

PTC Board Meeting Minutes

Date: September 1, 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, Ann Hunt, Melissa Haydek, Gillian Norman, Catherine Bitterman, Julie Donnelly, Marie Coker, Sara Cusick, Nancy Russell, Holly Kerr, Rosemary Martinez, Fr. Michael Forge

Not Present:

Leslie Sakalas, Jane Shafer

Opening Prayer : Fr. Michael Forge

Order of Business:

Special Guest:

Fr. Michael Forge

- Fr. Michael met with the PTC Board to explain the recent school administration changes. Fr. Michael's observations from last year were that Nancy Russell had too much on her plate and would be better served by a team sharing all of the responsibilities. Fr. Michael explained how the new Director of Development position came to be divided into two part-time positions. Fr. Michael introduced Holly Kerr as the new Director of Development and Rosemary Martinez as the new Director of Communications highlighting their skills and passion for our school. He explained how their new roles will help the PTC to do their job. He also explained how these new positions will help free up Nancy Russell so that she can spend more time with her teachers and what goes on in the classroom.

President:

Alina Gaubert

- The July Minutes Approval Sheet was signed by all in attendance.
- Gillian Norman will provide the September dinner for Fr. Michael.
- Auction Update:
 - Auction Kickoff Party Invitations were sent to all board members. Please RSVP. If you haven't signed up for something yet, now is your chance.
 - Auction T-shirts were sold at Great Expectations and on Friday, August 28. We had to sell half to break even and did. We are now making a profit. We will continue to sell on Friday mornings and at the Back-to-School Picnic. Jan Ciskowski and Jennifer Laguna are taking T-shirt orders.
 - The Gift Gathering Party is scheduled for Friday, November 20, with a Taste of MIS theme to tie in with the Auction's International theme.

- The New Silent Auction Chair is Maureen Scotch (new family). She has experience with auctions at a previous school. Sharon Campbell will co-chair.
- The Live Auction Chair position is still open, but another person (new family) is thinking about it.
- Please complete your Safe Environment Training, if you haven't already done so.
- The PTC General Meeting is September 12th in conjunction with the BTS Picnic.
 - Events planned for the picnic include, an auction update, auction T-shirt sales, football team introductions, performances by The Highsteppers and Spirits, 6th Grade bake sale, and the recycling program's 50/50 raffle.
 - Briefly discussed PTC-provided water bottles or water jugs? Rita Ford will talk to Jane Shafer about this *Go Green Team* opportunity.
 - Working on PTC by-law revisions to be voted on at the November General Meeting

2008-2009 Wish List Update:

Holly Kerr

- Reviewed the status of the 2008-2009 Wish List with the PTC board. This list will be published in the *Mustang Express*.
- A case was made to the PTC board to move monies budgeted to specific Wish List Items to other Wish List Items as approved by last year's PTC board. The budgeted amount to fully address some of the safety items was too low. The proposed change will move about \$1000 away from three other planned gifts. Some discussion was made as to why the school isn't addressing these safety issues in their budget. The point was made that these items were always on the Wish List, but not enough money was allocated to them. These ideas were presented and voted on by the PTC board. **Rita Ford made a motion to approve the changes on how the remaining Wish List Money will be spent. Marie Coker seconded the motion. And all present approved the motion.** The money will first be spent on the safety measures for the gym and for the playground. If there is enough money leftover, the other gifts will also be purchased.

Vice-President:

Dyan Dalton

- Directory & Ad Update:
 - 12 ads have been sold.
 - The goal is to send to Mix Printing by the second week of September so that the directories can be distributed by the end of September.
 - New Director of Communications, Rosemary Martinez, suggested that it was best to sell the back cover ad space. If we cannot sell it, then use the space to promote an event that will bring money into the school. Suggestion was made to try to sell the back cover for \$500. If it cannot be sold, the space will be used to promote Vision, Fall Festival, or Auction.

President-Elect:

Rita Ford

- Green Team Update
 - Plans for the BTS Picnic include selling 50/50 Raffle Tickets and providing recycling bins. Rita Ford will discuss PTC-provided water jugs instead of water bottles with Jane Shafer.
 - Forty volunteers signed up at BTS Registration to take recyclables home.
 - Cafeteria waste has already been reduced by 25% by providing recycling bins next to the regular trash cans.
- Year-round Teacher Wish List Update
 - Teachers Corner at the Auction will be replaced by an online Teacher Wish List available year-round.

