

PAC Meeting notes from 9/24/26:

- **PAC Leadership And Structure:** Christopher explained that the IT PAC needs a new executive committee after its prior officers graduated, and Tia offered to serve as vice president while Martha Gallo indicated they could serve as president pending confirmation and any required vote.
 - **Officer Vacancies:** The open roles are president, vice president, secretary, and treasurer. Christopher said the secretary role has limited administrative work because meeting notes can be generated through AI transcription, while the president and treasurer would monitor spending and approve or track purchases.
 - **Approval Process:** Christopher explained that school staff initiate purchase orders, which are routed to the PAC president for approval. Monthly financial reports can be pulled from Munis, while the treasurer would work with Christopher to track fundraiser income, expenses, and resulting funds.
 - **Officer Selection:** Tia asked whether officers must be elected and how soon roles must be filled. Christopher answered that a formal election would be used if multiple people seek the same role; if there is only one candidate per position, the PAC can proceed with those assignments. Terms are handled year to year and can change if a member's availability changes.
 - **Potential Officers:** Tia offered to take the vice president role while balancing involvement with another PAC and family responsibilities. Martha said they could serve as president if no other candidate comes forward, and Christopher agreed to follow up before the appointment is finalized.
 - **Committee Participation:** Christopher said members can contribute through targeted committees rather than attending every activity, including fundraising, advocacy, career planning, and internship partnerships. PAC meetings are generally monthly, and some major events may serve as the meeting for that month.
- **PAC Events And Funding Priorities:** Christopher described the PAC's shift toward funding high-participation events that showcase student learning and create meaningful family engagement, with the annual budget and future fundraising plan to be developed at the next full-campus meeting.
 - **Event Priorities:** The PAC has moved away from low-attendance activities such as movie nights and family game nights and now prioritizes events that showcase student work or provide useful learning opportunities for families. Examples include Capstone Night, Science Fair, College Planning Night, Senior Night, Multicultural Night, and the IT school's spring Film Fest.
 - **College Planning:** College Planning Night typically includes presenters from ECMC covering topics such as FAFSA and scholarships, giving seniors and their families an opportunity to learn about the college process and ask questions.

- **Major Event Support:** PAC funds have historically supported food, community judges, awards, gift cards, and other event costs. Full-campus events require coordination among the Biotechnology, Aero, BMA, and IT schools, while school-specific events may request funding directly from the IT PAC.
- **Fundraising Model:** Christopher said the historical expectation has been for each school to conduct at least one fundraiser, with proceeds supporting campus-wide needs such as Senior Night awards and gift cards. The continuation or adjustment of that model will be discussed by PAC members.
- **Upcoming Budget:** The district or state allocation for PAC activities had not yet been provided. Once the amount is available, Christopher will share prior-year budgets so members can review historical spending, decide whether to retain or modify existing priorities, and establish the budget for the year.
- **Student Partnerships And Career Opportunities:** Tia offered to connect the school with the Governor's Prevention Partnership for mentoring, youth leadership, advocacy, and potential internships, while Christopher described existing micro-internships and student technology projects that the PAC could help expand.
 - **External Partnership:** Tia said the Governor's Prevention Partnership provides youth prevention and mentorship services, peer-to-peer support, youth advisory board opportunities, leadership development, advocacy experience, tabling events, and potential exposure to state-level work. Tia offered to send Christopher information about available initiatives and collaboration steps.
 - **District Advocacy:** Christopher connected the proposed partnership to the school's existing student advocacy work, noting that students had already spoken at the state level about educational resources and funding. They said the PAC could help expand participation in district and state advocacy efforts.
 - **Micro-Internships:** Christopher explained that the school has developed nontraditional micro-internships in which students work remotely with organizations, attend conference calls, complete assigned tasks, build websites, support app development, or conduct research rather than spending the entire placement in a physical workplace.
 - **Capstone Projects:** Some seniors are working with nonprofit organizations to create websites and website chatbots, helping those organizations direct information to the appropriate audiences. Christopher said the school is still expanding this model and would welcome PAC assistance with partnerships and outreach.
 - **Student Live Streaming:** Christopher described an open-to-all student opportunity involving professional-quality live production for campus events. Students can help with setup, video, audio, and backend production, and the team broadcasts events on YouTube or across campus so families and classrooms can participate.

