

MIS PTC Board Meeting Minutes

Date: July 14, 2009

Time: 7:00 p.m.

Place: Leslie Sakalas's House

Notes Taken By: Dyan Dalton

In Attendance:

Alina Gaubert, Dyan Dalton, Rita Ford, Christine Huff, Christina Martin, Leslie Sakalas, Ann Hunt, Melissa Haydek, Gillian Norman, Catherine Bitterman, Julie Donnelly, Jane Shafer, Marie Coker, Nancy Russell

Not Present:

Vicki Davis, Sara Cusick

Opening Prayer – Gillian Norman

Order of Business:

President – Alina Gaubert

- Minutes approval sheet signed by all in attendance.
- Christine Huff has July dinner for Father. Marie has August.
- It was agreed that an Edible Fruit Arrangement will be sent to Father for his birthday July 25th
- Calendar changes – Skating Party now August 26th, February Board meeting is last week of January on the 26th, Festival of Tables is December 5th.
- BTS Registration – Wed Aug 5th, 9a-12p and 5p-7p. Still need a couple of volunteers for check-in table and others. We will use last year's layout for table set up and stations and the table signs in the PTC closet. Alina will copy a flyer with the first several events for check-in table. Be sure everyone knows they will need to write 2 checks: one for PTC and the other for MIS. Next week an email will go out with a reminder about BTS Registration and to bring 2 checks.
- Safe Environment is on the website. Needs to be communicated to the Room Parents and the paperwork can be dropped off in the office for Paula Echeverry. Mention to them at the Luncheon to be sure everyone gets it done.

- Committee chairs – Most of the positions are filled except Back to School Picnic and Monthly Service Projects. We are trying to find some 7th Grade parents to chair the BTS Picnic.
- Auction Update – Had a meeting last week to start brainstorming. Date is February 20, 2010 at the Hotel Intercontinental. Cost will be the same; parking is free and the hotel rate is \$10 less than last year. It is also more centrally located.
 - Gift Gathering is November 20, 2009. No official Silent or Live Chairperson yet but we have enough volunteers to get started. We are hoping someone will step up or it will fall into place. We just acquired a volunteer to do Classroom Gifts.
 - For the theme, choices are “Windows to the World” with an international theme and “Reflections – a Golden Past, a Platinum Future”. The “Windows to the World” so far is most popular. It was suggested we could do an Olympic theme at the Gift Gathering and an International theme at the auction. We will get a chance to see the room at night on August 1st to get a vision and a there will be a tasting at a later date.
 - Anne Baum emailed regarding incentive for selling Raffle Tickets for Fall Festival. Instead of individual seller incentive, it will be open to groups and there will be a spot on the ticket stub to put the group name. Can be groups like SVDP, Boy scouts, a grade, PTC, etc. The prizes are \$500, \$300 and \$100. Tickets can be sold after masses and at the Fall Festival. The prizes are a \$10,000 American Express Card for 1st, a TV for 2nd, and an I- touch for 3rd. Tickets will be \$5 each or 5 for \$20.
- PTC General Meeting September 12th in conjunction with the BTS Picnic.
 - Alina will see if the Highsteppers will perform again this year.
 - We will give an update about the auction.
 - Christine suggested we place speakers closer to the field so the parents can hear better. If that’s not feasible, maybe have the Highsteppers perform in the gym and have the meeting there while we have a captive audience. We will check with the DJ to see if he can help us with speakers. Tim Huff might have what is needed.
 - Recycling Program – It will be a difficult venue to stand up and talk about it so Alina suggested Rita have posters and a big recycling can. Another “marketing” suggestion was to do the 50/50 Raffle where ½ of the money goes to the winning buyer and the other ½ goes toward the Go Green program.
 - 6th grade will have a bake sale and everyone can bring their own food and drinks.

Vice President – Dyan Dalton

- We are getting ads in for the Directory and it is moving along well.

- Refrigerator magnets will be put together tonight and they will be put on the table for the Directory at the BTS Registration.
- Laurie Skarbek and Lisa Radcliff have volunteered to co-chair the Yearbook.

President Elect – Rita Ford

- Marie Coker volunteered to make flyer for picnic and general meeting.
- Instead of having Teacher’s Corner at the Auction, we will have a Teacher Wish List online so they can get what they need year-round. Rita will be the contact for this. She can present at the next Staff Meeting September 1st at 3:45 p.m. to let the teacher’s know what we are doing.
- Meeting at Rita’s July 16th at 7 p.m. for brainstorming on Going Green program.

