

## **Parent's Club Meeting Minutes September 4, 2013**

8:20 - Opening Prayer – Teresa S Cademartori

Introductions: of PC presidents Teresa Schaub Cademartori and Kshama Perera (absent – due to travel) all room parents and other attendee's, including new parents introduced themselves.

Communications Coordinator: PC needs someone to fill this role to take minutes at all PC meetings.

School Supply Bulk Ordering: Terri Gallagher is training Carolyn Sillin to take this job over next year.

Back to School Coffee: This was organized by Terri Gallagher and was a huge success. We need a volunteer to lead this next year. The new families that attended were introduced. It was suggested that next year, a reminder go out the night before.

Reserving Conference/MUR Room/Gym: All requests for reservations are submitted through Patti Garcia. Email is the best way to do so. The entire process was explained and is available on the school website.

PC Reimbursement Process: Complete request within 1 month of the event. Check request forms are available on the PC website. Place the completed form in the folder on the back of the inside office door. Contact PC to inform you have submitted a request. PC Presidents will sign off and PC Treasurer will reimburse you in approximately 1-2 weeks. The entire process was explained and is available on the school website.

Flyers for Wednesday Envelopes: First PC Pres. and then Mrs. Edwards must approve all flyers. Mrs. Garcia must receive them by Monday, 4:00 pm, in order to make Wednesday folder & weekly school announcements.

Mentor Family Coordinator: Shauna McGlynn has assigned all new families to a mentor family. She hosted a picnic for new families the week before school started. Mentor families are encouraged to continue to reach out to new families to answer questions and provide support.

Hot Lunch Fundraiser: Thursday Sept. 12<sup>th</sup> will be hosted by 5<sup>th</sup> grade (instead of 8<sup>th</sup> grade – due to 8<sup>th</sup> grade field trip.) Thursday Sept. 19<sup>th</sup> will be hosted by Book Faire.

Scrip: Scrip Coordinator, Ann Larson, discussed continued marketing strategies for Scrip. New families are reminded that Safeway Scrip accounts need to be set-up (online) and existing school families are renewed annually.

Head Room Parent: Jeanne Roder reminded all Room Parents that their Emergency Phone Trees and Class Activity Sign-Up lists, are due as soon as possible. All correspondence to classes must be preapproved by both the teacher and Mrs. Edwards. There will be a trial run with the phone trees this fall.

Enrichment Program: Coordinator, Annmarie Kearney, is looking into having the Lawrence Hall of Science to come to campus this winter/early spring.

Auction: Co-chairs Mark and Mindy Serrano discussed Auction. It is November 2, at Round hill Country Club. The night before the action, November 1, there will be a pre-auction event, for families, located here at St. Mary School. Auction is in great need of all Family Donations to be turned in as soon as possible to Terra DeAlmeida and Nella Cunningham. We are also still in need of volunteers to help with auction. Please see Lisette Gallowitz if you are interested.

International Night: Date is Saturday, October 19<sup>th</sup>. Parent's Club will have a booth. PC is looking for a Coordinator & additional Volunteers are welcome.

Teacher Conference Lunches Coordinator: PC is in need of a coordinator for teacher's lunches during conference week in October.

Next Parents Club Meeting: October 9<sup>th</sup>. All are encouraged to attend!

Meeting Adjourned at 9:15am

Minutes taken and submitted by Jeanne Roder