

AGENDA

Mary Immaculate School Parent Teacher Club Board Meeting
February 21st, 2024 @ 7pm; Science Lab

Time Called to order at 7:08

7:00 Welcome and Opening Prayer

Criselda
Dougherty /
Megan
Orchard

7:05 Business Manager & VP Reports

Angie Borino

- Proposal to have a living document for next year's budget

-1st Communion and Confirmation budget

- School can pay for cake, punch, etc, **but we need volunteers to execute it**
- For Confirmation – small reception, as most parents will probably host their own parties
- **Need a cake with eucharistic symbols – Sandy Hughes/Paula ordered last year (Bri will confirm)**
- **Need several volunteers to help with set up, clean up and serving cake/punch. (Bri will communicate with head room parents)**
- **Paper products, decorations, and gifts (Confirmation and First Holy Communion) will come from Spiritual Enrichment budget (Bri will communicate with head room parents)**

7:15 Social Media Report

Heather
McIntyre

- Request that each committee send a summary of their position, plus the names and contact information of who applicants can reach out to for more details.

- Heather will highlight each position on social media

- 7:20 Teacher Liason's Report Cathy Huffman
 All thank yous!
- Grandparents Day was a huge success!
 - Catholic Schools Week went very smoothly and was lots of fun!
 - Teacher Appreciation lunch was very appreciated!
 - To Heather—teachers appreciated getting to go to the Auction
- 7:25 Hospitality Committee Report Valerie Grygar /
Elizabeth Case
 -CSW Recap
- Dinner before open house – there was some confusion this year; we need to make a note for next year that someone needs to provide dinner (not necessarily PTC, but someone – clarify)
 - Meals for Staff Appreciation Day
 - o Clarify on notes for next year- does the staff need breakfast, lunch, and dinner (dinner is before the open house, lunch and breakfast on Staff Appreciation Day)
- Teacher Appreciation Week Ideas
- Sonic Day is a must
 - **Gift ideas:** Tin prayer box, canvas tote bag, cups; (past gifts have included wine bottles, key chains, crochet coffee koozies)
 - 60 teachers total
 - Contact Bri for MTK volunteer signups for requests
- Restaurants we can ask to donate or get for a discount
- Padrinos
 - I Fratelli
- 7:30 Volunteer Services Report Erin Chartrain /
Adrienne
Dougherty
 - VOM (Volunteer of the Month)
- **Monica Wise** – for her help with Auction, including gathering donations

- PTC Board Applications

- Board applications will open at the end of February and close at the beginning of April
- VS to communicate with head room parents for nominating committee (one rep from each grade PK-7th)
- Adrian is ready for WAAG announcement
- Bri has the form ready – need VS approval and then it will go live!
- Need to be as clear as possible about the time commitment (hours per month, etc)

7:40 Community Enrichment Report

-End of Year Picnic

- May 18 on playground
- Our go-to DJ is booked
 - CE will find new entertainment for family friend music and games

Andie Pepin /
Ani Bolat

7:50 Spiritual Enrichment Report

- CSW Notes for Next Year

- Suggestion for split Catholic Schools Week into subcommittees
- Suggestion for President and VP could oversee the whole week
- Suggestion for Volunteer Services to handle Parent Appreciation Day
- Suggestion for Hospitality could handle Teacher Appreciation Day
- (Suggestions was tabled until next month's meeting)

Criselda
Dougherty /
Megan
Orchard

-SE Chairs confirmed bulletin board (in the primary hall) would continue to be in the SE management

- GPD Notes for Next Year

- Next year, can we have teachers park somewhere else?

- Coffee makers – we can buy a bigger one (Megan and Bri will get together to find a solution)
- Service project for Lent
 - Megan proposed supporting an organization called Just Because, which serves the CFB area.
 - They create kits (blessing bags and hygiene bags) and get requests from Title 1 schools
 - Our project will be to have students kids assemble bags: deodorant + wet wipes + notes
 - Mrs. Huffman said that as long as teachers know ahead of time, they can work the service project into classroom time
 - SE confirming the purchases (with family donations) and communication with the teachers)

8:15 President's Report

Bri Hernandez

- Communication from PTC
 - Bri met with Adrian about event communication, committees will have the responsibility for the communication of the event they manage.
 - Bri requested that each committee update their folders with detailed checklists/timelines for each event (to lessen the confusion in future year's responsibility).
 - We need to make sure everyone knows who is in charge (point person) for each event on the day of.
 - We shouldn't rely just on the WAAG to communicate about all of these events
 - If it's something that needs to go to all parents, we can use the FACTS database (school could send but we will send to the school to send)
 - We can use a school email account (office@mischool.org, etc) for sending information/event details
 - Suggestion: President or Vice President could own all communications – make sure it's going out, manage it, reminders a couple weeks out, etc

- Adrian B can be a liaison to send emails to all parents or grandparents, etc.

8:30 Advisor Report Sister Mary
Anne

- Thank you for all of the hard work making Catholic Schools Week a success
- Update on business manager position
- WAAG – any suggestions?
 - Consensus improvements are much easier to digest
- Discussion about next year’s calendar
 - School year will go into June because of where Christmas falls; didn’t want to start on August 8
 - Inclement Weather poll – continue with eLearning
- Application numbers are up!

8:40 Closing Prayer Criselda
Dougherty /
Megan
Orchard