

MINUTES

MIS PTC

Date and time October 11, 2017 at 7:00 p.m. | *Location* MIC Conference Room

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

In Attendance

Kristin Rogers, President | **Jenny Long**, President Elect and Auction Chair | **Siobhán Kratovil**, Secretary | **Adele Verdiguél**, Treasurer | **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 | **Robyn Schwitter**, Hospitality Chair | **Susan Ratz-Thomas**, Director of Parent Engagement

Absent

Julie Fredericksen, Vice President | **Michelle Alonzo**, Treasurer Elect | **Angela Borino**, Spiritual Enrichment Co-Chair | **Sara Gravelle**, Hospitality Co-Chair | **Rose Harrelson**, Teacher Liaison

Opening Prayer

Ms. Rogers led the opening prayer.

Vice President's Report

Ms. Fredericksen was not in attendance. Ms. Rogers presented Ms. Fredericksen's report.

Ms. Fredericksen, with the assistance of the head room parents, is continuing to reach out to the families who have either not registered or opted out of My School Anywhere (MSA), the primary method used by the PTC and room parents to communicate with parents, to encourage them to register or opt in.

The Board agreed to give the Knights of Columbus a free sponsor ad on MSA.

The school's contract with MSA is coming to an end. At the November meeting, Ms. Fredericksen will present her recommendations regarding (i) the renewal of the school's contract with MSA; (ii) an expansion in the use of RenWeb, the primary method the school uses to communicate with parents, to handle for the PTC and room parents the same tasks as MSA; or (iii) the engagement of another service provider like Doodlio, which is currently being used by the athletics department to communicate with parents.

Present Elect's and Auction Chair's Reports

Ms. Long presented her reports.

Auction

- The underwriting packages have been finalized. Documents for underwriting and advertising have also been finalized.
- The auction website is being updated and will debut soon.
- Deadline for silent auction volunteers to contact vendors is November 1.

- Two families have volunteered to host gift gathering parties at their homes in January. The gift gathering parties will also include a competition to see which grade can purchase the most teacher tickets.

The Board has been asked to submit nominations for the next Auction Chair. 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 revised working draft of the PTC budget for the current school year. She also presented her report.

Ms. Veriguél asked each Committee Chair to review the current working draft of the PTC budget and submit any changes to her. The Advisory Council has requested a final version of the PTC budget by their November meeting. She has also requested Committee Chairs to include in their budgets any event expenses that were paid for by parents and not submitted for reimbursement (e.g., parent paid for decorations). This will aid in the development of the next year's PTC budget.

Committee Reports

Committee reports

- *Hospitality:* Ms. Schwitter will request volunteers to provide monthly dinners for Father Michael from the entire school community.
- *Volunteer Services:* For next year's Back to School Day event, the PTC will be responsible for providing a diagram of how the tables and chairs in the Parish Hall and the Cafeteria should be arranged to facilitate the flow of parents between tables, and volunteers and decorations for the PTC tables (decorations to be paid out of the Volunteer Services budget). The school will be responsible for arranging the tables and chairs and staffing the non-PTC tables. Ms. Rodgers is looking for nominations for the October Volunteer of the Month.
- *Spiritual Enrichment:* There is only one spot left to fill for K.O.O.L. volunteer families. Six Mary and ten patron saint statues and one cross have been purchased for the school. The September school service project was successful. The October service project is Birth Choice and donations are due by October 19. Information was sent to the seventh grade families regarding donations for United for Puerto Rico. Grades 2-8 are scheduled to say the rosary this month. Angels for the All Souls Mass will be distributed to the teachers. The Senior Brunch is scheduled for December 8. A prayer card project (students pray for each other) will be coordinated with teachers.
- *Community Enrichment:* A MIS Chik fil A day is scheduled for Thursday October 26. This date is a half day. While the school will receive a portion of the proceeds from any MIS family dining at Chik fil A that day, the event was primarily organized to give MIS families an opportunity to have lunch (noon to 1:30 pm) or dinner (5:00 pm. to 7:00 pm) together. Family Game Night, a school community event, will be held on November 4. PTC will pay or seek donations for the food (pizza, popcorn, and water) for the event.

Announcements

President

Ms. Rogers reminded each Board member to continue 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. Championship sports banners will be unveiled at the Friday pep rally.

Director of Parent Engagement

Ms. Ratz-Thomas provided information to the Board members regarding flyers to be sent home in the Thursday folders and use of the bulletin board and Parish Hall. She distributed a draft of a master calendar of school events and requested the Board review the calendar and submit to her any changes.

Closing Prayer

Ms. Nolia led the closing prayer.

Next Meeting

November 8, 2017 at 7:00 p.m., MIC Conference Room. It will be open to the entire school community.

Meeting was adjourned at 8:30 p.m.

/s/ Siobhán Kratovil

MIS PTC Secretary