

## P.A.S.T. BOARD MEETING

**September 10, 2011**

**ATTENDANCE:** Diana Dunn, Susie Mallard, Susan Caffery, Michelle Rieger, Joe Castagna, Ralph DiGuilio, Debbie Coday, Jenna Hale, Val Martin, Terri Turk, Carol Steinke, Hira Srivastava, Mary Lignieres, Jeanette Jones, Michelle Behseresht, Nell Sagehorn, Hanbo Wang, Kathy Jacobsen, Rob Menees, Lisa Stevens, Jennifer Frangos.

Meeting called to order at 6:05 pm by Diana Dunn, PAST President.

Minutes from the August 2, 2011 PAST meeting were reviewed. Joe Castagna noted that the Headmaster/parent meeting was moved to September 16. Dr. Caffery noted that the party for Mr. Ullrich at Black Walnut was Tuesday, August 9 not 5. **Jennifer Frangos made a motion to approve Minutes as presented and corrected. Motion was seconded by Rob Menees. All voted in favor to accept Minutes as presented and corrected.** Secretary will send approved minutes to Communications to be added to AST website.

### **PRESIDENT'S WELCOME: Diana Dunn**

- See attached agenda
- Be sure to read both Dr. Caffery's AST newsletter, as well as Mr. Murrell's TWCP newsletter. Both contain different and useful information.
- Assembling rotating list of speakers for various AST events, parents, students, alumni. Will secure photo/video/Utube releases in advance of publication.
- Mr. Ullrich's retirement party in the Commons seemed successful with many enthusiastic Alumni responses.
- Diana introduced a third class representative for class of 2015 – Hira Srivastava, whose twin freshman daughters come from McCullough Jr. High.
- Steve Turk has sent out a senior letter via email, encouraging more PAST membership. Val and Tammy in Fundraising will write a similarly purposed letter to all AST families, with their draft due next meeting.
- CISD PTA Presidents/Principal meeting will be attended by Dr. Caffery and Diana, 9am. on September 7 in Conroe.
- Coffee with the Headmaster was placed on Facebook and delivered in Diana's letter to all AST families. Scheduled for Friday, September 16, 9-11 am in old LGI.
- General meeting will be September 10 during AST picnic in the CP Commons from 10 am to 1 pm. Will conduct short meeting and require a quorum. Susie Mallard will bring PAST member lists, categorized by class. Jenna Hale and Hira Srivastava will help sell old inventory. Val Martin and Tammy Scarborough will distribute new previously ordered logo items. Mugs and directories will be distributed by class reps. During sign in. Will have new sign up paper work available. Derrick Turk will be alumni speaker.
- Science Fair night – Tuesday, September 13. Ralph DiGuilio reported that he is arranging for guest speakers with Dr. Caffery. They have 25 award winning individual and team projects for presentation from grades 10-12. As well, 15 panel experts will be available. Gift mugs

and pens and box dinners will be given to expert panelists. Box dinners or Subway sandwiches will be given to students. Desserts will be available for all. Diana will do short welcome introduction. Event begins about 5 pm. with student setup and dinners, viewing 5:45 to 6:30 pm., program begins about 6:30 pm and finishes about 8:30pm.

- Prospective Parent AST information nights – September 20 and 22, 6-9 pm in Commons. Volunteer lists are being passed, and/or email Diana. Dr. Caffery will sign up student help.

#### **VICE-PRESIDENT: Michelle Rieger**

- Class representative reports: class representative meeting set for September 20. All volunteers must sign up annually on CISD website under parent/student tab.
- Alumni chairperson: Rajee Hari was not present. Diana reported that with Dr. Caffery's advise, the current Facebook webpage has been closed. Friends may continue to be added but with approval of the administrators - Dr. Caffery, Diana, Michelle or Rajee, or by one of the existing Facebook members. Some students were writing inappropriate comments and showing their lack of social media etiquette. The alumni page remains open and accepting new friends.
- Scrapbooking chairperson: Kathy Jacobsen reported that CP offered AST the rights to multiple QR code for scanning with smart phones. \$100/page for one QR code on each page. This offers 5 minutes high resolution video or slide presentation that is accessible for 30 years. Yearbook staff students can edit videos for \$25/hr. Due date is around March 2012. Additional pages may not be offered to AST. Presently AST has a total of 8 pages with two going to Robotics and six to other AST activities. Will continue discussion on this topic next meeting. Discussion with Jeanette Peirce re: digital scrapbook will continue.
- CP-PTA/PAST liaison report – Sumana Rajagopalan was not present. First CT PTA meeting is on September 13 at 9am.

#### **TREASURER'S REPORT: Susie Mallard**

- See attached financial reports from August 2011.
- Susie noted an increase in income from last year at this time, re: memberships and parent/corporate donations.
- Preparing CISD required packets of PAST information for auditors, Mr. Murrell and Dr. Caffery, including tax forms, executive board member information, tax free event dates, etc.

#### **HEADMASTER REPORT: Dr. Caffery**

- See attached report for details and upcoming events.
- Thank you for the AST/PAST luncheon.
- Preparing for American Psychological Assoc. sponsored survey which will help validate our AST curriculum. Participation is voluntary. Surveys the effect STEM schools have on promoting students who continue into STEM careers.
- AST picnic is this Saturday, September 10 in TWCP Commons. This is the culmination of freshman orientation activities. There will be counselor awards, skits, RFP booklets.
- Distinguished lecture series begins this Thursday. Thank you to Ralph for the arrangements.

