

## IB Parent Foundation Meeting Minutes

October 11, 2011

**Present:** Gwen Ouellette, Judy Kane, Kathi Heapy, Mary Sauvageau, Marion Diunizio, Jan Stogsdill, Debbie Mundy, Martha Smith, Becky Gilpatrick, Lisa Drake, David Mobley, Ryoko Mobley, Debbie Walker, Diane Fraser, Ellen Blanchard, James West, Wendy Kidd, Dee Dee Carr.

### 1. Call to Order

- a. **Welcome & Introductions** – Kathi welcomed all in attendance.
- b. **Approval of minutes**- April 2011 minutes reviewed, Gwen motioned to approve, Becky 2<sup>nd</sup>. August 2011 minutes reviewed, Gwen moved to approve, David 2<sup>nd</sup>. Sept minutes reviewed, Jan moved to approve with change to add meal coupons distributed to teachers in teacher appreciation gifts, Diane 2<sup>nd</sup>.
- c. **Treasurer Report** – see attached, Marion moved to approve budget as submitted, Martha 2<sup>nd</sup>.

### 2. Coordinator Report – Ms Kane reported on an internet based program “Managebac”, that was developed for IB programs, it manages assignments, testing, calendars etc. She has been trialing it under a 90 free trial, with success. It will cost \$10/student, benefits are huge! Pizza lunch went well, she will look into moving 2 classes (~50 students) from 2<sup>nd</sup> to 1<sup>st</sup> lunch for the next pizza lunch to even out the #s.

### 3. Old Business:

- a. **Membership** – Martha reported the mail out worked! Current membership #s: Fr-34%, So-15%, Jr-24%, Sr-16%. We are currently approx. \$800 short of budget, but based on previous year experience it should be OK. Everyone is asked to encourage friends and fellow IB parents to join, in order to allow the foundation to continue the same level of support.
- b. **Communication** – Kathi discussed the efforts to increase communication across the board to touch as many parents and students as possible.
  - i. Bulletin Board – Mary has done a great job, board is updated with pictures from Art Field Trip and Pizza lunch.
  - ii. Website has been staying current with meeting minutes, forms, CAS opportunities etc.
  - iii. Email – Kathi has been using email to remind parents of upcoming events, meetings, functions etc. Discussion about not having everyone’s email address. Sheet passed for those present to be added to group email. Addresses passed to Kathi to add to her group contact.
  - iv. Newsletter – Ms Kane and Ms Clemmons did a great job – we hope to have a 2<sup>nd</sup> newsletter next semester, posted on website.
- c. **Academic Support**- Kathi reviewed requests with Ms Kane, requests totaled \$1375.64.
- d. **Pizza Lunch** – Diana thanked everyone who participated, 1<sup>st</sup> pizza lunch went well, moving 2 classes mentioned by Ms Kane will help the #s for next time. Tentative date for Pizza Lunch will be late Jan/early Feb, after exams.
- e. **EE Breakfast** – Jan explained what EE is – 4K word Extended Essay, Jr students start the essay, it’s completed October of Sr year. The breakfast is a celebration of their hard work. Date is

November 1<sup>st</sup> during 1<sup>st</sup> and 2<sup>nd</sup> period. All food donations should be delivered to the school by 6:30am on Nov 1<sup>st</sup>. Jan will contact parents on volunteer spreadsheet and send reminders as needed.

- f. **T-Shirts** – 24 t-shirts have been ordered to supplement the existing shirts in stock.
- g. **Benefit Fundraiser @ Tijuana Flats – October 24<sup>th</sup>**. Marion explained, Tijuana Flats will donate 10% of all sales that evening (5-9pm) to IBPF. The 24<sup>th</sup> is a teacher work day, discussion about using the event as a Junior Class social. Flyers will be worked up for students.
- h. **Teacher Appreciation for November** – Debbie thanked everyone for previous donations. It was confirmed that she has a budget of \$500 for 2 more teacher appreciation events. Debbie started a program to pair each IB teacher with a ‘buddy’ who writes a note of encouragement/appreciation every month. She has 4 freshman teachers who need a ‘buddy’. Please contact Debbie if interested.
- i. **CAS Opportunities** – Kathi discussed a few situations that have occurred in which students went to an event and were asked to perform volunteer activities beyond their capabilities, ex: parking cars. This is a situation that is not unique to IB. It is suggested that we be cautious about volunteer activities we support/endorse. We need to have ownership in the events and be sure the volunteer activity is something the students are able to perform.
- j. **Grade Level Socials** – nothing reported (other than Jr class at Tijuana Flats on the 24<sup>th</sup>)

#### 4. Announcements –

- a. Junior Field Trip – dates confirmed - March 1<sup>st</sup> & 2<sup>nd</sup>, tentative cost for bus Kincaid \$2300, + 4 - 7 person vans to be rented to accommodate class size. Rooms at Best Western are on hold, trying for a college visit to Tulane.
- b. Keys to the Future – tomorrow, October 12<sup>th</sup> – 5pm, 2 concurrent sessions, college planning and IB/AP courses. Evening is for students and parents.
- c. Art Show – Examiner will be at Choctaw April 2-6, Art show tentatively on Sunday April 1st

Next meeting Nov. 15th, 2011, 11am – Ms Kane’s classroom