

Parent Teacher Council Meeting

Meeting Notes 2-6-18

St. Monica Catholic Elementary School

Attendees:

Diane Gasper
Renate Jordan
Monica Moore
Dan O'Brien
Ruby Portillo
Kristen Kosinski
Gillian Ricotta
Christine Najera-Davis
Robert Montes
Neil Quinly
Thom Gasper
Liz Nuzzolese

1. Welcome: Gillian Ricotta
2. Opening Prayer: Neil Quinly
3. No president Update – Thom joined for last few minutes of meeting
4. Principal/Vice Principal: Neil Quinly & Elizabeth Nuzzolese
 - The graduation committee has been disbanded. The school would like to institutionalize/standardize these events.
 - How can the PTC help? Should there be a new role for event coordinator, or should hospitality and community role own this?
 - Conversation to evolve and be discussed at March PTC
 - PTC main focus should be SMASH and Seahawk Social.
 - How does the PTC help with the minor events without taking away from the major fundraisers?
 - Pancake Tuesday volunteer signup online and is being headed up by 8th grade parents following documentation from Kathleen von Schlegell.
 - The need for a PTC events calendar is clear. Gillian to meet with Miss Nuzolesse to take first pass, and then share with the group at March meeting to iterate. It will be a living document that should be updated by PTC in conjunction with the school.
 - Update the PTC by-laws to reflect how all roles are expected to help with the two major fundraisers, support open house, publicize and speak positively of school, support school events where possible by attending.
 - FLY- Would it be possible for the school to notify parents of children who will be receiving the award 5 days in advance so parents may attend?

5. Fundraising: Ruby Portillo & Kristin Kosinski
 - **SMASH** – There has been one meeting so far.
 - Prior donors are being contacted.
 - The theme will key off the 25th year anniversary, possibly a Casino Royal or Black-Tie theme.
 - **CPK** – There will be a CPK fundraiser to coincide with the Parent Teacher Conferences on 2/22 and 2/23. 20% of total check including alcohol will be donated to the school. The event needs to be publicized to maximize school donations.
 - Restaurant fundraisers should be twice a year and coincide with Parent Teacher conferences going forward, assuming a successful turnout for upcoming event.

6. Email Access for Room Parents: Monica Moore
 - In order for timely communication to parents at the elementary school, Monica will work with Dr Quinley on a disclaimer notification advising parents that their email address will be shared with room parents, for school communication purposes only.
 - The notification will be sent out upon completion, and will be added to emergency contact form for incoming students each year.