last day of school, will bring back up later.

School

1. Fundraising -committee chair? Passive- Box tops, Giant, Safeway, Harris Teeter? others?
 - Does CCA need help/PAC partner for fundraising? YES! There is no official head of fundraising. Concern expressed for fundraising affecting CCA parents. Fundraising should be responsible and to support only what is needed. Passive fundraising is goal now through retail companies, maybe restaurant nights, how can we get the community to give into CCA? All money will have to channel through CCA. PAC has no budget. Carnita Cox volunteered to be the head of a PAC fundraising committee. Motion to form a PAC Fundraising committee-Virginia, Second-Christina, voted 24-0 in favor. Email Carnita at cdickey001@gmail.com if interested in helping.
2. Chapelgate's first annual 5K Turkey Trot (Sheila)
 - Sheila expressed concern about communication. CCA Crab Feast and 5K Turkey trot are both asking to seek sponsors. This would be double tapping the sponsors and parents at the same time. Crab feast request came out first and now Turkey trot sponsorship could suffer. Ms. Barrett will seek resolutions for fundraiser communications/collaboration and a better approach in the future.
 - Promote the CCA turkey trot! It will be Thanksgiving morning. Appropriate for all ages! Parent expressed how much fun last one was.
3. Green School (Louise) - Environmentally friendly cups/straws in cafeteria?
 - Louise would like to investigate making our school green. Motion to form a green school committee-Virginia, Second-Leeann, voted 24-0 in favor.
4. Other ideas?

Closing Prayer (Hong)

PAC Meetings will be the 3rd Tuesday of the month, next meeting will be November 13th bc third Tuesday is Thanksgiving break. Same time 7p-8:30p. Send any agenda items to Virginia dvsine99@gmail.com

8:37pm Motion to close meeting-Virginia, Second-all the parents

Thanks for a great first PAC meeting!