



2020-2021 BDCHS - Parent Advisory Council (PAC)

At BDCHS, all parents/families are members of the Parent Advisory Council (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 family's annual 20 hours volunteer commitment.

<p style="text-align: center;">Volunteer Coordinator 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 donation needs.</p>
<p style="text-align: center;">PAC President 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 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 monthly, on the 2nd Tuesday of each month at 6:00 PM. The meeting dates for the 2021-2022 school year are September 14th, October 12th, November 9th, December 14th, January 11th, February 8th, March 8th, April 12th, and May 10th.</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 2021-2022 school year are: TBD.</p>
<p style="text-align: center;">Parent Representative to the Board Retina Johnson</p>	<p>This individual acts as the PAC liaison to the BDCHS Board. He/she is expected to attend monthly Board meetings (dates TBD). The 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>The Parent Representative position is voted on by parents at the May PAC meeting.</p>
<p style="text-align: center;">Vice President, Programs Shari Burruss</p>	<p>Responsible for directing and monitoring the development of PAC programs and various BDCHS projects. He/She will oversee the following chairpersons: Hospitality, Clothes Closet, BDCHS Teach-In, Carpool, 4th of July and Gasparilla Parades, Teacher Appreciation Week, and other programs as identified.</p>
<p style="text-align: center;">Vice President, Fundraising Seung Park</p>	<p>Responsible for attending Development Committee meetings and assisting with fundraising campaigns. He/She is responsible for communicating to both parents and Board Development Committee events and activities that are active and planned for the school year.</p>
<p style="text-align: center;">Treasurer Christine Cooksley</p>	<p>Responsible for maintaining custody of all gift cards and receipts related to PAC. He/She will work collaboratively with the Business Manager to keep an accurate account of gift card donations, receipts, and expenditures. He/She will present a financial statement of donations and funds raised at every monthly meeting and at other times as requested by the Executive Board.</p>

<p>Recording Secretary Miryam Chazares</p>	<p>Responsible for keeping meeting minutes and distributing timely via email before the following meeting, keeping a current copy of the bylaws and amendments, and monitoring of the PAC email account, pac.bdchs@gmail.com. He/She will also coordinate with BDCHS personnel submission of information for the BDCHS Phoenix newsletter and voicemail blasts.</p>
<p>Corresponding Secretary (Open)</p>	<p>Responsible for communicating all PAC information to external sources, including newspapers and other media sources. He/She will work with event chairs and PAC Executive Board to create all written communications and will manage all event advertising and publications (both internal and external).</p>
<p>Committee</p>	<p>Committee Description/Responsibilities</p>
<p>Hospitality Chair Melanie Trask</p>	<p>Coordinate all efforts concerning faculty hospitality including, but not limited to, Teacher Appreciation Week, holiday luncheons, faculty/staff gifts & recognition, and AYC. All needs are communicated to the Volunteer Coordinator. The Chair 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) Chair Yvonne Moose</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 Chair Yvie Cano</p>	<p>Coordinate with APC, coordinating speakers/presenters, registration, room set-ups, gifts, volunteers, etc. The Chair works closely with the Assistant Principal of Curriculum, Volunteer Coordinator, and hospitality chair.</p>
<p>Spring Event Chair (Open)</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 an auction at a nice venue. The Spring Event Chair 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 Chair helps with include development, 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 Chair works closely with the Volunteer Coordinator to solicit and organize parent volunteers for assistance during the night of the event</p>
<p>Phoenix Fund Chair (Open)</p>	<p>The Phoenix Fund is the first major fundraiser of the school year. The Phoenix Fund Rising Campaign occurs during 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 Chair 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 Chair helps with include development, 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 Chair (Open)</p>	<p>The PDQ Card fundraiser is the second major fundraiser of the school year. PDQ gift cards are sold with profits benefitting the school's general education fund, athletics, student clubs, and organizations. The PDQ Card Chair 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 Chair 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,</p>

	organizing incentives for families and students, and executing incentives for families and students.
Teacher Appreciation Week	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 staff. The Teacher Appreciation Chair works closely with Administration, the Hospitality Coordinators, and the Volunteer Coordinator.
Carpool Chair Trina Johnson	The Carpool Chair oversees an electronically shared database as a service to families looking to connect to or establish a carpool.
Alumni Engagement	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.

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.