- **Student Enrollment:** Tia reported that the live-streaming opportunity link prompted a Microsoft login and might not have worked. Christopher said six students had already registered and offered to add Makai manually if Tia emailed their name or replied to the original message.
- **Cross-School PAC Coordination:** Christopher clarified that families are generally associated with the PAC connected to their child's primary school, but parents may support another PAC when their child takes classes there or when additional help is needed.
 - **Shared Events:** Christopher explained that the schools frequently collaborate on major campus-wide activities, including STEM and Capstone Night, Multicultural Night, Senior Night, open houses, and other events. PAC members from each school may staff a shared information table and support event logistics.
 - **Family Communications:** Christopher explained that ParentSquare messages are synchronized through PowerSchool based on the student's school enrollment, which is why Tia receives communications from both Biotechnology and IT. Messages may change if Makai's schedule or school enrollment changes next semester.
- **PAC Communication Channels:** Martha raised concerns that ParentSquare messages can be difficult to notice and suggested broader outreach, while Christopher described current Instagram and ParentSquare practices and identified PAC-managed social media as a possible future responsibility.
 - **Message Visibility:** Martha said the volume of ParentSquare messages causes important information to get lost and asked whether Facebook or another channel could be used to reach more families, including parents who do not attend virtual meetings.
 - **Current Outreach:** Christopher said a staff recruiter currently manages the school's Facebook presence and that Christopher has maintained a goal of posting on Instagram at least weekly since the prior January. The Instagram link is included at the bottom of the school's weekly memo.
 - **PAC Social Media:** Christopher acknowledged that the PAC meeting had not been promoted on Instagram and suggested that a future PAC president or another social-media-oriented volunteer could receive access to a Facebook page or similar channel to keep families informed.
- **Lunch Wave Capacity:** Martha asked about students receiving lunch too late to eat, and Christopher said the school is reviewing daily cafeteria counts and adjusting class assignments among lunch waves to improve capacity and timing.
 - **Daily Monitoring:** Christopher said the cafeteria provides daily participation numbers so the school can compare the size of each lunch wave and identify imbalances.

- **Wave Adjustments:** The school has already shifted some classes between lunch waves based on actual participation, recognizing that not every student eats school lunch. Christopher described the adjustment process as ongoing.
- **Next Steps And Follow-Up:** Christopher will contact prospective PAC members, follow up with Vidyuth about possible volunteer responsibilities, confirm cross-PAC participation, and convene a full-campus meeting next month to form leadership, plan events, and establish the budget.
 - **Recruitment Follow-Up:** Christopher said they would contact people who had expressed interest but could not attend the meeting in an effort to complete the executive committee. Christopher also agreed to call Vidyuth to discuss volunteer options and expectations.
 - **Leadership Confirmation:** Martha requested confirmation before treating the president role as finalized and said they might create a separate email account for PAC business. Christopher agreed to follow up and exchanged contact information for future communication.
 - **Next Meeting:** Christopher said the next month's meeting would be posted to the full campus, bringing the Biotechnology, Aero, BMA, and IT communities together to begin planning major events and establish the annual PAC budget.

Follow-up tasks:

- **PAC Leadership:** Confirm Martha Gallo-Gomez's appointment as PAC president after checking whether any other candidates are interested, and communicate the outcome to her. (Christopher, Martha Gallo-Gomez)
- **PAC Leadership:** Contact additional parents who expressed interest to help complete the PAC executive committee and officer roles. (Christopher)
- **External Partnerships:** Send Christopher information about the Governor's Prevention Partnership youth advisory board, mentorship, and related student engagement opportunities. (Tia)
- **PAC Budget:** Share prior PAC budgets and the current state allocation once available so the PAC can prepare and approve the upcoming annual budget. (Christopher)
- **PAC Planning:** Post and convene a full-campus PAC meeting to begin planning major events and establish the annual budget. (Christopher)