



BPA-Petition: Parent Involvement

Parent Advisory Committee (PAC)

08.31.2023

**Welcome Back Returning and New
Families!**

BPA-SD Charter Petition (03.15.2018)



Element 4: Governance Structure, pg 79

“...A Parent Advisory Committee (PAC) will be established to make **recommendations to the Board** concerning the school:

- The PAC will consist of parents/guardians of students enrolled at BPA-SD and at least one certificated and/or classified employee of BPA-SD.
- Parent/guardian members may be chosen by ballot of parents of students enrolled.
- The employees of BPA-SD who serve on the PAC shall be appointed by the Executive Director (**School Counselor: Antoinette Vearrier**).
- The PAC will meet not less than four (4) times per year.

- They may elect from their ranks a **Chair** (conducts the PAC meetings and representative the PAC at the Board Meetings), **Vice-Chair** (financial officer/bookkeeper), and **Secretary** (notetaker, compiles the agenda, etc.) to serve one year terms.
- Each member (family) will have one vote and all decisions will require a **simple majority** of the members voting.
- The PAC may adopt its own procedures for filling mid-term vacancies.
- **The Chair will report their proceedings directly to the Board within 30 days** of their meetings.
- Members will serve for **one year** in voluntary capacity (sic)...”





Baypoint Preparatory Academy 2023-2024 Academic Calendar

TK-8th Student Hours MTTTF: 8:30 AM - 3:15 PM; Wednesday: 8:30 AM - 2:15 PM

Early Release Days 8:30 AM - 12:30 PM (Parent/Teacher Conferences 10/30-11/3)

ELOP School Day Hours: M-F: 3:30 p.m.-5:30 p.m.

July							August							September							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
						1			1	2	3	4	5						1	2	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	
30	31																				
October							November							December							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7				1	2	3	4						1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
January							February							March							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6					1	2	3							1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	
														31							
April							May							June							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
	1	2	3	4	5	6				1	2	3	4							1	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
														30							

Proposed PAC Meetings 2023-24

(Chair reports to the Board [within 30 days](#))

August 31, 2023 (5:30 pm)

September 14, 2023

November 29, 2023

February 28, 2024

May 30, 2024

Board Meetings 2023-24

September 12, 2023

December 12, 2023

March 12, 2024

June 25, 2024

Proposed PAC Meetings 2023-24



August 31, 2023

PAC overview of policies and procedures.

PAC will send out a survey to vote in new officers.

September 14, 2023

Newly nominated PAC officers will be announced.

PAC will plan and recommend **detailed Fall Event Proposal with Expenditures** (attachment 2) and **year-long planned events** for recommendation to the Board at the Special October meeting.

(Executive Director will ask the Board for a [Special Board meeting at the beginning of October 2023](#)).

November 30, 2023

PAC will present and plan detailed Spring events and expenditures for recommendation to the Board at the December meeting.

February 29, 2024

PAC will present, plan, and recommend detailed events for the remainder of the year and expenditures for recommendation to the Board at the March meeting.

May 31, 2024

PAC will vote in officers and formulate events and expenditures for the 2024-2025 school year for recommendation to the Board at the June meeting.

August 30, 2024

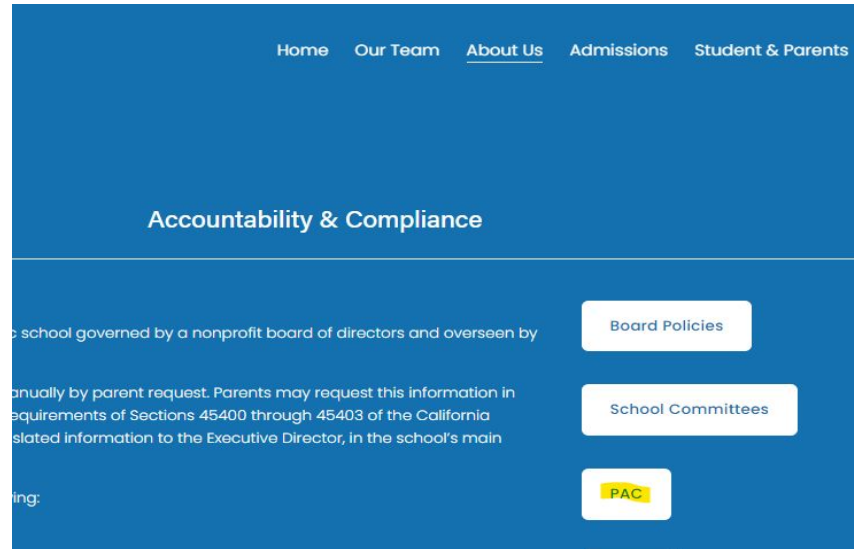
PAC will present, plan, and recommend year-long plan and detailed Fall scheduled events and expenditures for recommendation to the Board at the September meeting.