Treasurer – Christine Huff

- PTC will have a table at check-out to collect money for our fees. Christina Martin will help at that table since Christine will be working the magazine table. She needs a volunteer for the afternoon shift. Also would be good to have someone going down the line helping add the fees up before the parents get to the check-out table to speed things up.
- Christine will email Room parents with amount available for funds after registration.
- Spending funds will not be given from the PTC to EDP. Funds for the Nurse and Content Mastery will be \$150 each.
- PTC Staff Gift Fund: We have about \$5000 excess in the account so we need to make an adjustment.
 - Birthdays – Non-homeroom teachers - Full-time get \$50 and Part-time get \$25.
 - Last year we collected \$2850.00 to gift. If we don’t get that amount, we can supplement with the \$5000. Otherwise we can increase this year’s Christmas Fund to get rid of the excess but leave Birthday the same. The board will vote on that in November.
 - The staff will be told how the gift fund is calculated and that it is a “gift” from the parents. Some years it may be less, some years it may be more.
- We will accrual the amount of the lockers that is in addition to the Wish List amount so we can get them installed and so the school can close the books.
- PTC Checking account is open and checks have been ordered. Any excess funds from Room parent fees, etc. will be transferred to that account.
- It was agreed that \$2000 would be tithed to the Church and it was to go into the Environmental Fund. Father Michael asked if the PTC could instead purchase the Priest’s new vestments since the current ones are too short.

Treasurer Elect – Christina Martin

- Nothing to report.

Secretary – Vicki Davis (absent)

- Articles sent to Rosemary today. Newsletter to go out July 30th.
- 2nd Newsletter to go out 1st Thursday of September.
- Reminders will go out on the 15th; deadline of 23rd of each month.
- Any “Thank You” request will go to Vicki via email.
 - Need to get list of names for those who helped with the new carpet, moving shelves and books, etc. from Mrs. Saldana.

Hospitality – Leslie Sakalas & Ann Hunt

- Got new teacher’s birthdays from Sandy M.
- BTS Registration snacks & refreshments will be pretzels, chocolate, water for 75 people. Will be in Teacher’s Lounge with sign that reads “Adult Volunteers Only”.
- Newcomer’s Party – Saturday, August 15th 1-3p. Giveaways from the PTC closet: water jugs, koozies, pencils and cushions. Water jugs will be on the table with balloons tied to them. Everybody try to come.
- 1st Day of School Teacher’s Gifts and Notes ready. Mr. Finch will get the MIS Notepad and clip with pencil and note. Everyone else will have key holder and note.
 - Coffee and Donuts in cafeteria for parents and in Teacher’s Lounge.

Spiritual Enrichment – Melissa Haydek & Gilliam Norman

- Flyer and poster ready for BTS Registration. Will share a table with Community Enrichment.
- Bulletin Board will have 7 Gifts of the Holy Spirit-The Virtues. August board will highlight the different Saints and the classrooms that have them. This year we will try to incorporate the classroom Saints more. September, Christmas and Easter will have its own focus on the holidays.
- Mary’s birthday in September. Will do the same as usual, room moms will provide white cupcakes with blue icing. Mary’s statue will be put up in the cafeteria. We will provide white and blue carnations to the classrooms and staff offices. Might put up a sign that says, “Happy Birthday, Mary”.

Volunteer Services – Catherine Bitterman & Julie Donnelly

- Committee Chair people in place except for BTS Picnic and Monthly Service Projects.

- Ad Hoc Committee – Katherine Connelly has been going over processes and procedures for Nominating Committee and is getting responses from people involved. We will go to Executive Committee and hopefully get that done by October to have everything in place for next time. Need to have changes in place by November General Meeting so By-Laws can be voted on.
- Room parent list sent to Bill Newman and is now on website.
- Plenty of volunteers for BTS Registration at VS table.
- Room Parent Luncheon – Friday, August 14th from 11:30a – 1:30p – Evites are going out in 2 weeks. PTC Board members and school staff are invited as well as Father Michael. There are to be no children and everyone bring a side dish. 8th grade volunteers to serve food.
 - We have quotes from Macklin’s, Subway and Jersey Mikes. Might check with Cyndi’s Deli. Subway is less expensive but does not provide nice plastic setups, lemons, iced tea or water. Macklin’s gives us a discount and free delivery.
- Class activities calendar – Add a page in Room Parent packet since each Head Room Parent is responsible for getting dates of events for each grade to Bill Newman to be posted on website.

Community Enrichment – Jane Shafer & Marie Coker

- Will check on display boards for BTS Registration and do any touch-ups needed.
- Flyer is ready for BTS Skating Party.
- BTS Picnic still working on getting volunteers.
- Family Dinner Nights – Will call Panda Express, Chili’s and Chik-fil-A and get the schedule set up as soon as possible.
- Early dismissal October 29th. Opening at Interskate if we want to have a Halloween Skating Party. Will be Parent-Teacher conferences at that time. Easy fundraiser and doesn’t cost us anything since they do flyers. After first \$100 sales, we get half of sales. We will let Interskate know it is an experiment and we don’t know what kind of turn-out to expect.

Teacher Liaison – Sara Cusick (absent)

Principal – Nancy Russell

- Thank you! Let her know what she can do to help us.

Next Board Meeting – Tuesday, September 1st, 7pm – Church conference room (No August meeting)