

# Welcome to the Bay View Parent Council

The Bay View Parent Council plays an important role in strengthening the partnership between families and the school. **All parents and guardians of Bay View students are automatically members of the Parent Council**, and every family is encouraged to participate in ways that feel meaningful and manageable. Whether attending a meeting, volunteering at an event, welcoming new families, or supporting school initiatives, Parent Council involvement helps foster the vibrant community that defines Bay View and enriches the experience of all students.

*The term 'parent' in our name refers to the student's parent, guardian, or any person in the parent or custodial relationship to the student.*

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## Member Expectations

Parent Council members are asked to:

1. Attend at least one Parent Council meeting each year;
2. Volunteer to support at least one Parent Council event annually;
3. Help promote Parent Council initiatives and contribute to positive community engagement.

## Monthly Meetings

The annual meeting schedule is set by the Parent Council Chair(s) and communicated at the start of the school year.

Meeting format (virtual or in person) is determined based on the needs of the Parent Council and the nature of the meeting or planned activities.

Parents will be made aware of meeting dates via the school's calendar, and meeting links will be shared in advance.

Meetings provide an opportunity for parents and guardians to:

- Hear updates about school initiatives and upcoming events
- Learn ways to support upcoming school programs and traditions
- Share ideas and feedback with school leadership
- Connect with other Bay View families

## Organizational Structure

### Parent Council Chair / Co-Chairs

The Chair(s) provide overall leadership and continuity for the Parent Council by overseeing communication, supporting collaboration between families and school leadership, and ensuring the organization's initiatives and events remain aligned with the Bay View's mission and Parent Council goals.

#### Expectations:

##### **Meetings & Communication:**

- Manage and facilitate monthly Parent Council meetings
- Develop and share meeting topics, using a provided agenda template, in advance of meetings
- Meet with the Administration Liaison prior to monthly meetings for preparation and coordination
- Serve as the primary point of contact for families with Parent Council questions or needs
- Manage emails submitted to: [parentcouncil@bayviewacademy.org](mailto:parentcouncil@bayviewacademy.org)

##### **Leadership & Coordination:**

- Provide overall leadership and direction for the Parent Council throughout the school year
- Serve as the primary point of contact and support for Event Leads
- Ensure each Parent Council Signature Event has an identified Event Lead
- Support Event Leads with planning questions, communication, volunteer coordination, and connection to appropriate resources and contacts as needed
- Coordinate and collaborate regularly with the Administration Liaison

- As opportunities arise, collaborate with student leadership to promote events to students and coordinate student volunteers for select school events
- Help ensure Parent Council initiatives and events remain aligned with the organization's goals and the mission of the school

### **Planning:**

- Meet 1–2 times over the summer to prepare for the start of the school year
- Support annual planning, event coordination, and continuity between school years

## **Administration Liaison**

The Administration Liaison supports communication, continuity, and coordination between the school and Parent Council in partnership with the Chair(s).

Responsibilities include facilitating Parent Council communications, coordinating meeting logistics and updates, maintaining shared records and workflows, and utilizing existing school systems and tools. Unless otherwise assigned, the Associate Head of School for Student Experience serves in this role

### **Expectations:**

- Serve as the primary school representative and partner to the Parent Council Chair(s)
- Meet regularly with the Chair(s) to support planning, communication, prioritization, and coordination of Parent Council initiatives
- Support the Chair(s) in preparing meeting agendas, sharing school updates, and addressing questions or needs that arise
- Provide guidance and support to the Chair(s), who in turn oversee and support Event Leads
- Assist the Chair(s) in ensuring Parent Council efforts remain aligned with school priorities, policies, and mission
- Attend and support monthly Parent Council meetings
- Take and distribute meeting notes and important updates following meetings
- Support major Parent Council initiatives and Signature Events as needed through communication, coordination, and logistical assistance
- Serve as a resource to Parent Council leadership in navigating school processes, timelines, and collaboration with faculty/staff

## Event Leads

Each Parent Council signature event requires at least one Event Lead. Parent volunteers may choose to lead one (or more) of these events. Event Leads help organize and coordinate the event in collaboration with the Parent Council Chair(s) and School-Based Point Person(s).