PAC Account: Present Balance

\$ 13,723.55

PAC FINANCIAL POLICY AND PROCEDURES



Home Our Team About Us Admissions Student & Parents

Accountability & Compliance

... school governed by a nonprofit board of directors and overseen by

... annually by parent request. Parents may request this information in
requirements of Sections 45400 through 45403 of the California
stated information to the Executive Director, in the school's main

ing:

Board Policies

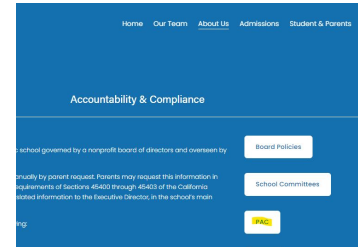
School Committees

PAC





PAC FINANCIAL POLICY AND PROCEDURES



“...1. COLLECTION OF FUNDS:

The PAC must designate specific individual(s) (Vice-Chair) to collect and manage all funds related to PAC events and activities. These individual(s) must adhere to the following procedures.

- All funds received in cash must be counted by two people, with one of the two being a PAC member (**Vice-Chair**) and a BPA employee.
- Please separate currency by denomination and fill in amounts on Deposit Voucher (DV) (Attachment 2).
- Please log the number of checks and total value on the DV.
- The DV must be signed by those counting and the money given to the School Counselor or Executive Director within 24 hours.

- Upon completion of the deposit, the Business Manager will notify the PAC officers (Chair, Vice-Chair, Secretary), of the funds deposited in the PAC account...”



2. SOLICITING/RECEIVING DONATIONS:

Should the PAC decide to solicit donations in the community, the following procedures must be followed. As BPA is a Federally tax-exempt 501(c)(3) organization, the PAC has certain responsibilities to donors.

- Prior to requesting a donation, please email the School Counselor for the approval of the item/theme of the donation that you are seeking.
- Donation requests must be submitted to individuals/companies on School letterhead.
- Submit all money donations to the School Counselor or Executive Director.
- Report any donations received to the PAC Secretary in a prompt manner.



- Individuals/Companies requesting proof of a donation will be provided with BPA's IRS tax exempt "determination letter." Contact the Business Manager with this request.
- The PAC Secretary is responsible for maintaining a list of donations received and updating PAC Financial Spreadsheet as well as sending thank you notes to all donors.



3. PURCHASE REQUESTS/REIMBURSEMENTS

- Prior to purchasing any items, a Purchase Request Form (Attachment 1) must be submitted to the Executive Director for approval.
- Upon approval, items will be processed and purchased by the Business Manager utilizing the School credit card.
- If the purchase cannot be done via the above process, individual making the purchase will be reimbursed by authorized PAC account person(s).
- Reimbursements require a receipt and a completed Reimbursement Form (Attachment 3) must be submitted to the Business Manager upon purchase or, at the latest, within 2 weeks of the event.
- Reimbursements can take up to two weeks. If time sensitive, please contact the Business Manager.





(Attachment 1)
**BAYPOINT PREPARATORY ACADEMY
 PURCHASE REQUEST FORM**

Person Requesting: _____
 Date of Request: _____
 Class Requested For (if applicable): _____

Approved By: _____

Vendor for Purchase: _____
 (If needed, attach screenshot of desired purchase)

Item Description	Why is the item needed? (i.e. To be used to support O.T.)	Quantity	Cost
Estimated Tax			
Shipping			
TOTAL			

Submitted for Board Approval 12.13.22



(Attachment 2)
**BAYPOINT PREPARATORY ACADEMY
 DEPOSIT VOUCHER**

FUNDRAISER/ACTIVITY: _____

DATE: _____

PERSONS COUNTING MONEY: _____

(at least TWO PEOPLE are required to count when cash is included)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____ x \$50.00 = \$ _____
 _____ x \$20.00 = \$ _____
 _____ x \$10.00 = \$ _____
 _____ x \$5.00 = \$ _____
 _____ x \$2.00 = \$ _____
 _____ x \$1.00 = \$ _____
 Total All Coins* = \$ _____
 Total All Checks (if of checks _____) = \$ _____

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ _____

Date Verified: _____ Date Deposited: _____

Notes/Remarks _____

Submitted for Board Approval 12.13.22

TOTAL ALL COINS		
_____ Dollars	x 1.00 =	\$ _____
_____ Halves	x 0.50 =	\$ _____
_____ Quarters	x 0.25 =	\$ _____
_____ Dimes	x 0.10 =	\$ _____
_____ Nickels	x 0.05 =	\$ _____
_____ Pennies	x 0.01 =	\$ _____
*TOTAL ALL COINS		\$ _____



(Attachment 3)
**BAYPOINT PREPARATORY ACADEMY
 REIMBURSEMENT FORM**

Person Requesting: _____

Mailing Address: _____

Date of Request: _____

Signature of Person Requesting Reimbursement: _____
I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Baypoint Preparatory Academy and I have attached copies of receipts and/or proof of payment.

Signature of Person Approving Reimbursement: _____

Item Description	Why is the item needed? (i.e. To be used to support O.T.)	Quantity	Cost
Estimated Tax			
Shipping			
TOTAL REIMBURSEMENT			

Submitted for Board Approval 12.13.22

