

PTU Minutes
May 12, 2005
Executive Board Meeting

Attendance: Haydiee Perkins-Burkes, Dan Humphrey, Colleen Elbert, Carolyn Duffield,
Rene Leighton, Cindy Finnegan
Excused: Rick Knowlton, Annie Cunningham, and Ray Riedel
Meeting began at 6:33p.m.

Opening prayer led by Dan Humphrey.

Haydiee welcomed Rick Knowlton and Annie Cunningham as our new vice presidents for next year. She will ask Michele Flanagan who had the most votes as that person chooses if they want the one or two year term. The person who has the one year term, hopefully will move up to president. Haydiee asked Annie and Rick to call Carolyn Duffield to get information for vice president position.

Our Installation Dinner will be May 26th at 6:30 in the cafeteria. Invitations were sent out to PTU members and their spouses (including Elaine Zemanek who resigned as vice president), Fr. Ed and Fr. Pat, and all of the teachers.

Dan Humphrey – Principal

Stated this year went fairly smoothly. Very positive.

Discussion on whether to have Back to School Night as well as Orientation Day (same as Cougar Café). Attendance has been down at Back to School Night. We felt Back to School Night is important for parents and Orientation Day is important for the students. Both are needed. Decided to give parents an incentive to come to Back to School Night by offering a dress down pass for the students to be handed out the night of Back to School Night on the way out. Scheduled now for August 31st.

Cougar Café (Orientation Day) is Wednesday August 24th from 8a.m. until 12:00 noon. The first day of school is Thursday August 25th. We try to keep our schedule close to Elyria Catholic's so that we have close to the same breaks.

Fr. Ed wants to speak at the Back to School Night about the importance of attendance at Mass. If attendance is not shown, family will be bumped to "non-active" parishioner status and their tuition will go up.

The voucher program can't be put toward tuition credits for individuals, but can be put into a "big pot" to distribute evenly. Brother Shay is a diocesan attorney and keeps us up to date on changes for things such as this.

Dan suggested we have regular PTU meetings every other month and executive meetings every other month. There are many advantages to this, some being in the case of a vote, the executive board can vote without the person or group present to avoid bad

feelings in case of a negative vote. Often times, the executive board discusses things on-line to save time during the meetings. This can be avoided by the executive meetings. There will be a finance meeting every February. Our new schedule will be as follows:
August (September this year) = regular meeting for all
October = regular meeting for all
November = executive meeting
December = no meeting
January = regular meeting for all
February = Finance meeting for all
March = executive meeting
April = regular meeting for all
May = executive meeting

It will be looked into to see if we need to amend the bylaws to accommodate our new meeting schedule.

It was decided to give parents an incentive to attend the February meeting by offering a homework pass for their children. They may have stipulations put on them by the specific teachers (not to be used for math for instance). Haydiee will design a pass for dress down and homework.

We discussed making a donation to the capital campaign again this year. We will give \$1500.00. It will show our support.

The playground was discussed. It is projected that the cost will be approximately \$20,000 - \$25,000. Michele Flanagan is going to be asked to speak with Donte Walker to head the committee to seek grants and fund raise to cover costs for this. PTU will also put some money into a CD (Carolyn Duffield will speak with her husband, Pete – a CPA, to see if this is okay as we are non-profit) to use when we are ready to start on the playground. Our goal is to start by next spring. Kelly Copa is starting a drive to fund the new playground. She will put the money from the Scholastic Book Fair towards the playground. It has been confirmed that we can buy a CD to put the money aside and we will be doing this for playground money and possibly for Cougar Café money.

PTU has two scholarships that we give to eighth grade students going to EC. One is for academics and one is for service and involvement. Each one is for \$500.00. The students apply for them. They are named after someone special to St. Mary school. We decided to name the service scholarship after Sharon Brunkow and the academic scholarship after Cathy Larizza. Barb Diedrich will be the alternate in case one of these women would rather not have the scholarship named after them. We will have an eighth grade student do an interview with the scholarship namesake so that we can give background during the award ceremony. This is done by Sports Committee with their Jerry Boran Scholarship and Chuck Hoagland Scholarship. Then at the ceremony, that person, or a representative from their family if they are unable, presents the student with the award. There is usually a plaque given along with the scholarship.

