

**ALL SAINTS CATHOLIC SCHOOL
PARENT NETWORK**

A new name with a renewed purpose

MEETING MINUTES FOR BOARD OF DIRECTORS MEETING JUNE 1, 2009

1. Meeting called to order at 6:30 pm by President, Deana Ceman.
2. Opening Prayer led by Deana Ceman.
3. Attendance.
 - a. Officers – President, Deana Ceman, Vice Presidents, Suzie Mashuda & Mary Petraszak, Secretary, Carey Chier, absent – Nancy Trochinski-Becker.
 - b. Directors – Jen Buttke, Cathy Habener, Angela Johnson, Lucinda Kujawa, Christine Sonnentag, and Steve Zangl, absent – Michelle Sonnentag, Shawn Ekstrom, Catherine Kujawa, and Jessica Kujawa.
 - c. Members (Non-Directors) – Cathy Hargrave and Matt Chier
 - d. Friends of the School/Guests - none
4. Secretary, Carey Chier stated on the record that there was proof of proper notice of meeting via the Parent Communication Envelope on May 20, 2009 and the agenda with background summary packets were given to the Directors on May 20, 2009 & May 21, 2009. A copy of the notice will be put in the corporate record book.

A quorum of 10 Directors (a majority of the 15 total Directors) was present so the meeting continued.

5. Cathy Hargrave gave a re-cap of the Math-A-Thon for this year. \$3,000.00 was budgeted to earn for this event. Actual was \$4,107.20. The 1st grade class won the Ice Cream Party by raising \$792.00 (\$66.00/student). The entire school will be awarded with a pizza party since they surpassed the \$3,000.00 goal. Cathy Hargrave will no longer be the Event Coordinator for this event as her son is graduating 8th grade. Cathy stated that Kelly Krause would be interested in helping with this event in the future if we needed her. It was stated that Event Coordinators & timing would be discussed later.
6:35 pm Michelle Sonnentag arrived.
There was a discussion if the event could be moved to over the Christmas Break so that students could solicit donations from family over the break and the testing would be done in January. This would also spread out the fund raisers for the Parent Network. The Directors thanked her for her past efforts. Cathy will either send all the information to Carey Chier or put it on a disk for future events.
6:40 pm Nancy Trochinski-Becker arrived.
6. Secretary, Carey Chier stated on the record that approval for the agenda placed into the Parent's Communication Envelope was received by e-mail vote. There were 13 approvals & 2 no responses. Motion to ratify the previous e-mail approval by e-mail made by Deana and seconded by Nancy, motion carried unanimously, absent Shawn, Jessie & Catherine.
6:43 pm Jessica Kujawa arrived.
6:45 pm Catherine Kujawa arrived.
7. Secretary, Carey Chier stated on the record that approval for the minutes and cover page was received by e-mail vote. There were 13 approvals & 2 no response for the Cover Page. There were 11 approvals & 4 no responses for the April 27, 2009 Annual Membership Meeting Minutes. There were 11 approvals & 3 no responses & 1 abstain (Shawn Ekstrom as she was not at the meeting and did not feel she should vote) on the April 27, 2009 Annual Board of Directors Meeting minutes. Motion to ratify the previous e-mail approvals made by Mary and seconded by Chrissy, motion carried unanimously, absent Shawn.

