

MINUTES

MIS PTC

Date and time September 13, 2017 at 7:00 p.m. | *Location* MIC Conference Room

Meeting called to order by Kristin Rodgers | *Notes taken by* Siobhán Kratovil

In Attendance

Kristin Rodgers, President | **Jenny Long**, President Elect and Auction Chair | **Julie Fredericksen**, Vice President | **Siobhán Kratovil**, Secretary | **Adele Verdiguél**, Treasurer | **Michelle Alonzo**, Treasurer Elect | **Amy Rodgers**, Volunteer Services Chair | **Amy Nunez**, Volunteer Services Co-Chair | **Angela Schnitzius**, Community Enrichment Chair | **Heather McIntyre**, Community Enrichment Co-Chair | **Nolia Norra**, Spiritual Enrichment Chair | **Angela Borino**, Spiritual Enrichment Co-Chair | **Robyn Schwitter**, Hospitality Chair | **Sara Gravelle**, Hospitality Co-Chair | **Rose Harrelson**, Teacher Liaison | **Matthew Krause**, Principal | **Susan Ratz-Thomas**, Director of Parent Engagement

Opening and Closing Prayers

Ms. Norra led the opening and closing prayers.

Principal's Report

Mr. Krause presented his report.

At any PTC Board meeting that Mr. Krause is unable to attend, Ms. Ratz-Thomas will be tasked with presenting his report and reporting to him the business that was discussed at the meeting.

The Advisory Council recently discussed the procedures for safeguarding money (cash and checks) collected by school volunteers. If the money is collected during a school day, the money should be turned over to Paula Echeverry, School Secretary, to be kept in the school's safe. If the money is collected after school, the money (clearly marked "MIS") should be deposited in the church's safe, which can be accessed via the sacristy. A Board member or Mr. Krause will collect such money by 9:00 a.m. on the next business day and will turn the money over to Ms. Echeverry to deposited in the school safe. In no event should a volunteer take money off premises. The Advisory Council has tasked Mike Murray with researching the Diocesan policy, if any, regarding money collected by school volunteers. Mr. Krause will report Mr. Murray's findings back to the Board.

Vice President's Report

Ms. Fredericksen presented her report.

Ms. Fredericksen discussed ongoing issues with My School Anywhere (MSA), the primary method used by the PTC and room parents to communicate with parents. Approximately 60 families have either not registered or opted out. It was decided to task each head room parent with reaching out to any such families in her grade and direct them to contact Ms. Fredericksen for further information regarding the importance of registration with MSA and the purposes for which information collected in such registration will be used. A similar notice may also be placed in the Thursday folders.

The school's contract with MSA is coming to an end. Ms. Fredricksen will research RenWeb, the primary method the school uses to communicate with parents, to see if it can effectively handle for the PTC and head room parents the same tasks as MSA. Ms. Fredericksen will present at a later meeting her recommendation regarding the renewal of MSA or an expansion in the use of RenWeb.

Present Elect's and Auction Chair's Reports

Ms. Long presented her reports.

Auction

- The venue, band, entertainment, and auctioneer have been booked.
- Several auction chair positions have been filled. Also, a new auction chair position, "Close-Out Chair," has been created. The Close-Out Chair will be tasked with organizing the distribution of intangible auction items (e.g., travel, naming of Mustang Alley, etc.) following the auction.
- First auction volunteer meeting will be held on October 1.
- The auction website is being updated together with the updating of the school's website.
- Underwriting campaign will begin on October 1 instead of the usual November 1 start date.
- The gift gathering will take place at parents' homes, with parent volunteers each hosting a party for a cluster of grades (e.g., K-2). Ms. Long will solicit volunteers to host such parties.

In order to better facilitate the transition from the current Auction Chair to the next Auction Chair, it was decided that the Board will designate the next Auction Chair no later than December 31, 2017. An Auction Chair can be an individual or a group of individuals.

Treasurer's Report

Ms. Verdiguél distributed a working draft of the budget for the current school year. She also presented her report.

The 2016-2017 8th Grade class has contributed their remaining class funds to the school to be used for the purchase sport team uniforms.

The Board decided that it should develop guidance on how the school's sales tax exemption certificate can more easily be used by Board members and room parents. Ms. Verdiguél, together with volunteers from the Board, will research the policies of major stores frequently used by Board members and room parents. The research will be compiled and included in the Board and head room parent binders.

Mr. Krause will investigate if the school is permitted to have an Amazon credit card and Prime Account to be used for purchases by the PTC and room parents.

Committee Reports

Committee reports

- *Hospitality*: monthly dinners for Father Michael; lost and found box
- *Volunteer Services*: Back to School Day event and the feasibility of scaling back the event and doing some of the back to school registrations/purchases online rather than in person; encourage parents to wear the red volunteer t-shirts when volunteering; Volunteer of the Month for August/September is Jacob Riney, a MIS parent serving as project manager on the current school renovation
- *Spiritual Enrichment*: purchase of two new Mary statues for \$180
- *Community Enrichment*: color-coded name tags for events so new parents can more easily identify parents who have children in the same grade as their children; improvements to the Back to School / End of the School Year picnics, including the possibility of soliciting the donation of a new grill and merging the Rodgers family cookout with the MID cookout

Announcements

President

Ms. Rodgers requested each Board member to update their handbook and submit to her a headshot to be used in a PTC picture sheet so parents can more easily identify Board members. She also encouraged Board members and other parents to provide honest reviews on certain online private school review boards in hopes of boosting the school's ratings.

Teacher Liaison

Ms. Harrelson reported that Ms. Dwelle is requesting \$125 to purchase supplies for Red Ribbon Week.

Director of Parent Engagement

Ms. Ratz-Thomas reminded Board members to send notices they would like included in either the weekly Thursday school e-mail or the monthly Mustang Express Newsletter one week prior to publication. She also requested volunteers to speak publicly at local parishes to encourage school enrollment.

Next Meeting

October 11, 2017 at 7:00 p.m., MIC Conference Room

Meeting was adjourned at 8:47 p.m.

/s/ Siobhán Kratovil

MIS PTC Secretary