### Expectations:

- Serve as the primary coordinator for the selected event
- Serve as the primary point of contact and support for parent volunteers participating in the event
- Work with the Parent Council Chair(s) and School-Based Point Person(s) on planning and communication
- Help establish timelines, delegate responsibilities, and monitor event needs
- Recruit and coordinate parent volunteers as needed
- Support event setup, execution, and wrap-up responsibilities
- Communicate updates, questions, or challenges in a timely manner
- Provide brief event updates during Parent Council meetings as appropriate, particularly leading up to the event

## School-Based Point Person

The School-Based Point Person is the individual who is either the school's event lead or the person best positioned to provide information and support to execute the event.

### Expectations:

- Serve as the school-based contact and collaborator for the assigned Parent Council Signature Event
- Partner with the Event Lead(s) to support event planning, communication, and coordination
- Provide event-specific information, timelines, procedures, and school-related guidance as needed
- Invite Event Lead(s) to relevant sub-committee meetings
- Help coordinate logistics involving school spaces, materials, staffing, or operations
- Communicate important updates, needs, or concerns to the Event Lead(s) and Parent Council Chair(s) in a timely manner

- Support alignment between the event and school expectations, policies, and priorities
- Be available for planning conversations leading up to the event and support day-of coordination as appropriate

## Parent Volunteers

Every parent and guardian is welcome and encouraged to find a way to contribute that fits their unique schedule, interests, and availability. Parent Volunteers support Parent Council initiatives and Signature Events under the guidance of Event Leads, helping strengthen community engagement and school connection throughout the year.

### Expectations:

- Support Parent Council events, activities, or initiatives as availability allows
- Communicate directly with Event Leads regarding volunteer roles, questions, or availability
- Fulfill volunteer commitments to the best of their ability and communicate promptly if plans change
- Assist with event preparation, setup, activities, and wrap-up responsibilities as needed
- Help foster a welcoming, positive, and inclusive community environment
- Support Parent Council initiatives in a collaborative and respectful manner
- Promote positive engagement within the Bay View community
- Attend Parent Council meetings as it pertains to the event you are supporting

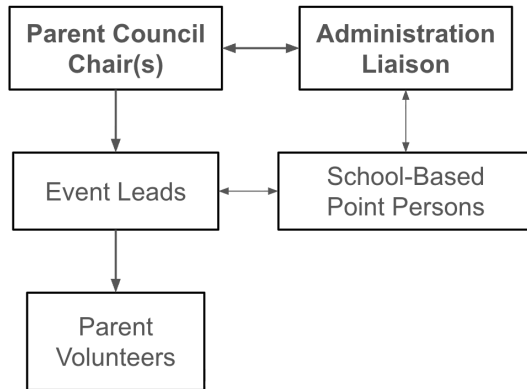
## Background Checks

To ensure a safe and secure environment for everyone, all volunteers are required to complete the following steps:

1. BCI (Background Check Information)
2. Safe Environment Training Video. This 14-minute video helps our volunteers understand important guidelines for maintaining the well-being of those we serve.

Bay uses AssureHire to manage background checks and related documentation. The Director of the President's Office oversees this process and can assist with any questions.

## Organizational Chart



## Funding

The Parent Council's primary purpose is to support and strengthen community engagement by promoting school connection, assisting with community-building events, and supporting existing fundraising initiatives already established by the school (i.e. Manhattan at the Bay), rather than functioning as a standalone fundraising organization.

- Bay View will provide fair and reasonable seed funding for Parent Council events based on prior years' expenditures and event needs.
- The Parent Council may choose to host additional fundraising initiatives, but doing so is not required.
- Funds raised by the Parent Council will remain within the Parent Council account from year to year, allowing future leadership teams to build upon existing resources rather than starting from scratch annually.

# Signature Events

Parent Council events should benefit the greater school community - students, teachers and families, PreK - 12.

1. Coffee in the Courtyard | September
2. Fall Open House & Information Night | October & November
3. Trunk or Treat | October
4. Welcome to Middle School & Upper School Nights | December/January
5. Manhattan at the Bay - Event Support | January - April
6. Teacher Appreciation Week | May
7. End-of-Year Uniform Exchange | May - June
8. New Families Mentor Program | Spring

For more details see: [☰ Parent Council Manual](#) - Tab 2: Signature Events