8. New Budget Format was presented by Treasurer, Nancy Trochinski-Becker. Catherine & Nancy had met earlier to put together the proposed change. It was asked that the new format be the 1st page of the budget and have a 2nd page that gave detailed entries of each of the accounts. Motion to approve the amended financials made by Nancy and seconded by Lucinda, motion carried unanimously, absent Shawn.
9. Secretary, Carey Chier stated on the record that the roster has been compiled and was e-mailed to all Directors on May 11, 2009. Also, Mr. Zangl put a limited roster on the website on May 11, 2009 that listed the Officers entire information and just the names of the rest of the Directors. The limited roster was also a part of the Parent' Communication Envelope on May 13, 2009.
10. Motion to approve the resignation of Shawn Ekstrom dated May 12, 2009 made by Cathy and seconded by Deana, motion carried unanimously. Secretary, Carey Chier will update the roster and re-send to Directors. Mr. Zangl will also update the website. Deana & Carey also stated that Shawn would like to continue with helping with events for the school.
11. Secretary, Carey Chier stated on the record that she has received a copy of the signed organization account designation on 4/30/2009 and a copy of the signed resolution authorizing the signatures was given to Farmers & Merchants Bank on June 1, 2009.
12. Discussion on the balance of funds of the Parent Network. Steve contacted the Diocese for clarification on the amount of fund balance acceptable for a non-profit organization. The Superintendent's response indicated that an organization may carry a fund balance or a CD if the organization designates the intent of the money. This could be stated in the organization minutes. Motion to earmark the purpose of the CD for emergency reserve fund made by Cathy and seconded by Angie, motion carried unanimously. Discussion on the renewal of CD # 4349. It is currently an 8 month certificate and the balance on 4/28/09 is \$4,572.50. The renewal date is June 3, 2009 and the amount of the CD will be \$4,663.52 on that date. As of May 13, 2009 An 8 month CD would be 2.00% annual percentage yield, and a 15 month is 2.250% annual percentage yield. Farmers and Merchants Bank will waive the requirement for the minimum balance of \$10,000.00. Once the renewal date for the next year is set, document the renewal date on a future agenda. Motion to renew CD # 4349 for 15 months made by Mary and seconded by Cathy, motion carried unanimously.
13. Discussion on the approval of the Bylaws change to add 2 Director seats, bringing the total to 17 (16 elected Directors plus the Principal/Administrator). Accept nominations from the floor to fill 3 vacant Board seats. Susan Cason and Robyn McAllister have previously volunteered to be nominated and elected. Susan & Robyn were nominated by Nancy. The election was held, and Susan and Robyn were elected unanimously. It was noted that we still have one vacant seat on the Board of Directors. The Bylaws were amended and new Bylaws were sent to Steve for website on 6/1/09 and all directors were sent e-mail with new Bylaws on 6/1/09. The General Membership will be notified of the Bylaws change on the Cover Page for the June 1, 2009 minutes that will be put in the Parent's Communication Envelope.
14. Discussion on procedural issues of the Board and presentation of forms by Secretary, Carey Chier. Motion to approve forms: Board of Directors Information 5-18-09, Meeting Procedural Notes 5-18-09, Reviewing a Draft Document Format 5-18-09, Vote by E-mail Needed & Approval Chart or No Vote Needed 5-18-09, Procedural Timeline 5-18-09, Basic Agenda Format 5-18-09, Background Summary for the Agenda Format 5-18-09, Resignation Format 5-18-09, and Wish List Request Form 5-18-09 made by Cathy and seconded by Nancy, motion carried unanimously, absent Susan & Robyn. Nancy stated a personal thank you to Carey Chier for all her hard work on the forms.
15. Discussion on the All Saints Catholic School Website Parent Network link. Carey Chier presented idea and discussed in background packet for meeting. Motion to approve Carey's presented idea made by Jessica and seconded by Catherine, motion carried unanimously, absent Susan & Robyn. Motion to appoint Carey with Chrissy's help to work with Mr. Zangl to keep the site updated with the newest approved information made by Jessica and seconded by Catherine, motion carried unanimously, absent Susan & Robyn.

16. Discussion on the Parent Network signature format or logos. Accept volunteers to come up with some different proposals for the next meeting on June 8, 2009. This will promote continuity, so that everyone will sign the various flyers, letters, promotional material, etc. in the same fashion. Also develop a standard thank you card. Motion to appoint Jessie to handle this project made by Deana, seconded by Chrissy, motion carried unanimously, absent Susan & Robyn. Jessie will present something for the June 8, 2009 meeting.
17. Discussion on the school calendar for 2009-2010 for the timing of our events. The Calendar may change some with the uncertainty of the Pre-K program but it should not affect the timing of events.
18. Discussion on the tentative meeting schedule for the 2009-2010 school year. The tentative schedule was recorded using the 4th Monday of the month for the school year, with the exception on one meeting in August. The December meeting needs to be re-scheduled since it is during Christmas break. Motion to move the December 28, 2009 meeting to January 4, 2010 made by Cathy, seconded by Lucinda, motion carried unanimously, absent Susan & Robyn. Motion to cancel the June 28, 2010 meeting made by Mary, seconded by Angie, motion carried unanimously, absent Susan & Robyn. A new meeting schedule will be e-mailed to all Directors and a new schedule will be posted on the website. This schedule will also be made available at the Open House.
19. Discussion of what events to have for the 2009-2010 school year.
7:40 pm Suzie Mashuda left for emergency

