

7-Feb-07

Items	Follow-up	Assignment
<b>Triptych Art Project - Support</b>	Humanities teachers and	teachers and parent artists
This project will help link VL's, parents artists, parent volunteer. The teacher and the artists need to set up what they need for parent support and from parent volunteers. At this point there is still a lot basic decision making to be done, what is needed, when and where. A schedule needs to be made.	artist parent volunteers need to set up schedule for parents to help with project	
<b>Check List for Students Entering and Exiting School</b>		
A form that was created by Amy and Shellee both for withdrawal and entering school. It is a very good start and a few suggestions were made but it was decided to use what was already produced then put in the changes. Teacher will continue to update their own class list. VL's will make personnel contact with the entering family. Exiting families will be asked to fill out a form that will help us determine why they might have left the school. This form needs to be created.	Keep changes that were suggested then turn over to Shellee. Make an exit form for families. Remind VL's to contact new families	Shellee to make or assign someone to change form and make an exit form. PLA to remind VL to contact new families.
<b>What needs to be done for Spring Enrollment?</b>		
Office staff will handle Spring Enrollment. New students lottery will be Feb. 22. March 5th will be placement, March 20th will be the day that new students or waiting list students can "shadow" the school, March 26th they need to tell us if they are coming, April 18 is registration day. All fees except the UTA pass will be paid but there was some concern if we could legally ask this money be paid and not offer a full refund if the student decides at a later date not to come to the school.	Check with the board to see if we can get registration money and then not refund it if a student decides not to come to school.	Amy to check
<b>Collecting Volunteer Hours</b>		
The process seems to be working. Ann will collect information off the clip boards at the end of the month. She has received several emails from people who have volunteered this year. In connection with volunteer hours and registration for next year it was suggested to re-work the PLA volunteer opportunities form asking for volunteers in certain areas.	Leita to work on updated form. Ann to continue to gather volunteers hours.	Ann & Leita
<b>Playground Update</b>		
There had been a lot of activity in this area. The school had been approached by a non-profit group wishing to help supply the playground after a lot of fact gathering it was decided that we could really do this	Continue to work on details with a possible time line of having it in place by the start	Amy and her playground committee.

on our own and did not need to team up with this group and by this it would give us more freedom on how we wanted to do it.	of next school year.	
<b>Development</b>		
Newsletter went out and had information concerning the capital campaign. It looks like we have more then reached our goal.	none	none
<b>Gala</b>		
Everything is moving. Sponsorships are on going. The mock up of the program looks very nice and the Committees are working hard	none	none
<b>Other - Activities</b>		
PTC dinners for teachers need to be organized. Dinner needs to be served from 5:00-5:30 on Feb. 15th. Spring Salon is scheduled for May 11th parent help will be needed. Daphne will try to get a \$500 grant to help with this program. Promotion for 8th graders will happen June 5th and June 6th is the last day. This year there will be full color year book. Other days that still need to be set are 5th & 6th grade rewards day and a 7th & 8th grade rewards day. The calendar for next year will be different then this year. There will be a longer winter break and a short fall break. School will start Aug. 28th.	VL's to do PTC dinners Cathleen to start planning year end events after gala Daphne to follow up on possible grant money for Spring Salon, 8th grade parents to work on promotion plans.	VL's, Cathleen, Daphne