Treasurer :

Christine Huff

- Auction Expenses:
 - Fr. Michael signed \$3800 in checks to pay for Hotel deposit and T-shirts.
- Auction Revenues:
 - A deposit will be made for T-shirt sales.
- Room Parent Fees:
 - 40 Families still have not paid their Room Parent Fees; 2nd request letter will be sent out to parents via kidmail.
- Teacher Spending Fund:
 - \$660 has been turned in so far.
- Revenues this month:
 - Directory Ads: \$ 600
 - Skating Party: \$ 330
 - Used Uniform Sale: \$ 264
- Extra Directories
 - Dyan Dalton asked Christine Huff how many extra directories have been ordered. Christine Huff is waiting for the 40 Families to respond with their PTC fees to get the final count.
 - Dyan Dalton let us know that Advertisers will not be getting a copy of the directory this year. This is a privacy issue to protect our families. A Thank You letter will be sent for their ad placement, but they will not be receiving a free directory.

Treasurer-Elect :

Christina Martin

- Nothing to report.

Secretary:

Vicki Davis

- Newsletter Update:

- Questionnaires were sent to the new 5th grade teachers so that mini-bios can be written for the October *Mustang Express*.
- The Newsletters will be going out on the last Thursday of each month. The October newsletter will go out September 24. All articles need to be submitted to Vicki Davis by September 15.
- Rosemary Martinez added some clarification on the direction of the newsletter and its content. Articles should be written to promote events before they happen. After an event, you can send a photo with a caption or a very short comment. Articles should be written in an informative format, not in letter style.
- *Mustang Express* will focus on the upcoming month. *Mustang Mail* will focus on the upcoming week.
- Thank You:
 - Handwritten Thank You's were mailed to Bryan Lankford (magician), Macklins, and Strong's Nursery.
 - Thank you request should be emailed to Vicki Davis as needed.

Hospitality:

Ann Hunt

- Newcomers Party Feedback
 - Thank you for helping with the Newcomers Party.
 - We were successful at welcoming new families. The magician was wonderful.
 - We were a bit disappointed in the turn-out: 100 existing family members but only 50 new family members. 6 notifications were sent prior to the event.
 - Discussion to possibly move the date of the Newcomers Party until after school starts. Another suggestion was to separate the children from the parents so that the parents can visit with their buddy families while the children are entertained. Possibly provide school tours for the new parents.
- Buddy Family Program Feedback & Ideas
 - Requesting a specific buddy family will no longer be an option. Possibly, ask new families if they want a buddy family at Back-to-School Registration. Some new families do not want a buddy family, which has caused some hurt feelings. Perhaps, change the name from "buddy" to "mentor".
 - Several people were assigned 2 buddy families because we did not have enough volunteer families.
- Staff Birthday & Christmas Gifts
 - Part-time staff SCRIP gifts are about half of what Full-Time staff receives. We are trying to include the entire staff in this year's lunch from Jason's Deli. The additional guests will still fit within our budget.

Spiritual Enrichment:

Melissa Haydek & Gillian Norman

- Service Projects

- Re-addressed the *Soles for Souls* project. This was dropped because the *Soles for Souls* organization changed and collections became too time-consuming. As an alternative, the *Austin Street Shelter* will take used shoes, in addition to clothing and household items.
- Collection projects that are planned for this year: *St. Vincent de Paul Food and Toy Drives, AIDs Services of Dallas, Austin Street Shelter, White Rose.*
- 4th Grade Easter Basket project will not be done this year, but maybe next year.
- Rosary
 - Rosary will now be at 8:30 AM. Parents will be notified when their students' class will be reciting the rosary.
 - Parents requested that students be more involved in reciting the rosary. Parent complaint was that some students looked bored. Nancy Russell mentioned that parents need to be good role models in this regard. Sara Cusick mentioned that she has been able to get some students to volunteer to lead. Overall, however, it may be too much pressure for the kids to volunteer because they do not want to mess up in front of their peers.
- Skating Party for Catholic Schools Week – Monday, February 1st
 - Need to confirm with Jane Shafer whether or not this date has been booked.

