



PTC Board Meeting Minutes

Date: June 16, 2009

Time: 7:00 PM

Place: Alina Gaubert's House

Notes Taken By: Vicki Davis

In Attendance:

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

Not Present:

Nancy Russell

Opening Prayer : Melissa Haydek

Order of Business:

President:

Alina Gaubert

- PTC Calendar of Events, Contact Information, Organizational Chart and List of Sub Committees documents were handed out with minor changes noted. PTC Calendar of Events was submitted to the Church Office. Ann Young will advise if room reservation conflicts arise and events need to be re-scheduled.
- Schedule of dinners for Father Michael (August '09-July '10) is complete and will be emailed.
- BTS Registration is Wednesday, August 5th (2 sessions, 9-12 & 5-7)
 - PTC will have the following tables at BTS:
 - 1st table & Volunteer Sign-up table - Volunteer Services
 - Used Uniform Sale - Paula Bertrand, Community Enrichment
 - Directories table - Dyan Dalton, VP
 - Recycling/Going Green table - Rita Ford
 - Collection of Funds table will be new this year because PTC Fees will now be collected separately from School Fees
 - PTC Activity and Fundraiser Display Boards -Jane Shafer, Community Enrichment
 - Refrigerator Magnets with PTC Calendar of Events will be handed out. Christine Huff will create the magnets.
 - Hospitality will provide refreshments & snacks for 50-75 volunteers.
- All committee notebooks have been received.
- PTC Board Members need to complete Safe Environment training for 2009-2010 school year. The new materials are now available on the School website.
- The Copier Code was provided.
- At the June 15th Advisory Council Meeting, approval was granted to spend the extra auction and fundraiser income on new lockers and new library carpet. Mike Tullis suggested that awareness of

these extra PTC donations be communicated to the entire school. Some type of ceremony or announcement will be planned for Great Expectations Night.

- The 2009-2010 Auction is tentatively set for February 20th at the Hotel Intercontinental. Alina Gaubert and Christine Huff have volunteered to chair the Auction, but still need chairs for the Silent Auction and Raffle. Anne Baum has agreed to chair the Live Auction, but would like a co-chair. Recruiting for these positions continues by word-of-mouth. If not filled, correspondence will be sent to the entire school. Alina Gaubert and Christine Huff do not want to see the Auction go away since it is both a huge fund-raiser and a fun community-building event that involves the entire School and Church. *(June 17th Update: We need Live Auction & Raffle Chairs. Anne Baum has chosen to chair the Silent Auction instead of Live.)*

Vice-President:

Dyan Dalton

- The 2009-2010 Directory is on track with 4-5 ads already sold. The price of the directory will be set once the printing costs are finalized.
- A table to collect family information updates for the directory will be at BTS Registration.
- A Yearbook Chairperson is needed. A suggestion was made that photos be taken and submitted right after the events occur. Questions for Nancy Russell: Can the 7th & 8th grade students work on the yearbook with a parent sponsor? Can the students wear their uniforms for the Fall photos instead of the Spring so that they can be submitted to the Yearbook earlier?

President-Elect:

Rita Ford

- A table promoting the MIS recycling program will be at BTS Registration.
- We are planning to expand the MIS recycling program by recycling more cafeteria waste. Rita Ford is working on putting together a team. She is also planning to educate kids and parents on using reusable containers instead of plastic and paper bags to save money and reduce waste.

Treasurer :

Christine Huff

- The 2009 -2010 budget was distributed. The Advisory Council has lowered the amount of money that will go to the MIS Operating Fund by \$12,000. This was countered by reducing the expected amount of income from the Silent Auction.
- Revised Forms will be provided in the Room Parent Meeting information packets. Catherine Bitterman will provide Christine Huff with a list of the needed forms.
- The leftover room parent money will follow the students to the next grade using accounts not gift cards. If the grade was over-budget, money will be subtracted from their 2009-2010 starting account.
- The Teacher Spending Fund information and amounts will be communicated to the teachers at their first staff meeting. Money not used is not rolled over to the next year. The PTC Board discussed the amounts to be given to K-8 Teachers, Spanish Teacher, Content Mastery Teachers, PE, Technology, Library, Nurse, EDP, etc... **Christine Huff made a motion to move \$300 of the Teacher Spending Fund from EDP to the Nurse. Dyan Dalton seconded the motion and the motion was approved by all PTC Board Members present.** Christine Huff will communicate this to EDP explaining that EDP expenses should be covered by the EDP budget.



- The Teacher Wish List will be started in the Fall this year. Rita Ford volunteered to be the point person on the Wish List.

Treasurer-Elect :

Christina Martin

- Nothing to report.

