



PTC Board Meeting Minutes

Date: November 3, 2009

Time: 7:00 PM

Place: MI Church Meeting Room

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, , Sara Cusick, Holly Kerr, Marie Coker

Not Present:

Catherine Bitterman, Nancy Russell, Julie Donnelly, Jane Shafer

Opening Prayer: Melissa Haydek

Order of Business:

President:

Alina Gaubert

- The October Minutes Approval Sheet was signed by all attending Board Members.
- Jane Shafer will provide the November dinner for Fr. Michael and Edwin Leonard. It was agreed that enough food would be provided for both since Edwin is also staying there.
- PTC storage closet was moved across the hall from the school office. Once 2 shelves are moved, the supplies will need to be re-arranged and labeled to make it easier to get things.
- Auction Update:
 - Gift Gathering (GG) Party: Please RSVP to Ana Schaller or to the school office. The GG committee will begin collecting items starting 2 weeks before the party.
 - Auctioneer Phillip Braun was booked. He has a lot of experience, his references were checked and his fee is within budget. For auctions, he brings a team with him to work the crowd. Christine and Alina will attend one of his upcoming events.
 - Auction Raffle will be kicked off at the Gift Gathering Party.
- General PTC Meeting:
 - Reviewed the Agenda for the November 10th General PTC Meeting. A vote on the PTC By-Laws Revisions is planned. Items to be discussed include Auction, Gift Gathering Party, Green Team, MIDs, Spirit Store, Festival of Tables, and the need for a Chili Cook-off/Bunco/Texas Hold 'em Chairperson.
- Budget revisions are due to Christine Huff. Several Board Members have turned in their budget requests. Christine and Alina will be putting together the budget in the next month.
- Next Safe Environment Training, the Family of Faith video, is November 17.
- PTC By-Law Revisions:
 - The board reviewed the PTC By-Law revisions once again. The latest changes are to back-out of the changes to remove the Principal from the PTC By-Laws. The Principal will be put back into the By-Laws pending changes to a related Diocesan-level policy. **Rita Ford made a motion to approve these latest PTC By-Law Revisions, Gillian Norman seconded the motion, and a majority present approved the**

motion Changes will be typed up by Alina Gaubert and the revised PTC By-Laws will be distributed to MIS families prior to the November 10th General PTC Meeting.

Vice-President:

Dyan Dalton

- Directory & Ad Update:
 - The Family Directories were distributed in October.

President-Elect:

Rita Ford

- General PTC Meeting
 - Flyers were distributed and electronic notices sent. Ramon will help set up tables for pies, refreshments, 50/50 raffle, and *Festival of Tables* flyers. 40 chairs and a microphone will also be set up.
 - Girl Scout Troop and Leaders might provide the babysitting. Door prizes will be awarded. 7th Graders will be providing pie samples to kick-off their Thanksgiving Pie Sale.
- Year-round Teacher Wish List Update:
 - Several teachers have provided their Wish Lists. Rita Ford will verify that the school website links to the Teacher Wish Lists are working. Once verified, the parents will be notified via Mustang Mail.
- Green Team Update
 - Eric Rozier (Speed Pro Imaging) created 5 posters to promote Recycling in the school cafeteria.

Treasurer:

Christine Huff

- Budget revisions or suggestions are due. Christina and Alina will be working on the budget over the next month.
- Fall Festival Revenues:
 - Income of \$10,800 from the game booths. The goal was \$12,000.
- Staff Gift Fund:
 - Money is left-over from previous years' donations. Christine proposed and everyone agreed to use these funds to increase the Christmas staff gifts for this year and for next year as follows: \$200 for full-time, \$100 for part-time, and \$50 for custodians.
- Briefly discussed bringing back May Fair as a possible Spring Event.

Treasurer-Elect:**Christina Martin**

- Nothing to report.

Secretary:**Vicki Davis**

- Newsletter Update:
 - The December newsletter will go out around November 26. The actual publish and deadline dates will be reviewed with Rosemary Martinez and everyone will be notified via email. (11/4 Update: The deadline will be 11/15; the publish date will be 12/1.)
 - Articles planned include wrap-up of the football, volleyball, tennis, and cross country seasons. Photos to recap Halloween and the Auction Gift Gathering Party are needed.
- Thank You's:
 - Reminder to submit Thank you's for the Newsletter or for handwritten cards.

