

<b>Subject:</b>	Beard school organizational Parent Advisory Committee(PAC) meeting						
<b>Date:</b>	10-30-18	<b>Start Time:</b>	7.30am	<b>End Time:</b>	9.20am	<b>Place:</b>	<i>Beard school conference room</i>

<b>Attendee Names</b>
Manda Lukic
Andrea Patrinos
Antony Mannix
Angie C Ali
Rofina Samuel
Mary Ottinot
(?)

### **Agenda**

1. **Welcome/Call to order**
2. **Introductions**
3. **Appointment of PAC officers**
4. **Next Meeting Dates**
5. **Budget**
6. **General Discussions**
7. **Thank you Note**

### **Details as follows;**

The meeting started with hot coffee and tasty donuts. It was a sweet beginning indeed. The members introduced themselves. Hand copies of agenda and PAC officer responsibilities were circulated.

### **Appointment of PAC officers:**

The PAC officers were selected and the following members were appointed as office bearers

Chairperson - Antony Mannix  
Vice Chairperson - Angie C. Ali  
Secretary - Rofina Samuel  
New Outreach Coordinator - Mary Ottinot

The roles and responsibilities of each title were discussed in detail.

**Next Meeting Dates:**

It was decided to have the meetings on last Mondays of every month.  
The below dates were finalized for the next coming PAC meetings.

Nov 26 / 7.30 am  
Dec 17 / 7.30 am  
Jan 28 / 7.30 am  
Feb 25 / 7.30 am  
Mar 25 / 7.30 am  
Apr 29 / 7.30 am  
May 20 / 7.30 am  
June 10 / 7.30 am

**Budget:**

We had discussions on budget allocated for various school activities. We talked about how the finance can be used to help to improve the parents and children welfare. It was decided to go for a survey among parents to understand their needs and interest on the same.

*Example:*

Conducting training sessions for parents  
Equipment for parents  
Conducting play dates  
Training parents on CPS  
Supplies for parent room...etc.

**General Discussions:**

*School Communication system:* Class Dojo and all the safety robo calls were very much appreciated.

*Student Absence:* The leave procedures and actions from parents were discussed.

*Report card dates:* We talked about setting up vendor desks to benefit parents.

*Parent Survey:* Parents involvement is considered very important while taking decisions on distributing the budget for the PAC activities. It has been decided to collect survey questions to reach out to the parents.

**Action Items:**

1. Questions need to be collected for parent survey.

**Thank you Note:**

The meeting was closed with a note of thanks to all the attendees for spending their valuable time and thoughts.