

## **Minutes of the October 3, 2007 PACA Meeting:**

**Columbus Academy parents in attendance:** Evelyn Kelley Antoine, Carol Aronowitz, Jay Beatley, Ann Boeckman, Laura Bowen, Ken Brown, Sara Browning, Beth Fisher, Ann Flaherty, Cathy Hile, Erich Hunker, Jeff Jeffers, Leanne Keith, Mary Kennedy, Lexie Lazarus, Michelle Lippert, Paula Marrie, Sarah Merkey, Beverly Moore, Prabha Narayanan, Lisa Newmark, Ben Nicola, Tamara Nicola, Femi Obikunle, Susan Pickering, Eric Ransom, Polly Reddy, Shelby Rhyne, Joyce Simson, Lynne Souba, Jan Thompson, Bernadette Van Den Tillaart, Mary Jo Vara, Lisa Westwater, Cynthia Zeigler.

**Introduction/Approval of Minutes:** At 8:05 a.m., PACA Board President Joyce Simson called to order the meeting, held in the Trustees' Room. She welcomed the large group. Joyce also apologized for the error in the Agenda emailed ahead of time to the Board. Michael Bender was incorrectly listed as a guest speaker at this meeting. Instead he will speak briefly regarding the Annual Fund at the November 7<sup>th</sup> session.

The PACA Board meeting minutes of September 5, 2007, previously emailed to Board Members and Committee Chairpersons, were approved as sent with one modification. Jan Thompson asked for edits to be made to the Athletics Committee report.

**Guest Speaker Lou Shultz, Director of Admissions:** Joyce introduced Lou Schultz and invited him to update PACA regarding Columbus Academy Admissions. Lou has been at CA for thirty years.

Currently, there are 1,055 students enrolled, with the Lower School representing the largest group of students.

Lou described the many challenges facing his office. These include high yield in acceptances and low turnover creating fewer spots for new students. Also, the school remains committed to gender balance, and ethnic and socio-economic diversity.

All admissions decisions are made by committees at the division level. Key entry points for new students remain Pre-K, Kindergarten, 5<sup>th</sup> grade and 9<sup>th</sup> grade.

Lou thanked Joyce Simson and Debbie Daoud, the parent volunteer responsible for coordinating the Host Family programs, for their hard work in connecting new families with the CA community.

Lou told the group that financial aid needs of our students will continue to outpace any rate increase in tuition. In the past academic year, \$1,300,000 in financial aid was provided to CA students. He reported that 14.6% of the current student body receives financial aid. Lou appreciates PACA's fundraising which contributes to financial aid. He told the group that CA's financial aid packages come not in the form of scholarships, but rather need-based aid.

Lou encouraged any CA parents with admissions and financial aid questions to contact him.

**Report from PACA Treasurer, Mary Jo Vara:** Mary Jo distributed hard copies of PACA's end of September 2007 financial position. Through September 30th, total net income for PACA was \$14,519. The budget plans for more than \$236,000 of income by the end of the academic school year.

Although Mary Jo asked for more guidance regarding disbursement of funds to individual grades, Joyce noted that her previous emails and discussions clarify PACA's policies. Parent-only events are not funded by PACA.

**Conflict of Interest Statement:** PACA Secretary Sara Browning discussed the previously emailed questionnaire and conflict of interest document sent to each Board Member. The need for Board Members to sign and return Conflict of Interest Statements to PACA's President was deemed necessary by CA's auditors in 2006. Last year, PACA ratified these forms. Sara was unsure as to compliance because she did not have copies of signed forms in the binder provided by last year's PACA Secretary.

PACA Member at Large, Lisa Newmark questioned the need for disclosing knowledge of any other PACA Board Member's compliance with the Statement. She also asked who would be responsible for overall compliance by our Board. Joyce and Sara agreed to research further the purpose of the Statement.

### **Committee Reports:**

Eric Ransom, Co-Chair of Arts, announced a date for the Faculty and Parent Talent Show. It will be February 23, 2008. He talked about all the possibilities for PACA's Arts Committee, especially because there was no previous job description for the committee. He has been gathering input from various arts-related faculty members, including David Block. Erich Hunker agreed to help him navigate the faculty community with regards to his Committee.

Eric asked Mary Jo and Joyce for more information regarding the \$750 in expenses projected in this year's PACA budget for his Committee. Mary Jo will follow up with him. Joyce thought the \$750 was for food and beverages at the Talent Show.

