

Parent Advisory Council (PAC) Meeting Minutes

Date: October 23

Time: 5:40 PM

Location: Virtual

Attendees: 14

1. Call to Order

The meeting was called to order at 5:40 PM. The session began with introductions from the Student Council, who presented an overview of the Community Closet initiative and its purpose within the school community.

2. Discussion Items

a. Community Closet

The Student Council explained the goals and current progress of the Community Closet. The following action items were discussed:

- Closet Rack: Mrs. Rajkumar will provide once date has been determined
- Hangers: Mrs. Parkin will provide once date has been determined.
- Wish List: Students are in touch with local churches to coordinate donations & will be considering Amazon Wish List

The group discussed ways to expand and promote the initiative within the community.

b. Biotech NHS and Student Council Updates

- Spirit Week: Planning is in progress, including a pep rally and décor donations.
- Bake Sale: Scheduled for April (exact date to be confirmed); includes ice skating and decoration setup.
- Social Media Presence: Emphasis on increasing visibility and community engagement.
- Advisory from Mr. Channer: NHS Council should create a yearly calendar of events for better planning.
- PAC Input: Encouraged alignment of activities with Vision goals and the wishlist initiative.

c. Open House Preparation

- Mrs. Parkin will bring buttons for distribution.
- Brochures and materials will be available at the PAC table.
- Hope Closet QR Codes: To be finalized for upcoming Open Houses.
- Volunteers: To be confirmed closer to the event date.

d. Fundraising and Parent Engagement

- Fundraising ideas are under discussion, including potluck-style events and refreshments.
- A new PAC website is under development.
- Expanding the PAC’s social media presence was discussed to enhance parent involvement and outreach.

e. Hope Club

The Hope Club shared updates on their app and website, which will be available soon for student and parent access.

3. Action Items

Task	Responsible	Deadline/Status
Provide closet rack	Marie	Date to be determined
Supply hangers	Mrs. Parkin	Date to be determined
Confirm Open House QR codes	Hope Closet Team	Before Upcoming Open Houses
Draft event calendar	NHS Council	Upcoming PAC meeting
Website & social media setup	PAC Communications Team	Ongoing

4. Agenda for Next Meeting

- Review of Upcoming Events
- Open House PAC Table and Volunteer Assignments
- Student Closet Proposal – Student Representatives, Donations, Needs
- Biotech NHS/Student Council Collaboration – School Activities & Future Engagement
- Resource Guide for Biotech Students – Parent Initiative and Community Resources
- Fundraising Updates – New Ideas (e.g., McDonald’s Fundraiser for Biotech, Flower Sale for AERO, Pie Sale for Infotech)

5. Adjournment

The meeting concluded at 7:00