Volunteer Services:

Catherine Bitterman & Julie Donnelly

- Update on Ad Hoc Committee to revise nominating committee procedures and election process
 - Catherine Bitterman will be meeting with Katherine Connally to review the procedures.
 - Procedures that go in the Volunteer Services binder will need to be updated. PTC bylaws may need to be updated.
- Room Parent Luncheon Feedback
 - All feedback was good. Good recipes, too.
- Class Activities Calendars
 - Need to contact the head room moms so that they can send their class activity calendars to Bill Newman to be posted on the weekly *Mustang Mail*.
- Volunteer Sign-up Sheets were sent this week to the new families via *Mustang Mail*.
- Email Lists
 - Bill Newman sorted the email addresses by grade and provided each grade list to the head room moms as requested at the Room Parent Luncheon.
 - Brief discussion on email etiquette: do not use reply all, put grade level in the subject line, bcc to the group to prevent misuse of reply all.

Community Enrichment:

Marie Coker

- BTS Picnic Update
 - Discussed schedule of events for the BTS Picnic.
 - Alina Gaubert mentioned that the PTC meeting would just be a series of announcements.
 - The Meeting will start at 6:00 PM, the football team will be introduced at 6:15 PM, and then the drill team will perform.
 - The DJ was booked for \$250.
 - Jane Shafer has green raffle tickets in the closet for Rita Ford's Green Team 50/50 Raffle. She will ask the 8th graders to help sell raffle tickets.
 - Discussed number of tables and chairs needed.
- Family Dinner Nights
 - The schedule of family dinner nights (Chili's and Chick-fil-a) was published in the September *Mustang Express*.
 - Chili's Night is coming up. Flyers and stickers will be provided by Chili's. Flyers will go out via kidmail and a notification in the weekly Mustang Mail. Dry Erase Boards will be set-up in the parking lot. The same things for Chick-fil-a. Also, possibly advertise on the marquee.
- Grocery Store Programs
 - Ally Lambert is the program chair. She will put the Kroger barcode letter on the website. Alina Gaubert suggested that this barcode letter be available at the SCRIP table to be handed out when people buy Kroger SCRIP cards.
 - The Albertsons information being handed out is wrong.
- The Used Uniform Sale will be during the first week of January after the Christmas break. Paula Bertrand will coordinate the sale. Nancy Russell suggested that the sale be towards the end of the week so that a reminder can go out early in the week. The Parish Hall will have to be reserved.
- The Halloween Skating Party will be booked for Thursday, October 29.

Teacher Liaison:

Sara Cusick

- A big Thank You for all that you do. Thank you for the lunch for every teacher. Thank you for the little kudos and remembrances from Spiritual Enrichment. This helps us get through a tough day.

Principal:

Nancy Russell

- Thank you to Spiritual Enrichment for the lovely bulletin board. And, thank you for your work on the new format for the *Virtues of the Month* that will be going out. It is very attractive. Thank you for the great luncheon at the beginning of the year.
- The 50th Anniversary Mass has been moved to Sunday, September 13, at 10:30 AM. Invitations will be going out in *Mustang Mail* this week. The kids will be the choir, greeters, readers, and the gift bearers. The teachers will be the Eucharistic Ministers. Everyone is invited. There will be a reception afterwards.

- Thank you for all of your work. Thank you to Holly Kerr for her work on the Wish List with Mrs. Elliason. This is a long process that started in February.

**Director of Development:
Holly Kerr**

Holly Kerr explained her new role as Director of Development and how she will support the PTC. A new organization chart was distributed. A job description chart showing how the two new directors will divide and share their responsibilities was also distributed.

The first six months of their job will be assessing current activities. There should not be any major changes this year. Holly stated that one of her first goals was to identify and personally contact families who have not yet found a place at Mary Immaculate. We are trying to get everyone involved to build up the community.

**Director of Communications:
Rosemary Martinez**

Rosemary Martinez explained that she will be trying to provide more structure to make it easier for our volunteers. One goal is to not reproduce event plans every year, just change dates. Another goal is consistent messaging going out from Mary Immaculate. Request was made that any school-related communications sent to Nancy Russell, should now include Rosemary Martinez at rmartinez@mischool.org and Holly Kerr at hkerr@mischool.org. Any messages that need to go to the outside world should also go through Rosemary Martinez. We can use Press Releases, Texas Catholic, websites, etc.....

It was also mentioned that help from the PTC may be needed for school tours.

The meeting adjourned at 8:50 PM.

Next Board Meeting – Tuesday, October 6th, 7pm in the MI Church Meeting Room

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)