Ben Nicola, Co-Chair of Athletics, shared a copy of the new Athletics Program with the group. He thanked Jan Thompson and Kevin Reis for all their hard work preparing the Program. He is already preparing a new marketing plan for next year's Athletics Program. A goal of the plan is to increase the number of CA community members who receive the Athletics Program (from only the parents of CA athletes to all members of the community). Ben plans to combine advertising and team photos with sponsorship opportunities. He plans to increase the number of ad pages next year. Additionally, his committee plans to develop and distribute an all school sports calendar with advertising. His plan for next year has already resulted in 15% of current advertisers committing to next year's publication.

Tamara Nicola, Co-Chair of the Book Fair, reminded the group that the Fair kicks off Wednesday, October 24<sup>th</sup> and runs through Friday, November 2<sup>nd</sup>. Bob Lee, Director of

CA's Communications, will be adding a hot link to the Viking Voice email publication. This hot link will include general information regarding the Book Fair, a pdf listing of the Fair's entire inventory of titles and an order form.

Jay Beatley is responsible for ticket sales to the 25<sup>th</sup> annual Charlie David dinner. With the dinner just days away, Jay reported advance ticket sales to be slightly higher than last year. He encouraged everyone to attend Friday night's dinner. Volunteers Chairperson, Evelyn Kelley Antoine, added that she has been working with CA parent, Kim Wheeler, to make sure there were enough volunteers for the fundraiser.

Cynthia Zeigler, Lower School head mother, announced the date for the LS Fall Festival. It is Sunday, October 14<sup>th</sup>. There will be no rain date for the event.

Paula Marrie, Upper School head mother, reported that the previous Friday had been Service Day, an annual community event for US students. At the conclusion of Service Day, she reported a festive and well-attended club fair was held in the Athletics Lobby. Paula also told the group about a new once-a-week program initiated by CA's Director of College Counseling. She said this was being very well received by both students and their parents.

Faculty Recognition MS Chair, Bev Moore, reported MS teachers were grateful to PACA for the catered food at recent parent meetings. Leanne Keith, LS Chair, added that she felt it worked much better for both LS and MS faculty to have meals catered during busy conference periods versus offering potluck meals donated by CA parents.

The annual cookies for faculty project will occur in December. Leanne reported that Graeter's had once again offered free cake boxes for her team's assembly efforts.

Lynne Souba and Sue Pickering updated the group regarding SCRIP. The initial round of ordering resulted in \$1,500 of profit, with slightly fewer CA families participating versus last year's first orders. The holiday SCRIP program will launch November 5<sup>th</sup>. Joyce asked the group for feedback regarding SCRIP. Many parents reminded her of the competition in Columbus for gift cards. Giant Eagle's Fuelperks program was mentioned. Lynne and Sue recommended parents buy Giant Eagle gift cards from CA's SCRIP program and then purchase gift cards at the store for Fuelperks.

Viking Corner's Co-Chair, Carol Aronowitz, updated the group on her team's success to date. She's received great feedback from CA parents. The team is contemplating opening the store during US lunch hours. The interim head of US, Gary Williams, has approved this plan.

Carol told the group a Viking Corner sale will probably occur on or around November 30<sup>th</sup>. She thanked Cynthia Zeigler for a recent round of volunteer recruiting for Viking Corner in the LS.

Beth Fisher and Ann Boeckman, Co-Chairs of Service, shared many details of their upcoming projects. The annual can food drive kicks off October 22<sup>nd</sup> through November

2<sup>nd</sup>. The Clothing Drive for Seibert Elementary, the Muscular Dystrophy Association and Childhood League families runs from November 4<sup>th</sup> to the 8<sup>th</sup>. 35 families will be fed and approximately 120 children will receive clothing from these two integrated projects. Volunteers are still needed and the Co-Chairs asked for everyone to consider giving a few hours to these projects.

Volunteers Chair, Evelyn Kelley Antoine reported that 340 Volunteer Interest Forms had been turned in by CA parents. She has completed this year's database of volunteers. Erich Hunker noted that there are approximately 750 families with children at CA. Sara Browning, last year's Volunteers Chair, congratulated Evelyn on the high rate of forms returned.

With committee reports finished, Joyce concluded the meeting by asking the group whether or not an evening PACA meeting might be planned for January. She asked everyone for their feedback.

The meeting ended at 9:40 a.m.

Submitted by Sara Browning, PACA Secretary