

St Mary of the Immaculate Conception
Parent Club Meeting Minutes
September 03, 2014

Opening Prayer – *Done at Back to school coffee*

Welcome all new room parents and returning parents

Reports:

New Key positions, Presidents, Communications, Treasurer – *Teresa & Kshama*

We have Jennifer Millette and Lynne Kenny who will be taking over as Parent Club Presidents and are now shadowing Teresa and Kshama who will be staying on through Auction, so in the mean time please send communication to all 4, thank you. We also have a Olivia Florence back as the treasurer and in Communications: Paula Benitez

Back to School Coffee – *Carolyn Regan:*

Big Thank you to all the volunteers for their flexibility, everything worked out fine.

Bulk School Supply Ordering – *Carolyn Scillin:*

Everything went smoothly, the delivery is very low maintenance, they pretty much do everything and it all went well. Just need to continue to remind that check's and forms need to be turned in before school ends, Thank you!

Mentor Family Coordinator – *Annie Fregulia:*

The new family picnic was great and those that came were very appreciative and had a nice time. I still have mugs for the remaining new families that didn't attend as I was going to pass them out at the back to school coffee. I think I'll give them out at back to school night or have their mentor families collect them from me and hand them out. I enjoyed heading up this program and I'll be happy to do it again next year!

Coordinator and event info – *Teresa & Kshama –*

Volunteers needed to shadow Coordinator positions, if anyone is interested or know anyone please contact them.

Reminders about procedures for coordinators:

- Please remember the due date for turning in Flyers for approval is Monday.
- There is a new form for check requests, please make sure you check the correct box on the form and that you turn in within a month of the event. The forms are on the website and at the office, on average it is a 2 week process to get reimbursed. Please make sure you remember to check the appropriate box on the form and attach your receipts.

New Business:

Fundraiser Luncheon – Thurs., Sept. 11th - *Hosted by Book Faire – Leigh Shugrou/Esther Kim* - we are getting our volunteers lined up for the hot lunch. We're all set for volunteers to serve lunch and for donations.

Teacher/Staff Birthday Celebrations – Jo Bridges:

Help is still needed; the first one is Nov. 12. We need helpers for set up, soup or salad donations and cleaners for around 1:00. Thank you.

SCRIP Marketing – Ann Larson – Scrip will be transitioning to Lisa Kavanagh, Ann will assist during the transition. More info. to come on organizing events.

International Night – Sue Burke – A lot of parents have signed up to volunteer- may need more depending on how many can make it. The date is set for Oct. 4th. This is a great opportunity to get in volunteer hours because it is on a Saturday. The P.C. booth is pretty set with volunteers yet there are many opportunities to volunteer in at class level, within the parish booths or the food booths, please contact Mrs. Edwards and she will connect you to the right place

Conference Week Lunches – Shauna McGlynn – Shauna needs volunteers. Tue, Wed and Thur help is still needed – Heidi to help. Dates are Oct. 14, 15 and 16. Flyer still to come.

Lunch Yard Helpers – Patti Baerlang – Teresa update

There are some open slots and there is a flyer going around, please consider signing up. This is a great opportunity to get to see your child within his school environment and get to know his class and teachers

Open Items:

Auction Overview – Jennifer Spangler, Annemarie Kearney

Date is Nov. 15 at Round Hill. Family donations due date is Sept. 19 forms *and* physical items will be needed. There will be an online auction this year in lieu of the Family Night. Every Tuesday mornings you can drop off your donations. Volunteers are still needed and biggest need is for the day of, lots of opportunities to help out and still attend day of.

Help for “Class Projects” is needed, volunteers in classes. “Small project” is: an Advent Calendar, each class will be doing a specific ornament and will need to help children.

Raffle tickets will be sold during Sep. 24-Oct 24. -Tuesdays will be Auction T’s day, and there will be contests encouraging students to wear them.

Head Room Parent – Jeanne Roder

Hot Lunch: flyers will be in Wed. envelope and online. No choice lunch is available on those dates, so please make sure you plan ahead. Remember, no late orders can be accepted so please follow up and make sure your child turns in the form. Classes just signed up for their dates, so the first form that is due Sep. 11, does not specify what class has what date.

Room Parent: Please remember that you need to get approval first for your communications, so give enough time for review, and cc when you send. You should be using Volunteer Spot for almost everything. And if you need any info on Hot Lunch procedure please contact Jeanne.

Next PC Meeting – Wednesday, October 7th

Adjourn Meeting