

2019-2020 BDCHS - Phoenix Action Crew (PAC)



At BDCHS, all parents/families are members of the Phoenix Action Crew – the PAC. PAC’s purpose is to bring all BDCHS families, faculty/staff, and community partners together through volunteer opportunities which help strengthen the school community, engage parents and families, and provide participation in our students’ education and activities. Our stakeholders are key to strengthening the school community. Through various methods, efforts include facilitating communication between school and home serving as a means for helping parents/families to actively participate in their children’s education and school. They also coordinate fundraising and school activities for students, staff, and the BDCHS community. Parents and families are encouraged to get involved; there are many ways to go about doing this to fulfill each families’ annual 20 hours volunteer commitment.

<p>Volunteer Coordinator 2019-2020 Sherrie Glow</p>	<p>This individual manages all volunteer communications using SignUpGenius within the BDCHS PAC community, including faculty/staff members, families, alumni, clubs, athletic teams and boosters. He/she acts as the point person for SignUp-Genius development, distribution and recording of volunteer hours working closely with the school front office staff. All PAC Committees and BDCHS faculty/staff communicate with the Volunteer Coordinator for volunteer and donated item needs.</p>
<p>PAC Committee Coordinator 2019-2020 Retina Johnson</p>	<p>This individual ensures all committee activities are being fulfilled, following designated timelines and deadlines. They ensure committees are communicating with each other as needed in order to complete a task(s) and report/update Administration on a regular basis. The coordinator has the responsibility of working with Administration to set agendas for PAC quarterly town hall/workshop meetings which include a PAC update, school update and sometimes a guest speaker. They work closely with the volunteer coordinator. PAC meets on a quarterly basis on a Tuesday evening from 6:00 p.m. to 7:30 p.m. The meetings dates for the 2019-2020 school year are: Sept. 24th, Oct. 22nd, Jan. 14th, April 14th, May 5th.</p> <p>This individual attends all PAC Planning meetings. These meetings occur quarterly with the Administrative Team from 7:00 a.m. to 8:00 a.m. to plan and coordinate PAC activities. The meeting dates for the for the 2019-2020 school year are: July 23rd, Oct. 8th, Dec. 10th, March 24th, April 7th.</p>
<p>Parent Representative to the Board 2019-2020 Dale Kimball</p>	<p>This individual acts as the PAC liaison to the BDCHS Board. He/she is expected to attend monthly Board meetings (dates TBD). This parent representative is a non-voting member of the Board. He/she is expected to update and report PAC activities, initiatives, and concerns to the Board. He/she also communicates any pertinent information, feedback, issues, etc., from the Board to parents at the PAC meetings.</p> <p><i>The Parent Representative position is voted on by parents at the May PAC meeting.</i></p>
<p>Committee</p>	<p>Committee Description/Responsibilities</p>
<p>Hospitality (1-2 chairs): (e.g. Teacher Appreciation Week, Holiday Lunch, Are You Collegiate?, Honor Roll) 2019-2020 Melanie Trask/Jennifer Bloomfield</p>	<p>Coordinate all efforts with regards to faculty hospitality including Teacher Appreciation Week, holiday lunch, faculty/staff gifts & recognition, AYC and so on. All needs are communicated to the Volunteer Coordinator. Chairs, may find it necessary to establish sub-committees for repeat events (i.e. AYC). (Activities/ events listed are examples of existing initiatives; items may be added or deleted as necessary.)</p>
<p>Are You Collegiate (AYC) 2019-2020 Sarah Martin</p>	<p>Coordinates AYC celebrations in collaboration with Student Success Committee. AYC recognizes students who are on track with behavior, attendance, and grades. AYC celebrations typically occur at the end of the school day and consist of fun activities and light refreshments.</p>
<p>BDCHS Teach-In Parent Coordinator 2019-2020 Michael Ritchie</p>	<p>Coordinate with APC, coordinating speakers/presenters, registration, room set-ups, gifts, volunteers, etc. They work closely with the Assistant Principal of Curriculum, Volunteer Coordinator, and hospitality chair(s)</p>

<p>Spring Event Parent Coordinator 2019-2020 Ashley Spurling</p>	<p>The annual Spring Event is the third major fundraiser of the school year. The Spring Event is an adult-only social that includes dinner and auction at a nice venue. The Spring Event Parent Coordinator is expected to attend Development Committee Meetings to help coordinate efforts. The Development Committee develops and approves all plans and external materials.</p> <p>Some of the activities the Spring Event Parent Coordinator helps with include: printing and distribution of Spring Event materials, assisting with garnering donations and sponsorships, generating excitement for the event, communicating the event to all stakeholders, assisting with planning logistics for the event, and assisting with any post-event tasks. The Spring Event Parent Coordinator works closely with the Parent Volunteer Coordinator on this event to solicit and organize parent volunteers for various smaller projects and for assistance during the night of the event</p>
<p>Phoenix Fund Parent Coordinator 2019-2020 Andrea Barreto</p>	<p>The Phoenix Fund is the first major fundraiser of the school year. The Phoenix Fund Giving Campaign occurs in the first quarter of the school year. Families, business partners, and community members are asked to donate to the school through a letter/signage/social media communication campaign. The Phoenix Fund Parent Coordinator is expected to attend Development Committee Meetings to help coordinate efforts. The Development Committee develops and approves all campaign materials.</p> <p>Some of the activities the Phoenix Fund Parent Coordinator helps with include: printing and distribution of Phoenix Fund materials, generating excitement for the donation drive, communicating the campaign to all stakeholders, organizing incentives for families and students, and executing incentives for families and students.</p>
<p>PDQ Card Fundraiser Parent Coordinator 2019-2020 Renee Fordyce</p>	<p>The PDQ Card fundraiser is the second major fundraiser of the school year. PDQ gift cards are sold with profits benefitting student clubs and organizations. The PDQ Card Parent Coordinator is expected to attend Development Committee Meetings to help coordinate efforts. The Development Committee develops and approves all campaign materials.</p> <p>Some of the activities the PDQ Card Parent Coordinator helps with include: printing and distribution of PDQ Card materials, generating excitement for the gift card sales, communicating the PDQ Card fundraiser to all stakeholders, organizing incentives for families and students, and executing incentives for families and students.</p>
<p>Teacher Appreciation Week Coordinator 2019-2020 Miryam Chazares</p>	<p>Teacher Appreciation week is traditionally held the first full week in May. This individual would coordinate the theme, activities, food, decorations, etc., for this weeklong celebration of our amazing teachers. The Teacher Appreciation Coordinator works closely with Administration, the Hospitality Coordinators, and the Volunteer Coordinator.</p>
<p>Carpool Coordinator 2019-2020 Trina Johnson</p>	<p>The Carpool Parent Coordinator oversees an electronically shared database as a service to families looking to connect to establish a carpool.</p>
<p>Alumni Engagement Coordinator 2019-2020 Anicette Richardson</p>	<p>BDCHS held its first tenth year class reunion for the class of 2009 in 2019. The Alumni Engagement Coordinator will assist the school in engaging alumni in school events, volunteer opportunities, fundraising opportunities, etc. The Alumni Engagement Coordinator will coordinate and set up an alumni directory and will communicate with alumni through various means of communication including social media, text messages, email, etc., The Alumni Engagement Coordinator also helps organize the class reunion and alumni events.</p>

Throughout the year, additional volunteer opportunities will occur because of immediate needs, new programs, etc.

These opportunities will be communicated via SignUpGenius and by the PAC's Volunteer Coordinator using ProudPhoenixParent@gmail.com.