

**Wednesday, December 14, 2005 8:45 – 9:30AM**  
**PFS Business Meeting Minutes**

Present: Barb Lachel, Margie Ward, Tracy Matysek, Tracey Powers, Stephanie Waldron, Bob Burton, Stephanie Porteous, Betsy McDaniel, Sharon Herron, Rebeca Mead, Connie Desch, Peola Mills, Julie Misner, Karen Masukawa, Margo Swienton, Stephanie Burtelson, Sandra Parga, Miss Judy, Colleen and Jonathan Miller, Lisa Braun.

**Welcome and Announcements**

Minutes from 1/08/05 meeting were approved. The PFS Newsletter and meeting minutes will be posted on the Summit website under “News” on the left hand bar.

**President Report:** **Movie Night:** January 20<sup>th</sup> at 6PM in the Gym. Need an additional \$25 for licensing fee (was \$50) Vote was passed unanimously to approve total cost of \$75 for a Movie License; must be obtained to legally show a movie. The movie voted upon is ROBOTS! Save the date!!!

**Teacher/Parent Communication:** Approximately 70% of our communication is now available via email/website! Please let us know if you change your email! [traceypowers@comcast.net](mailto:traceypowers@comcast.net) OR if you are having difficulties receiving emails or attachments.

**Treasurer Report:**

**Fidelity Bond** to the current insurance coverage in order to provide PFS with a dishonesty bond: This request has been tabled until further information can be obtained. Out for quote, currently have three bids. This is work in progress.

**Tax Return:** If you know any accountants who would be willing to volunteer their services, please contact Stephanie Waldron. EZ form same structure as last year.

**Principal Report:** **“Family Hour” at CHEESEBURGER in PARADISE:** Great evening and turn out; almost 100 parents, students and staff attended! Thank you all for coming out! Looking forward to **movie night!** Ellen Applegate to apply for another shop-n-share.

**Changing uniform company(s)** to “Educational Outfitters” in Schaumburg due to quality and location. Lower rise pants for girls and double knees for boys and a 5% return! Available also, Lands End who will offer a 3% return. Waiting to hear back from Dennis as to how much stock is needed to “sell-through” of Summit uniforms.

**Bus info:** more later.

**Committee Reports:** **Parent Teacher Education/Technology: (report by MW)** Miss Teri and Miss Mindy attended a technology seminar on Dec 1<sup>st</sup>. The cost of the seminar \$358 for both teachers was covered by PFS, per by-laws and vote at last meeting. PFS provided FREE substitutes; Traci Matysek and Tracey Powers. Parent Education classes in basic computer skills are being formed for February per parent requests. Topics- email/ web facilitation – Fees TBD. If interested contact Margie Ward, Ellen Applegate or Jan Ciampi.

**Art Auction:** Sharon Herron and Betsy McDaniel - FEBRUARY 10<sup>th</sup> SAVE THE DATE! ADULTS ONLY! Invitations, tickets, posters and advertising to be done after the holidays. If interested in working on this committee, please see Sharon Herron or Betsy McDaniel.

**Book Fair:** Margie Ward – Made \$961.15 CASH, \$1922.30 for buying books and \$1922.30 for purchasing from Scholastic catalog. Also received approx. \$600 for total for “One for Books”, donations, rebooking bonus and \$200 bonus! Total of \$5005.75!!! Looking for a new chairperson for next year!! Any nominations? Need to have chair by January. Possible date change from Nov to Dec for book fair due to better service from Scholastic; (all other schools hold fairs in Nov therefore they are busy) and to avoid conflict with parent/teacher conferences.

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**Celebration Books:** Julie Misner and Maria Schnecke – New books are being purchased for the 1<sup>st</sup> and 2<sup>nd</sup> floor Celebration Book cabinets due to the overwhelming response in the last several months. You may donate personal books from your own purchase/stock or donate \$20 for which a book will be put in the library in your name.

**Library:** Connie Desch - **The** first floor library has received approval to move into the classroom across from the workroom on the first floor. (previously Mary Camacho's room) January 28<sup>th</sup> is the proposed move!

**Video Library:** Stacie Burtelson –There is a need for budgetary support now that the committee is utilizing DVD's and not VHS (for labels, cases, DVD's) Motion passed approved \$300 for this budget.

**Teacher Appreciation:** Stacie Burtelson - Planning an afternoon "tea" with musicians and a "wait staff". Please contact Stacie if interested in planning with her.

**Old Business:**

A concern was raised regarding receipts held and turned in for reimbursement after the fiscal year budget was closed. It was mentioned that there was already a by-law in place. After checking the by-laws there was no by-law found, therefore we shall place a statement in Operating Policies and Procedures that all receipts for fiscal year must be turned in by August 1<sup>st</sup>. Prior to the subsequent fiscal year beginning.

**New Business**

January Meeting: need to discuss Wrapping Paper, Fun Fair and Book Fair plans for next year. Discuss possible plans for vendors and confirm chairpersons. Bring your opinions, ideas, and solutions to January meeting!!!

**Announcements**

**Next PFS Meeting:** January 10th, 2PM

**Meeting Adjourned 9:30AM**

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Tracey Powers

Approved/Date