

Eastside Native American Education Program (ENAEPP)

Parent Advisory Committee (PAC) Meeting Minutes

Date: September 21, 2026 **Location:** Lake Washington High School (LWHS)

Time: 5:40 PM – 6:07 PM

Attendance

In Person	Virtual
Lauren Nabahe — Program Director	Ginny Keen — Parent
Jennifer Quillin — PAC President/Parent	Caroline Lammers — Parent
Stephanie Alcaraz — PAC Treasurer/Parent	
Monica MakesColdWeather — PAC Secretary/Parent	
Claudia Macias — Parent	
Rochelle Hill — Parent	
Paris — Parent	
William Isaacs — Parent	
Elizabeth Isaacs — Parent	
Susan Kegan — Parent	

1. Board Member Responsibilities

The Secretary is responsible for taking meeting notes and ensuring that meeting minutes are maintained and posted to the ENAEP website. The Secretary may also assist and support the President and Treasurer as needed.

The Treasurer is responsible for financial matters, related paperwork, and helping maintain compliance with requirements associated with ENAEP's nonprofit status.

The President helps support PAC meetings and organization, coordinates with members on program activities and events, and helps ensure responsibilities are shared among the PAC.

The group discussed the purpose of the PAC as an advisory body that provides community input and helps guide the ENAEP program. Lauren emphasized the importance of having parent/community representatives participate in program decisions and provide perspectives from the community being served.

2. PAC Voting Membership and Bylaws

Lauren reviewed the role of PAC voting members. Voting members participate in decisions brought before the PAC, including certain decisions involving significant expenditures.

Voting members are expected to attend PAC meetings regularly and remain informed about program activities and discussions. Virtual attendance is available when members are unable to attend in person.

Lauren reviewed the bylaw requirement that the PAC President must be a Native individual.

Individuals who are not designated voting members are still welcome to attend meetings, provide input, and have their voices heard. Voting membership provides a more formal group of members who can regularly participate in guiding the program and voting on matters before the PAC.

Proposed changes or additions to the bylaws may be brought forward and would require quorum and a vote.

3. Election of PAC Officers

President: Claudia Macias nominated Jennifer Quillin to serve as PAC President for the 2026–2027 school year. The nomination was brought to a vote. The members voted in favor of Jennifer continuing to serve as President. No opposition or abstentions were recorded. **Result:** Jennifer Quillin was elected to serve as PAC President for the 2026–2027 school year.

Secretary: Rochelle Hill nominated Claudia Macias, and Jennifer Quillin nominated Monica MakesColdWeather. The group proceeded with voting on the two nominations. During the discussion, Claudia indicated that she did not wish to take the Secretary position. Following the voting and discussion, Monica MakesColdWeather was confirmed as Secretary for the 2026–2027 school year. **Result:** Monica MakesColdWeather was elected to serve as PAC Secretary.

Treasurer: Monica MakesColdWeather nominated Stephanie Alcaraz to continue serving as PAC Treasurer for the 2026–2027 school year. The nomination was brought to a vote. The members voted in favor of Stephanie continuing in the role, with no abstentions or opposition recorded. **Result:** Stephanie Alcaraz was elected to serve as PAC Treasurer for the 2026–2027 school year.

Lauren expressed appreciation for Stephanie's work as Treasurer and emphasized the importance of her work to the program's financial and administrative operations.

4. PAC Committee / Voting Member Nominations

The group discussed establishing PAC committee/voting members who can regularly participate in meetings and help guide ENAEP.

The following individuals volunteered or were nominated to serve as PAC committee/voting members:

- William Isaacs
- Rochelle Hill
- Susan Kegan

The group also discussed whether individuals who were unable to attend this meeting could become members at a later date. Lauren confirmed that individuals can join later and that membership information is maintained as part of the program's records.

5. PAC Records and Website

Lauren reminded members that previous PAC meeting notes are available on the ENAEP website and can be used to review previous discussions, decisions, and information members may have missed.

The ENAEP bylaws are also available on the website for members to review.

Lauren stated that the current meeting notes and membership information would be added to the website.

6. Additional ENAEP Business

Following the formal PAC discussion, members briefly reviewed the ENAEP sponsor banner and related materials.

Discussion included the proposed banner size and layout, recognition and placement of sponsor names, testing QR codes to ensure they directed users to the correct websites, and continued development of ENAEP shirt artwork.

The QR codes were tested during the meeting, and the members confirmed that they were functioning properly.

7. Announcements and Adjournment

Lauren invited members to email her with any additional announcements or information that needed to be included.

The meeting adjourned at approximately 6:07 PM.

Action Items

Action Item	Responsible Person(s)
Post meeting minutes and updated membership information to the ENAEP website	Lauren Nabahe
Review ENAEP bylaws and provide input on potential changes or additions	PAC Members
Participate regularly in PAC meetings and voting matters	PAC Voting Members
Continue finalizing ENAEP sponsor banner and related materials	PAC/Design Team

Prepared for ENAEP Parent Advisory Committee records.