

Parent Association Board Meeting

August 17, 2011

Present:

Jody Gandelman (JG)

Kim Hughes (KH)

Kim Cresci (KC)

Cathy Danigelis (CD)

Gina Bartlewski (GB)

Gwen Coffey (GC)

Keara Meyercord (KM)

Jennifer Sabo (JS)

Nancy Arnett (NA)

Calendar Review- JG

Updates on BTSN

- K-2 (8/18), Campus Clean Up (8/20), Ice Cream Social (8/21), Back to School Coffee (8/22), BTSN: 3-5 (8/25), BTSN: 6-8 (8/30), Open PA Meeting (9/13), Coffee with Counselor (9/14)

Back to School Night: PA Table

- At entrance to gym, signage created by JG & GB, easel provided by JS
- Magnets to be sold for \$10 each with proceeds to go towards parent enrichment
- Ballots created by GB for topics for open PA meetings, KH to supply ballot box
 1. Possible topics include Bullying by school counselor (September), Multiple Intelligence, Etiquette Workshop, Encouraging Responsibility (possibly in November)
 2. Will have ballots and sell magnets at BSTN and Back to School Coffee
- PA Board members to make brief presentation in each classroom for K-2 on BTSN
 1. Kindergarten: KC, 1st grade: GC & GB, 2nd grade: JG & CD
- PA Board members to be present at BTSN
 1. 8/18: JG, KC, CD, GB, GC
 2. 8/23: JG, KH, GB, CD, KM
 3. 8/30: JG, KH, GB, GC, CD

Someone Special Day

- Confirmed for January 30- GB to book Redbook, KH to reach out to JT to organize day with committee chairs

Carnival & Golf Tournament Update – JG, KC, GC

Carnival

- Theme is “Around the World Fun”
- K-2 grades asked to volunteer for inflatables, wristbands will be sold
- Handymen and electricians needed

- PA booth- shaved ice booth, GC to contact vendor, encourage 6-8th graders to volunteer, canopy tent and signage needed for booth

Golf Tournament

- Website needs approval and then ready to go live
- Need to advertise in September for early bird registration
- Proceeds to go to Athletic Department

Administration Update- JS, NA

- JS liaison to Parent Association, NA liaison to Athletic Department & Auction, BV liaison to Consultative Board,
- School theme – “Strengthen Your Character: Show Who You Are”

Faulty/Program Update

- Mrs. Connelly now working for the parish, reorganization of classroom aides for continuity with children, new aide for 4-2, new teachers for 3-1, 4-1, 6-1, 8-2, and new Spanish teacher for K-2, CD long term sub for 5-2
- Spanish program reorganized: K: 1 day/week, grades 1-5: 2 days/week, grades 6-8: 3 days/week
- In process of updating Drama program, possible drama production in March
- Junior high math will be backed up with English

Going Green

- One Wednesday Envelope beginning of the year, then all information to be on website
- To get information onto website: email flyer/document to Kris by Friday before, needs to be approved by BV/JS, then sent to Mary Echevarria for posting
- Administration, teachers, and emails will remind parents to check website – link on website saying “Wednesday Envelope” or can access via flyer archive section
- Office will have limited number of hard copies for those families without computer access

Treasurer Report- CD

- Budget update-all committee chairs to receive budget, guidelines, check request forms,
- Folder and box in office for check requests, check requests need to be turned into CD to track budget
- Needed to increase Hospitality budget due to increase events they will be responsible for
- Carla Cravalho is treasurer for Auction

Volunteer Coordinator Update – KC

Website

- Committee chair parameters for email blasts, KC to be contact for volunteer needs
- Goal – website with link for current volunteer opportunities, to display when parents need to submit volunteer hours, this will be a concise way to relay volunteer information

Outreach/Banner

- Parameters for publicizing events
 1. Approved advertising sites: 2 enclosed boards, one @ drive thru off Notre Dame and one @ Kindergarten gate, 2 display boards at overpass by ramp, 1 bulletin board in Church, need to add an enclosed board outside office and/or outside 6-2 classroom
 2. KH created Fundraising and Advertisement Timetable to coordinate advertising windows with event dates
- Banners can be displayed on brick wall at the Notre Dame entrance and at overpass

Yellow Sheet

- Confirmed chair for Volunteer Hour Recorder, possible chair for Children's Liturgy- still need to confirm
- Need Signage chair
 1. Duties include: create & post events, liaison for committee chairs, update dates on present signs, take down outdated signs
 2. Will reach out to K-2 parents at BTSN with classroom presentations

Consultative Board Update – KM

- KM to meet with Mrs. Connelly to discuss development
- Fundraising- need to assemble a list of needed school improvements

Parent Feedback & Suggestions- JG

Facebook

- KC received a suggestion from a parent to use Facebook to reach out for volunteers, administration felt this was not an appropriate vehicle to communicate volunteer needs
- Facebook page will be set up to reach out to Alumni

Next PA Board meeting: September 7, 2011 @ 8:15am in Resource Center

Meeting adjourned.....