The receipts that the teachers were required to turn in for their \$200 gift from PTU did not seem to work well this year. It was decided that next year, we will give each teacher a check for \$75.00 to do with what they please for their classroom. Carolyn will confirm with Joe Schneeberger that we can get an advance on our magazine sale profit and use that money to give to the teachers so they can have it at the beginning of the school year. Haydiee had encountered a few difficult situations with the receipts. This will work better. If a teacher needs more money, they can write a grant and PTU will vote on it. They will be told of these changes by Dan so they don't count on the \$200 previously given. He will tell them that if they request grant money, they must present the request during a regular meeting and the executive board will vote on it at the following executive meeting.

PE, music, library have a separate budget, so they will not receive the \$75.00. PE and music receive \$500 and library receives \$2,000. Library account is handled by the rectory.

Haydiee asked Dan to give the executive board a list of all the teachers so in case they contact us, we know who they are.

Dan thanked us for the yard signs. He will be putting them up soon. 25 in each city of Elyria, Oberlin, Grafton, and Lagrange. After two weeks, he'll move them to different locations. Right now we have 275 students for next year. The church has budgeted for 300.

Dan asked us to consider paying all or part of the \$1500 for edline services. Parents benefit greatly and students and teachers will also. It will improve in time as teachers are still new to the system. The year after next, there will be no hard copies of report cards, it will all be done on-line.

Dan stated he signed up a new student who stated the family found out about St. Mary School from our web site.

We still have a \$360 credit coming from our candy sale. We made a little less money this year than last, but made more from the magazine sale. We still have six families who have not turned in their money. One family's candy was sold in the office and the others will not be included in next year's sale. We made \$4650 this year and \$6000 last year. We still have money coming from the golf outing, which last year gave us about \$3000.

Other Business

We received a thank you card from Mrs. Howell for the First Communion reception. Mrs. Brunkow gave us a thank you card for all the classroom items.

Michele Flanagan will ask the people who were nominated for Vice President but not elected if they would be willing to head a subcommittee. We have openings for Programming, Cougar Wear, and Hospitality. There is also a list of people willing to

volunteer for various things that Michele will receive to see if any of them will be willing to get involved. It was stated that Hospitality and Programming should each have two people to run them.

Mrs. Knuff submitted a request asking for money to purchase more items for her classroom involving the sensory integration program. She gave us a list of wish items and their prices. We will see how much we have at the end of the year.

Mrs. Howell asked for \$539 for a series of videos called "Echoes of Faith". All teachers who teach religion must be certified. These tapes qualify them. There are workbooks which go along with the tapes, the teachers would be required to purchase these themselves. This series could be used for other organizations or parishes as well. The certification must be renewed every five years.

Kelly Copa asked for money to purchase a laminator. Dan stated the one in the office is fine. She also asked for money for a diecut machine. This is \$800.

We still need to give \$1000 for the eighth grade scholarships.

Haydiee will be asking Lisa Love about hall fees for the school and PTU. Will there be a fee for Cougar Café?

Some upcoming expenses include the Cougar Café - \$1400, yard signs - \$350, eighth grade graduation reception - \$100 \$1500 for the capital campaign. Possible expenses include \$275 for Mrs. Knuff's request, \$900 for Kelly Copa's request, \$539 for Jan Howell's request.

Field day is June 3rd. Only kindergarten through sixth grade participate as junior high has exams. PTU will provide pizza for all this day. Carolyn Duffield will purchase the pizza and Dan Humphrey will purchase the plates and napkins. Lori St. Marie will be asked to contact room mothers to bring in drinks and desserts and chips or a side dish for their class.

This Ice Cream Social is still not set. Bishop Pilla will be dedicating the new building. There is talk of making the Ice Cream Social a week-end event. This is still undecided.

Our next meeting will be to secure our finances for next year. It will be held at The Unicorn Restaurant at 6:30 on May 31, 2005. Meeting finished at 9:30p.m.

Minutes respectfully submitted by Colleen Elbert on May 14, 2005.