Secretary:

Vicki Davis

- The Board discussed and set July 30 as the publish date for the July/August Newsletter. Articles need to be submitted by July 15th so that Rosemary Martinez will have time to put it together.
- Subsequent Newsletters will be published on the 1st Thursday of each month. During the month prior to publication, reminders will go out on the 15th and articles will need to be submitted by the 23rd.
- Newsletters will need to be approved by Nancy Russell prior to publication.
- All board & general meeting minutes will be published on the MIS website through Nancy Russell.
- Someone will need to take minutes at the July Meeting b/c Vicki Davis will not be present.

Hospitality:

Leslie Sakalas & Ann Hunt

- We will get the new teachers' birthdays from Sandy M. in August. There are two new 5th grade teachers in the process of signing contracts for the 2009-2010 school year.
- The Newcomers Guide has been put on the website.
- The Buddy Family Letters will be sent out around July 10. If more new families register, more buddy families will be needed. We may need to double up.
- We will provide snacks and refreshments for volunteers at BTS Registration.
- The Newcomers Party is scheduled for Saturday, August 15th (1-3pm). We will leave a note for Ramon for setting up tables. Giveaways from the PTC Closet will include water jugs, MIS Seats, Coozies.....
- "1st Day of School" Teacher gifts & notes are ready with something different planned for Mr. Finch. Donuts will be provided in the Teachers' Lounge.

Spiritual Enrichment:

Melissa Haydek & Gillian Norman

- We will use Virtues as the theme for the Spiritual Bulletin Board. We would also like to do something to tie Virtues with the classroom Patron Saints. Dana Ginsberg will do the bulletin board, but we need another volunteer to help her.
- A flyer regarding 1st Day of School Rosary & Donuts will be distributed at BTS Registration.

Volunteer Services:

Catherine Bitterman & Julie Donnelly

- Volunteer lists & updates on committee chairpeople for 2009-10 events were distributed. Chair positions that are still open were discussed. Marie Coker volunteered for Field Day Chair. Rita Ford volunteered to do ink jets and cell phones as part of her Recycling Team. Catholic Schools Weeks

daily event chairs should be filled by volunteer lists already sent to Sue Truxal and Nancy Koch. Question for Linda Coffin on whether or not 8th grade will be doing box tops. Still need Chairs for Yearbook, Back-To-School Picnic, and Campbell Soup Labels.

- All Room Parent Binders have been collected or located. The 2nd and 8th Grade Binders are being re-worked.
- An Ad Hoc Committee led by Katherine Connally is revamping the nominating committee procedures and election process. The new procedure should be finalized by October so that the by-law revisions can be voted on at the November General Meeting. The new proposal would require the Room Parents to select one parent from each grade (K-7) to serve on the Nominating Committee. These appointed parents plus one Teacher Liaison would be the 9 voting members of the nominating committee. The Volunteer Service Chairs would facilitate the process, but not have voting rights.
- The Room Parent head & co-head list will be sent to the website.
- We need volunteers for the 1st table at BTS Registration & for the volunteer services sign-up table. Jane Shafer volunteered to help at the 1st table and suggested that all New Family forms be highlighted so that they can be greeted and welcomed.
- The Room Parent Luncheon & Meeting will be Friday, August 14th (11am-1pm). An evite will go out to the room parents and teachers. Room Moms will bring a dish to share. Children are not invited. Fifteen 8th grade volunteers will serve food and also earn service hour credit. Any new info for their folders will be distributed. We will leave a note for Ramon to set-up the tables.
- We need PTC Bulletin Board volunteer(s). Alina Gaubert indicated that there should already be individuals that signed up for this on the Volunteer List forms.

Community Enrichment:

Jane Shafer & Marie Coker

- We will provide PTC Activity and Fundraiser Display Boards for BTS Registration.
- The used uniform sale will be coordinated by Paula Bertrand.
- The BTS Skating Party will be on Wednesday, August 19, from 1:00 – 3:00, and may include a lunch special. We will provide flyers at registration and publicize in PTC Newsletter and Mustang Mail.
(June 24th Update: the BTS Skating Party will be Wednesday, August 26, from 4:00 – 6:00.)

Teacher Liaison:

Sara Cusick

- “Thank you. We do realize what you do.”

Principal:

Nancy Russell

- Not present. Alina Gaubert will follow-up with Nancy Russell on questions that came up during this evening’s meeting.

The meeting adjourned at 9:30 PM.

Next Board Meeting – Tuesday, July 14th, 7pm @ Leslie Sakalas’ House



**2009-2010 Board Meeting Dates – 1st Tuesday of each month, 7pm, church conference room
(February meeting will be January 26th b/c Open House will be on February 2nd)**