

MINUTES

UME Prep PAC Minutes

November 3, 2015

The meeting was called to order by Suzanne Tatro at 6.30pm

In attendance

Suzanne Tatro, Brance Barker, Timothy Foxsmith, Sarah Milem, Denise McConnell, Jen Freeman, Rachel Simmons, Brandy Low, Laci Pool, Kristyl Burkey

Approval of Minutes

The minutes were read from the September 22nd meeting and approved. It has been agreed that meeting minutes will be submitted no later than the Friday following the meeting to Suzanne and Brance, who will approve and send out the minutes. Brance will publish the minutes online for public viewing.

Welcome

Suzanne and Kristyl discussed our monthly character quality (Self-Control). Suzanne read went over Section 1 of the PAC by-laws.

Board/PAC Updates

PAC member spots were verified. At the October PAC retreat it was decided that Denise would be stepping down from PAC Chair and that Suzanne would be taking that spot, vacating the Vice Chair seat. This allows Denise to focus on her Parent Rep to the Board seat, and she has agreed to provide the PAC updates from the Board meetings.

Thelma Andrade has provided her verbal resignation of the PAC via Suzanne, and the PAC accepted. She is still interested and willing to assist on a sub-committee volunteer basis with emphasis on Spanish Language assistance. Shelley Baldwin was voted in and approved for the 5-8 Grade Rep seat. Brandi Pelkie has also expressed interest to be a sub-committee coordinator. Kristyl has agreed to be the Athletic Representative in addition to her current duties.

These changes leave the PAC with an open seat for an Academic/Extracurricular Representative and an open Vice-Chair Spot. Nominations for the Vice-Chair spot were announced for Rachel, Sarah, Kristyl, and Tim. The PAC will vote on the new Vice Chair at our next meeting.

Calendar Updates

It was requested to make it known that having the school calendar updated online needs to be a priority and that should be passed along to the appropriate school admin.

Next PAC meeting has been changed to Monday, December 7th at 12.30PM. There will be a working meeting on Wednesday, November 18th at 12.30PM; this is to work on the Town Hall questionnaires.

PAC Shirts

Everyone please contact Sarah Milem (sarahmilem@hotmail.com) with your shirt size and \$15 for PAC shirt orders.

Fundraising/Budget

PAC funds currently sit at \$111. There will be Chik-fil-a Night on Thursday, November 19th. All funds will go the PAC, the fundraising form was passed around for the PAC to read. All funds from the upcoming Uniform Resale will also go to the PAC.

Event Updates

- Giving Tree – As of this meeting, there have been 83 GT requests and 53 have been chosen off the tree. It was requested that a short term storage location be found for the GT gifts. The gifts will be handed out on November 11th.

- Christmas for Teachers – It was requested that the PAC provide extra support for the teachers Christmas appreciate party. We would like to get the bags put together by December 11th and handed out on December 13th. More plans will be detailed at the next meeting.
- Class Christmas Parties – these will be during the PE period, not lunch, and will likely happen in the Cube on Friday, December 11th. The details for the parties are up to the discretion of the grade level volunteer parents.
- Uniform Resale Shop will be held December 11th during the Fall Concert. Location TBD.
- December 11th is also the K-4 Fall Concert and Art Gallery. Cookies will be provided prior to the concert for the parents, these will be provided by volunteer parents/room parents.
- Spring Golf Tournament and Auction – Locations are being scouted for a spring golf tournament. We will need to arrange for sponsors, staff/volunteers, and golfers, so start scouting out folks. The Silent Auction may be held in conjunction with Ms. Pulis for the Jr/Sr classes.

Town Hall Meeting

- The K-6th Town Hall is December 1st from 6.30PM-8.00PM. The 7th-11th meeting is December 3rd from 6.30PM-8.00PM. It is ideal to have all PAC members attend and be available to meet/greet with parents.
- Questionnaires will be available in English and Spanish to submit questions for this meeting. It will be sent via email as well as a print version at the front desk, and will be handed out in the car pick-up line by PAC volunteers. These need to be turned in by November 12th. It was decided to have open ended non-categorized question spots to allow for unrestricted inquiries.
- Denise, Sarah, and Kristyl will work on consolidating these questions for the meeting. It was discussed taking questions that can be answered easily through the school handbook and putting them into a FAQ handout. This ensures they are answered but we don't waste meeting time going over them.
- PAC members will take minutes of the Town Hall Meetings (Jen and Laci on Dec 1st, Jen and Rachel[?] on Dec 3rd). It is possible we will also record audio/visual of the meetings as well. Brance has agreed to post these minutes on the website for public viewing.
- We discussed ways of getting reminders to parents. Possibly we will print stickers to send home with the kids, and we will create Facebook events to share.

Miscellaneous Topics

- We need to have more concrete procedures for getting parents information shared at events that the parent was unable to attend.
- Brance needs a list of everyone who has ever held an officer position in the PAC.
- Ms. Garza will be on maternity leave the month of January. The PAC would like to arrange for parent volunteers to cover half or full days during this time.

Next Meeting

December 7th, 12.30PM, UME Prep

Motion to adjourn was made at 8.30PM and was passed unanimously.