



November 18, 2008

CAC Planning Meeting: The meeting was called to order at 5:36 pm:

1. Members Present:

Andrew Chen:  Bernie Evangelista:  Dineen Greer   
Tamara Mohler:  Clare Singleton:

Committee Chairs Present:

Fundraising Committee: Maria Ravera/Susan Rodriguez:   
Lunch Committee: Lori Embury: \_\_\_\_\_  
Room Parent Committee: Kim Garrett:   
Facilities/Safety Committee: Jerome McGuire   
Stewardship Committee: Sarah Zimmerman   
Enrichment Committee: Temperance Harkins \_\_\_\_\_  
Roslyn Schlenker (Assembly Prog. Mgr): \_\_\_\_\_  
Parent Volunteer Hours: Patty Couse-Baker: \_\_\_\_\_

Others present:

2. Principal's Report

- Congratulations to our new Parent Representative, Dineen Greer! We also thank Temperance, Marcia and Vito for their participation in the process and their willingness to be a part of the CAC.
- We also want to welcome Jerry McGuire as our new Facilities and Safety Committee Chairperson.
- Harvest Festival: A very special thank you to Susana Rodriguez for taking on the huge task of chairing the event. Special thanks also go to Glynis Wood-Alberts for handling the silent auction. Thank you also to Inez Flores-West, Sandra Green, Kim Garret, Sarah Zimmerman, and Jill Kakilala for all the work they did to make this even a huge success!
- Continent Party: The next family event is the Continent Party scheduled on Dec. 12<sup>th</sup>.

- **Playground:** The school purchased new playground bark and Unger Construction provided free services of removing and disposing of the old bark, and putting the new bark. Turner Construction also donated services for painting the playground wall.
- **Improvements in Communication:**
  - Montessorigram:** We now list what items are posted or going home.
  - Voice Messages:** We send out voice messages reminding parents to check the web for items that went home. We also use the voice message system to remind parents of events and other things.
  - Email:** We will begin emailing parents to remind them to check the web for items that were posted.

Clare suggested resending the information contact to those parents whose information is not in the directory. This will be done through the Room Parent Committee. The Room Parents will make sure that the information will get into the students folder. Teachers will send it to Adam to complete.

**Facilities Update:** A doorbell was placed in the fellowship hall door and door alarms were installed on the 3 back doors.

The Industrial Hygienist Report is available on line.

### 3. Committee Reports:

**Fundraising:** **The Harvest Festival** was a huge success! We made close to \$3200 on the day of the event. When the other silent auction items are paid for, we may make \$3500! Kudos to everyone!

**Cookie Dough** made close to \$3,400. Pick up is tomorrow, Wed. 11/19

**Book Fair** will be on Dec. 10<sup>th</sup> to 12<sup>th</sup> ending on the Continent Party. We have a book credit of \$1200 and there is a big Scholastic Warehouse sale the teachers can go to. Volunteers needed in the am and pm shifts.

**Wine and Cheese Event** planning will start soon. They will try to look for a larger facility and confirm the date later.

**Stewardship:** **\$300 raised from the Clothing and Book Exchange** which paid for the bags! The remaining bags will be sold for \$7 each at the Continent Party.

**The first recycling event made \$67.** The second one is the last Friday of November.

**Peace Education.** An article was prepared by Suzanne Ton and it will be published on the web and the Montessorigram so parents get informed about this wonderful program.

**Community Service:** The K-3<sup>rd</sup> classes are preparing to visit the Senior Center this Dec. \$150.00 may be needed for crafts (pre-approved).

**The committee wants to do an Earth Day celebration, date to be determined.** It may have a fundraising component to it. Plans to create a Student Committee of 2 students per class were discussed to involve students. Jan. 9<sup>th</sup> the first student stewardship sub committee will meet. **Teachers will need to discuss this with the class. Work plans have to be complete to participate in the meeting (2:30 to 3:00).**

**Room Parent:** **Sharon Watson is the new Room Parent Chair!** Kim Garrett will do the turnover with her. Sanitizing the classrooms daily, washing the mats weekly and coordinating with teachers consistently are some of their goals. The Facilities/Safety Committee chair can assist in getting the sanitizing of the classrooms done.  
**Kim requested a Room Parent delegate to attend staff meetings once a month to coordinate with the teachers.**  
**Can students help in doing this as part of their class job? This will be discussed during the teacher staff meeting.**

**Lunch:** The program is doing well. Violeta is our STAR volunteer!  
Volunteers needed to help serve the kids!

**Enrichment:** Very successful Fort Sutter play.  
Lydia Stanich, Jena Coorman and Sharon Watson are STAR of the month! They donated time to Fort Sutter's play even though they don't have students in that class. Sharon Watson also took on the role of Art Manager.  
All school talent show in late May/Early June.

**Facilities:** **Jerry McGuire is our new chair.** He and Bernie will meet this week for a walk through and to discuss needs.  
An update on the Executive Facilities Search Committee was given.

4. Other Items for discussion:

Going Green- Going on the web vs. paper handouts: To lessen the confusion on items for posting on the web, we will ask committee chairs to send their articles to Dineen and cc to Bernie. Dineen will send all the articles ready for posting to Bernie for approval and posting.

CAC Structure and Role: Reminder for committee chairs to work on their roles and structures by the Dec. meeting.

Babysitting during parent events: Sharon volunteered to coordinate babysitting to be provided during parent events/meeting.

- **Ask Adam to set up boxes for the CAC parent members and committee chairs.**
- **We need to set up Copier Codes for the Committee Chairs.**
- **Clare and Bernie will call parents who have not yet signed up for committees.**

- **Committee chairs will update their contact list and send it to Clare.**
- **Ask Club M to request parent volunteers to wash the Club mats weekly.**
- **The CAC will review the annual plans template by Feb. so we can ask committee chairs to do their preliminary plans for the next school year by the end of this school year.**
- **STAR Parents of the Month: Acknowledge them on the Montessorigram after the CAC meeting.**

5. Review and approval of October minutes.

Andrew Chen:  Bernie Evangelista  Dineen Greer

Tamara Mohler  Clare Singleton:

Andrew moved motioned to approve the October minutes. Tamara seconded.

6. Review and approval of accounting record for the period ending Nov. 17, 2008.

Andrew Chen: \_\_\_\_\_ Bernie Evangelista \_\_\_\_\_ Dineen Greer \_\_\_\_\_

Tamara Mohler \_\_\_\_\_ Clare Singleton: \_\_\_\_\_

The financials will be emailed to us next week for approval during the regularly scheduled time.

7. The meeting adjourned at 7:48 p.m.

**The next meeting will be on Dec. 16, Tuesday, from 5:30 to 7:30 p.m.  
at the Coloma Classroom.**