

## Minute Meeting

### Parents Counsel Group

#### Presented

- \* Mrs. Santana
- \* Mrs. Griffin
- \* Ms. Schultz
- \* Mrs. Benison
- \* Mrs. V.

**Date :** 7/14/2010

**Location:** Kumon

#### Agenda Item 1 | Event Chart | Mrs. Santana

**Topic:** Introduced the new Event Chart

**Discussion :** Overview of the new Event Chart. Parents would be able to choose which event they would like to volunteer. The event chart has the event date and event description and who will be the lead volunteer for each event. There is also opportunities to work with the lead volunteer on the events. Additionally, there is an activity classroom chart that parents can review and volunteer for activities.

Actions	Responsible	DATE	Notes
List of Parents Names with hours	Mrs. Santana	8/18/10	
Letters to parents for Orientation	Mrs. Santana	8/18/10	

#### Agenda Item 2 | Volunteer Website | Mrs. Griffin

**Topic:** Volunteerspot.com

**Discussion:**

- \* Volunteer Leader/teachers schedules activities and invites volunteers.
- \* Volunteers / Parents choose a spot and sign up with a click.
- \* VolunteerSpot sends email confirmations & reminders

Actions	Responsible	Date	Notes
Setup Account Volunteerspot.com	Mrs. Griffin	8/18/10	
Meeting Minutes	Mrs. Griffin	8/18/10	

### Agenda Item 3 | School Website | Ms. Schultz

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**Topic:** Overview of website

**Discussion:** Overview of RSS Feed, which enables parents to receive an email, any time an update is added to the website. Reviewed sections of website (password protected) with sensitive information as specific dates, times, and locations of students events, pictures, etc will be in this area.

<b>Actions</b>	<b>Responsible</b>	<b>Date</b>	<b>Notes</b>
Bio of teachers upload to website	Ms. Schultz		
Letter of picture approval upload	Ms. Schultz		
Testimonial from parents upload	Ms. Schultz		
Meeting minutes uploads	Ms. Schultz		
Bio of teachers to email to Ms. Schultz	Mrs. V.		
Letter of picture approval email to Ms. Schultz	Mrs. V.		

### Agenda Item 4 | School Uniforms | Mrs. Benison

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**Topic:** Uniform orders review and updates

**Discussion:** We received limited orders for uniforms, which were supposed to be received by August 2nd. There will be limited uniforms available on orientation day and some sizes will not be available. There will be at least 2 different uniform orders dates during the school year that parents will be able to pre-order.

<b>Actions</b>	<b>Responsible</b>	<b>Date</b>	<b>Notes</b>
Place uniform orders	Mrs. Benison		
Sell uniforms at Orientation Day	Mrs. Benison		