

UME Preparatory Academy Mission Statement

UME Preparatory Academy exists to produce college and work ready graduates and to offer parents enhanced opportunities as their child's first and best teachers to strengthen their families as they exercise greater influence over the spiritual, intellectual, and emotional growth of their children.

Parent Affairs Committee Mission Statement

The Parent Affairs Committee will support the Parent Equipping Program through the advocacy, mentoring, equipping, encouraging, serving, and community building among parents in furthering the Academy's mission.

Parent Affairs Committee Minutes 8/11/2015

Attendees: Dani Barker, Kristyl Burkey, Jen Freeman, Brandy Low, Denise McConnell, Sarah Milem, Laci Pool, Rachel Simmons, Brance Barker

Absent: Suzanne Tatro

Welcome: Dr. Barker welcomed everyone back to school, thanked the group for the work done last year, and encouraged members to build on last year's progress by growing other volunteers.

Denise said there are 4 open slots on the PAC currently. She wants the focus this year to be on Leading, not Doing. Our goal should be to find a replacement for your position this year. A new volunteer coordinator will be assigned to us, it will not be Sally Hansen.

Calendar: Brance previously emailed event calendars to members.

- Notebooks will be provided to all members at the next meeting, Tuesday, Sept 22.
- The following meeting for PAC will be on a Monday, Oct 26, due to Spring Creek night being on Tues, Oct 27.
- The staff meeting dates are not on the calendar yet as Kayla Smith makes decisions re: staff meetings. Rachel and Kristyl will get dates later.
- Denise will meet with Brance re: other meeting dates for PAC.

Budget: Brance is working on the budget. He is evaluating a different plan to keep the funds separate. Some PAC funds are provided by the school, some are raised within PAC. Part of the school budget is set aside for Parent Equipping.

Parent Equipping Structure: Discussion was held about recruiting the grade level coordinators: K-4, 5-8, 9-11. And about a Snack and Chat Chairperson job. Kristyl stressed the importance of involving more parents.

Aug/Sept Events:

- Brance said schedules for **Open House** are being worked on currently.
- The plan will be for PAC to greet families at the door, encourage them to send one person to the front counter to get their family packet by oldest child's last name, and send the remaining

family into the auditorium. There will be a brief welcome/instruction about the evening. Families will be dismissed to go to classrooms.

- PAC will have a volunteer table set up in the front lobby.
- Dani and Sarah will bring printers to copy people's driver's licenses.
- Kristyl will bring balloons.
- There is a need for assistance with guiding people for parking.
- Rachel suggested ringing the bell as a signal to dismiss and clear out for the next age group to come in.
- All PAC members will arrive at 3:30 on Monday.

Officers: Denise said the officer slate will be voted on at the next meeting. Kristyl Burkey has stepped down from her position as secretary due to school, but will remain a member of PAC.

- Vice Chair: Suzanne Tatro
- Treasurer: Sarah Milem
- Secretary: Jen Freeman.

To fill the 4 open slots on PAC, a family has to have been at the school one year. We will look at recruiting specific parents.

Discussion was held about the process for getting **background checks** completed on anyone who wants to volunteer at the school. Everyone agreed that the process needs to be expedited. Brance and Denise will work with Anita and/or the new volunteer coordinator on the process. Different PAC members volunteered to enter the data if given approval to do so.

There was also discussion about the **dress code**. Brance informed the members that new items can be added to the agenda and to let him know in advance and he can have the specific person over that issue at the meeting to address the topic.

Roundtable: Inservice Lunch:

- Rachel is planning a Picnic themed lunch for the staff on Thursday.
- The school is providing a budget of \$50. Multiple PAC members donated money or food for the event. Rachel will coordinate getting everything at the school.
- Dani and Sarah will come to help set up/serve at 10:30.

Next Meeting: Tuesday, Sept 22