- AST promotional campus visits by AST students to local junior high schools next week.
- AP Chemistry lab session may be moved to another evening for CISD savings.
- Presented PAST with current teacher wish list. Dr. Caffery will provide more details before this is sent out to AST parents via class representatives or placing on Alumni Facebook. Some alumni may wish to make specific and directed donations. Eventually Alumni need to set up their own 501C3 identity. In the meantime, if Alumni make donations, these will be clearly marked and separated as Alumni gifts within PAST financial statements.

## COMMITTEE REPORTS

### FUNDRAISING: Val Martin

- Directory ads sales exceeded last year sales.
- Presented restaurant fundraising events. Plans to discuss with Crust Pizza in Panther Creek shopping center and Spring Creek BBQ near Home Depot. **Nell Sagehorn made motion for Val to approach these two restaurants for fundraising events. Jenna Hale seconded the motion. All voted in favor.** Val will bring details back for further discussion. Also presented was the idea to connect AST parent social events with same restaurant fundraising events.
- Presented dance-a-thon fundraising events. Val will bring more details for further discussion. Susie will check on tax free event conflicts. Lisa suggested AST family, De la Guardias for music.
- Lisa Stevens offered that she knows a person who is a professional grant writer/fundraiser. She will connect with Rob Menees.
- **Lisa Stevens, lead on the Kroger Card initiative**, reports that 121 cards are out, with many in low and non-use status. She presented her new replacement, Michelle Behseresht. Lisa will present her Kroger tri-board display at AST picnic, and Science fair.

### ACADEMICS/EXPLORATIONS: Ralph DiGuilio

- Looking at two experiments: in order to facilitate some explorations, considering procuring a bus to tour through the Exxon refinery; the second idea to investigate bringing in speakers remotely. Need to investigate Skype or a venue including studio systems or possibly Lone Star University satellite feed systems, rental of University facilities, TWCP Broadcasting club.

### FRIENDS OF THE ACADEMY: Joe Castagna

- Shared information from families for directory and Google maps (carpooling).
- Google Earth carpool map second update emailed to AST students, more than 200 students included. One parent was unhappy to have their child's name and address.
- **Ralph made a motion that Dr. Caffery will put together a release form that will include photo and video permission, along with shared family information between PAST Directory and PAST carpool map on Google Earth maps for inclusion on next year's summer parent information mail out packet. Jennifer seconded the motion. All voted in favor.** Will provide the described releases at future PAST events, as needed.

## **COMMUNICATIONS: Hanbo Wang**

- Will post PAST meeting minutes on PAST website.
- Directory update: 300 directory copies are anticipated back from printers this Friday. Directories will be distributed at AST picnic this Saturday. The remainders will be held in AST office. May copy more as needed at same price.

## **TEACHER APPRECIATION: Debbie Coday and Jenna Hale**

- Prepared coffee baskets and cakes and muffins for teachers this week.
- Prepared luncheon for teachers this morning.
- Will be meeting with committee volunteers and monthly team leaders on September 11.

## **AWARDS: Rob Menees**

- Will work with Lisa Stevens who offered a person who is a professional grant writer.
- Will look into soliciting corporate grants for STEM schools, ie JC Penny, Exxon-Mobile, foundations, seeking their requirements and creating continuing source of funding for AST.
- Will work with Val and Tammey on membership letter in re: grants and PAST membership.

## **Hospitality: Nell Sagehorn**

- Thank you for all the PAST help with Mr. Ullrich's party.
- Nell and Sophie will cover all upcoming September PAST events as specified on calendar.

## **Senior Banquet: Terri Turk**

- Senior Banquet updates – New co-chair is Jeanette Peirce. Will be meeting with Barb Cicchillo to get more key members who have worked on senior banquet in the past, to share advise and help. Need more parents with software knowledge. First meeting will be in October with committee. Dr. Caffery will assist seniors to narrow their theme ideas. Val Martin brought up the discussion re: price of non-PAST member guest tickets. Susie is to bring information on the % of seniors who are and are not PAST members. Will continue discussion next mtg.
- Carol Steinke discussed senior profile. It is ready except for anticipated National Merit information near September 22. Will do offset printing, 1000 copies @\$ .49 each, by October 7. May not have to incur last year's quick printing costs of 250 copies @ \$1.25 each. Have already paid \$60 fee for use of software.

## **NEW BUSINESS:**

- AST picnic on Saturday, Sept. 10 from 10am to 1pm in TWCP Commons. Susie will bring PAST member lists at check in table, as a quorum (20% of members according to bylaws) is required to approve the PAST budget. Membership dues may also be paid at this same time. Table layout will be similar to dessert reception and PAST will distribute directories and logo items, presorted and organized by class. The PAST general meeting will occur approximately one hour after the guests have arrived. Board members to wear navy shirts or AST polo shirts

with lanyards. VP to bring membership and volunteer forms, pens, sharpies, name tags, and an updated membership poster. Kroger gift card program will also be present.

- Next PAST Board meeting will be Tuesday, October 4, 2011 at 6:00 pm in the CP Library.
- **Diana made a motion to adjourn the meeting. Jennifer seconded. All approved and the meeting was adjourned at 8:10 pm.**

Minutes submitted,

Jennifer Frangos, PAST Secretary