Hospitality:**Leslie Sakalas & Ann Hunt**

- General PTC Meeting
 - Hospitality will provide refreshments in addition to the 7th Grade pie samples.
- 5 November Teacher Birthdays.
 - Hospitality will provide lunch and cake on 11/4 to celebrate November staff and teacher birthdays.

Spiritual Enrichment:**Melissa Haydek & Gillian Norman**

- Senior Brunch scheduled for 12/8:
 - Flyers will be distributed to MIS families on 11/12 and 11/19 to solicit food for the event.
- New groups possibly forming. Mustang Express articles to promote these groups will be written.
 - Men's MIS Prayer Group
 - Rosary Guild to make and give away rosaries. Christina Martin displayed some handmade rosaries and presented some project ideas.
- Advent flyers highlighting Advent family activities will be distributed on 11/19. The *Catholic Update* will not be distributed this year, but is available at the Church.
- Epiphany Chalk will be distributed to all students on Wednesday, January 6. Will check if teachers would hand the chalk out to the students on Epiphany instead of stuffing it into kidmail envelopes. We would also like for Fr. Michael to bless the chalk.
- Grandparents' Day name changed to Grand Friends' Day.
- Discussed gift ideas and costs for 2nd Grade Holy Communion and 8th Grade Confirmation. In the past, \$6 per child was spent. We are now looking at spending \$2-3 per child.

Volunteer Services:**Updates provided by Alina Gaubert**

- Head Room Parents will be advised of the new Nominating Committee Procedures.
- Chairperson needed for January 16th Chili Cookoff /Bunco /Texas Hold 'em. Last year's Chairperson is willing to help, but cannot head it up.
- Chairpersons are needed for Field Day and End of School Picnic.

Community Enrichment:**Marie Coker**

- Volunteer needed to coordinate Family Dinner Nights.
- Halloween Skating Party Feedback:
 - Low Turn-out; MIS made \$90.
- Jane Shafer will follow-up with Ally Lambert regarding the Kroger information on the MI website.
- The Used Uniform Sale will be advertised before the Christmas Break. The sale is scheduled during the first week of January. Paula Bertrand will coordinate the sale.
- Festival of Tables is scheduled for December 5th. Nancy Dobbs is chairing the event and will promote it at the General PTC Meeting.
- Some response to Chess Club Interest Inquiry. The 6th-8th Grade Teachers will be asked to promote the club with the students. UT Dallas Chess Team may be able to help occasionally.
- Request for volunteers to help with making copies of the Family Dinner Night flyers. Holly Kerr will check into this.

Teacher Liaison:**Sara Cusick**

- The Book Fair is November 9 – 13. These dates will be added to the PTC Bulletin Board.
- Discussed the amount of food brought in for the teachers on Conference Days. Suggestion was made to focus on one meal instead of a spread for the entire day. Sara Cusick also noted that the teachers should RSVP to Hospitality so that meal count is accurate.

Principal:

Not present.

Director of Development:**Holly Kerr**

- MIS applied for Target Field Trip Grant to help pay for Enterprise City. The outcome should be known in January.
- VISION Update:
 - About \$15,000 has been pledged to date; the 2009-2010 goal is \$75,000 with 100% participation.
 - Possibly give T-shirts for certain pledge levels every year until meeting 2015 goal of \$1,000,000.
- Spirit Store opens December 4
 - Blow-out sale of last year's items.
 - Lots of new items.

- Store will be painted and new sign put up.
- MIDs
 - First Meeting was on 11/2.
 - 4-on-4 Basketball Tournament for 5-8th graders and their parents scheduled for 12/4.
- Stressed once again to use words emphasizing community-building; not fund-raising.

The meeting adjourned at 8:55 PM.

Next Board Meeting – Tuesday, December 1, 7pm – PTC Board Christmas Party - Place TBD

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