

## PTC Board Meeting

**Date:** July 12, 2011

**Place:** Mary Immaculate Library

**Notes taken by:** Trish Zang

**Minutes compiled by:** Trish Zang

### **In attendance:**

Marianne Megarity

Trish Zang

Rita Ford

Holly Kerr

Angela Guzniczak

Lori Norkett

Kim Pfaffenberger

Catherine Bitterman

Rosmary Tovar

Angela Pelky

Erin Berling

Ana Schaller

**Opening Prayer:** Erin Berling

**President's Report:** Marianne Megarity

- **Safe Environment-** It is not on the school website but is on the church website. Get it done as soon as possible. She is contacting Bill Newman about getting it on the school website. Turn in forms into Sandy in office to get to Paula Echeverry. Ana will see about getting showings at PTC and school events.
- **Articles-** All articles for Mustang Express due July 15<sup>th</sup>. Send to Rosemary Martinez.
- **Next meeting-** August 2<sup>nd</sup> with A/C. There will be a sign up sheet for the 24 hour prayer vigil.
- **Fr. Michael** dinner signup sheet is complete. We will get him a \$75 gift card to Bass Pro Shop for his birthday.
- **Emails-** Copy Marianne on any emails to administration but not to others unless it is an important issue.
- **Bulletin Board-** Rosemary M. or Holly will send her a completed board schedule. Marianne will do the 1<sup>st</sup> board. Community Enrichment might want to assign it to people doing events. Michele Rozier will help with event boards as well. Most supplies are already available

Marianne will take care of calendar every month and will send out a notice about 3 weeks ahead of time to notify regarding topics for the following month. We need to find a spot for Volunteer of the Month. It will go on the first board on the right side for now.

**Vice President's Report:** Trish Zang

- **Back To School Prep Day:**
  - Magnets-email Rosemary M. to see if she has the template ready.
  - Directory table- needs volunteers! Let Trish know.
  - Christina gave the directory numbers needed to order the correct amount
  - Will be sending out notices to ad sponsors.
  - Needs the finished calendar from Holly/Rosemary . They are awaiting dates for 1<sup>st</sup> Communion and Confirmation.
  - Asked about auction and magazine shirts. Rita says they should be ready for BTS prep.

### **Treasurer's Report:** Christina Martin

- Gave final numbers for end of the year items, such as Wish List, class money, Stampede, teacher gift funds. Report attached.
- Teacher fund will not be done by room parents this year. All donations collected will be put into a single fund. The PTC will give the same amount to all teachers and staff only at Christmas. Birthdays will be acknowledged with a meal from Hospitality. Room parents can still do something as a class but will be reimbursed from the room parent fund.
  - A notice will go out to let people know about the changes. They will be told at the room parent luncheon and via email.
  - May want to answer the question, "What is an appropriate amount to give?" Whatever the family is comfortable giving and specify who will get the money (all teachers and staff).
  - It would be helpful if parents could write one check for the gift fund instead of several checks.
  - Marianne will email Matt with all the questions or meet with him regarding this issue. Invite Rita, Trish, Tina and Ann Hunt as well.
  - Rita- Matt thinks it is a liability issue to have several people handling money.

### **President Elect's Report:** Rita Ford

- Wish List- \$2,450 I more than was thought.
  - 1<sup>st</sup> item- lockers for upstairs. The estimate was \$900 more than they thought so KB ad KC maps got knocked off the list. They may be added back.
  - Library is getting a cordless scanner from another source.
  - Outdoor portable sound system is \$1500. Rita will find out if we can find more funds for it so we can do the maps.
  - \$1975 staff gift fund. Last year money was taken in from parents but not distributed. Staff was given button down shirts. PTC will use extra funds to get new teachers those special shirts.
- BTS prep day- a layout sheet was passed around and each committee wrote the number of tables and chairs needed on it.
  - Marianne found all signs for BTS prep. The only sign needed is to redirect people to Youth Ministry doors.
  - Christina is preparing the BTS prep day invoice
- Magazine fundraiser-\$100 per family buyout. Rita is working on a flyer to give options since there are many changes this year.

### **Hospitality Committee Report:** Catherine Bitterman

- Buddy Families- Taking group approach this year. Maybe by grade since zip code isn't working out.

- Newcomer Party- There is a conflict with the date so it will change to August 6<sup>th</sup>. This will give the new families a chance to have an event before BTS prep day.
- Survival kits- working on these for teachers and staff.
- BTS- they will do water and snacks for volunteers.
- First day of school- Maybe we should do a "Welcome to MIS" sign to hang outside on Kindergarten wall. Coffee and donuts will be served. We should do round tables in cafeteria. It makes the room flow much better than the lunch tables.

#### **Volunteer Services Report-** Ana Schaller

- Room mom luncheon- working on it but still needs head room parents for 2 grades.
- BTS- still need volunteers for check in.
  - Holly- get parents at BTS to help new families get through it because it is so chaotic.
  - Kim- get 8<sup>th</sup> graders to walk around with them and help. Trish will make nametags for 8<sup>th</sup> graders that say "Questions, Ask me!"
  - Trish will make nametags on her computer that say "I'm a new mustang"
- Volunteer of the month- Send Ana the names of volunteers who we think deserve recognition and why. Either email it to her or bring it to August 2<sup>nd</sup> PTC meeting.

#### **Spiritual Enrichment report-** Angela Guzniczak and Erin Berling

- Kimberly Murawski will do all the service project coordination.
- Rosary-Marianne will let Angela know if there's a sign for the Rosary for the 1<sup>st</sup> day of school.
  - Angela is making flyers for the rosary and will work with Catherine to combine it with coffee and donuts.
  - Angela has not heard back from any new teachers regarding each class's patron saint.
  - Eilleen Thompson is heading up the Friday rosaries. She wants to get teachers in the classrooms to teach them how to pray the rosary properly. This is part of bringing back our Catholic identity. They are trying to have them pray it in the classes weekly or monthly. They can do it on different days so they will pray all the mysteries.
  - Kim loves the idea and will take it to the teachers.

#### **Community Enrichment Report-** Tina Pelky

- Used uniform sale- Christina will add it onto the BTS invoice and have Paula hold uniforms until they are paid for. Then they can pick them up afterward.
  - Tina- can 1 volunteer man a cash box and give change to people paying with cash? They only those who write a check will have to come back.
- BTS picnic- they are doing the water idea. Will get with Ramon to see about a hose to the playground.
  - Sponges or squishy balls? Get whatever is cheaper.
  - Should we do it on concrete or grass? It will need to be done in Mustang alley behind playground. They are trying to grow out the grass by the playground.

- Maybe kids should be allowed to bring their water guns. Get volunteers to supervise. This idea was decided against because the range of the guns might be far enough to hit the DJ stand or people outside the water area.
- Add August 20<sup>th</sup> to the flyer for picnic. Bring your own food and drinks.
- Need to contact the 6<sup>th</sup> grade head room parent to get people to make baked goods for the picnic for the Pines fundraiser. Catherine will help with that.
- Sating party- the rink prefers Monday or Wednesday. Change to August 31<sup>st</sup>@ 4:00. Add event to flyer along with 1<sup>st</sup> day coffee, rosary, and picnic. Gayla Bozarth will help with it. Don't print it on pink paper.

**Teacher report-** Kim Pfaffenberger

- Nothing to report

**Development Director's report-** Holly Kerr

- Nothing to report

**Closing Prayer-**Angela Guzniczak