After a lot of discussion, a consensus was reached to include the following events in the Parent Network's calendar and budget for 2009-2010:

- | | |
|----------------------------------|------------------------------------|
| *Teacher's Appreciation | *ASCS Scholarships |
| *Teacher Conference Suppers Oct. | *Teacher Conference Suppers Jan. |
| *Teacher Honorarium | *Teacher gifts for X-mass |
| *Math-A-thon | *Catholic School Week |
| *Family Fun Day | *First Communion |
| *School Open House | *Summer Events |
| *Flower Sale | *Santa's Workshop |
| *Christmas Parade | *Santa Visit/St. Nick |
| *Bus Fee/Field Trips | *Wish Lists for school or teachers |
| *Fall Auction 2010 | |

Motion to approve the finalized list above made by Cathy, seconded by Lucinda, motion carried unanimously, absent Suzie, Susan & Robyn.

20. General discussion of volunteers for Event Coordinators/Commission of each event from the Board of Directors. A list of volunteers for each event was developed. Motion made by Mary to direct that Matt Chier prepare a resolution for appointment of the developed list of volunteers for approval at the next meeting, seconded by Catherine, motion carried unanimously, absent Suzie, Susan & Robyn. Once the resolution is passed, the list of Event Coordinators/Commissioners will be publicized to the general membership.
21. Discussion on the budget for the 2009-2010 school year based upon the events decided upon above in # 19. Motion made by Mary to adopt the resolution for the appointing of the Budget Committee (Nancy, Steve, Catherine, & Cathy), and that the Budget Committee present the Budget at the June 8, 2009 meeting, seconded by Jessie, motion carried unanimously, absent Suzie, Susan & Robyn

22. Discussion on giving Teacher's money in June vs. September to supplement classroom supplies and the amount. This is to help them out financially, because they can only claim so much on their taxes. In the past scrip cards were given but that limited where they could purchase things. They should be required to submit receipts dated July 1, 2009- June 30, 2010 on what was purchased for their rooms totaling the amount given to them. If they did not use the money, it should be returned. This is not intended to be an outright gift to the teachers so there should be no tax implications to them. The receipts also help prevent any cloud of suspicion over any teachers as to whether they properly purchased items for the classroom, and will be needed to avoid tax problems for the teachers. If they don't document the purchases, the money given could be considered taxable compensation in an audit. Matt Chier suggested increasing the funds to \$100.00, so long as receipts are given. Motion authorizing \$100.00 reimbursement per listed teachers or teacher assistant (Spanish, Music, Phy-ed, Computer, TA #1, TA #2, Art, 4K, Pre-K, 1-8), for a total of \$1700.00 for school related expenditures documented by receipts submitted to Mr. Zangl, made by Mary, seconded by Jessie, motion carried unanimously, absent Suzie, Susan & Robyn.
23. Discussion on providing funds for 2 SMART BOARDS (approx. \$1200 each) for the school. The Parent Network requested more information from Mr. Zangl to discuss at the next meeting once the budget is completed.
24. Discussion on providing funds for NCEA Convention (amount unknown for admission, hotel, travel). The Parent Network requested more information from Mr. Zangl to discuss at the next meeting once the budget is completed.
25. Old Business-none
26. New Business-none
27. Next Meeting Date: **JUNE 8, 2009 at 6:30 PM in 8TH Grade Classroom at All Saints Catholic School**
28. Closing Prayer led by Deana
29. Adjournment at 9:00 pm – motion to adjourn made by Deana, seconded by Carey, motion carried unanimously, absent Suzie, Susan & Robyn.