

Parent Association Board Meeting

October 5, 2011

Present:

Beverly Viotti (BV)

Jennifer Sabo (JS)

Nancy Arnett (NA)

Jody Gandelman (JG)

Kim Hughes (KH)

Kim Cresci (KC)

Cathy Danigelis (CD)

Gina Bartlewski (GB)

Gwen Coffey (GC)

Keara Meyercord (KM)

Robin Wall (RW)

Welcome – JG

Playground Initiative Report

- JG met with Kerry Hogan who may be able to help with the project, along with Mrs. Downs
- Basic stencils needed including hopscotch, map of USA, 4-square, alphabet, numbers, shapes- possibly use middle school students to help with the painting
- Input from Mr. Downey on stenciling needs – SAQ (speed, agility, quickness)
- GC reports that Mercy High School is still interested in helping with this project
- Possible mural in kindergarten space
- Date- TBD

PA Board Goals

- KC recommended the need for a system to help manage the playground balls
 1. Responsibility of each classroom, especially for the lower grades
 2. Continue to color code balls/equipment per grade for the lower grades
 3. Specialized equipment especially needed for lower grade students
 4. Check out /check in policy for playground supplies for the classrooms on the ramp – this creates more accountability on behalf of the students
 5. Replenish supplies on a monthly basis as needed
 6. Proposed ideas for management of new system: student council, classroom coordinators, create new committee with chairperson to manage new system
 7. Administration agreed on feasibility of new system
 8. New committee created to manage playground equipment – JG to follow up on possible chairperson
 9. JG to create inventory list and check out/check in procedure

Calendar Review & Liaison Update – JG

- Please update committee liaison content on website- email Mary Echevarria

- Remind committees to utilize the PA Newsletter as a source of advertising

Coffee with Administration – October 12

- Curriculum, playground, athletic sweatshirt updates
- JG to take notes and summarize for posting on the website

Emergency Preparedness Drill

- Date changed to November 2
- PA Board meeting moved to November 9

Golf Tournament – October 21

- Registration filling up
- Soliciting donations and sponsors

Rummage Sale

- Date change to November 5 & 6 – no conflicts with Confirmation meeting

Open PA Meeting – November 15 @ 7pm

- “Encouraging Responsibility” speaker – Susan Stone Belton
- Advertise in PA Newsletter, in Wednesday envelope email, with signage, and classroom coordinators to send out reminders to parents in each classroom – JG to follow-up with Marci Scanlan
- Administration confirmed parents will earn one volunteer hour for attending open PA meetings

Coffee with Resource – November 16 (KC)

Breakfast with Santa – December 3 (KH)

Someone Special Day – January 30, (KH reports for JT)

- Requests paper invites with rsvp to be returned to classrooms
- New chairs Alison Affrunti and Dana Pulley- they will track rsvp’s
- Thought of excluding 7th & 8th graders to help with traffic flow – administration prefers all school participation
- 2-3 parents needed per classroom to help with traffic flow- PA Board and student council are available to help

Holiday Mixer

- With Consultative Board, PA Board, and Athletic Board
- 5 week lead time needed for evite
- Possible location – Grape & Grain for 2 hour wine and cheese event
- Administration prefers hosting one event at the end of the school year – possibly combined with dinner hosted in the rectory

Multiple Intelligence – February 7 Open PA Board meeting

- KH reports still looking for potential speaker – possible speaker from Group of Assessors in San Mateo or Jaime Govoni from The Right Approach in San Mateo

Etiquette Workshop

- Grade specific, after school program, in 4 week sessions
- Dates- TBD

Coffee with Counselor – December 14

- Date added with Denise Uhl due to feedback from parents at first meeting in September, GB to attend

- GB to inform daytime hospitality of event and update yellow sheet for posting on website
- GC to research thank you gift for Mrs. Uhl

Fundraising Update – KH

The Counter – St. Matthew Community Fundraiser

- Possible fundraiser with local restaurant with 15% of proceeds on a designated day to benefit St. Matthew
- Restaurant creates a flyer and the flyer is brought in by the customer and stapled to the receipt
- KH to follow-up with The Counter for possible dates –possible Mon, Tue, or Wed of Thanksgiving week discussed

Auction Update - Beckie Caldwell & Nicki La Herran

- New approach this year
- Reviewed history of attendance and revenue
- Target of \$188,650 net revenue/profit for the school for this auction
- Featuring online auction, silent auction, and live auction
- Will utilize multiple spaces within Serra High School
- Need a shadow for Lisa Cullinane for future auctions
- \$5K generated in cash so far
- Org chart in place with committee chairs meeting monthly
- Need a Fulfillment Lead who is in charge of physical merchandise- organizing merchandise and making sure winning bidder receives the merchandise
- Auction open house coffee in Cronin Center on October 11 @ 8:15 – signage to be posted at the end of this week
- PA Board to come up with experience/party for the auction – ideas to be discussed at next PA board meeting

Administration Update – BV, JS, NA

- Office message board has been ordered

Music Department

- Plan for permanent teacher?
- Mrs. Jewel has received a lot of positive feedback and will oversee drama production this year
- No plans as of yet for choir program

Athletic Sweatshirts

- Reach out to all students via Wednesday envelope email that order form is online and available in school office
- Administration to discuss possibility of students being able to wear athletic sweatshirts to school on a specified day

Treasurer Report – CD

Auction Budget

- CD to follow up with Carla Cravalho for the budget for the auction

Rummage Sale

- This is a fundraising event with proceeds to pay for the pod
- Valerie Gartner to request cash out for money box

Action Item

- Request invoice for Susan Stone Belton (“Encouraging Responsibility” speaker) be submitted for \$200 prior to November 15 speaking engagement so check can be processed and ready on November 15

VP Volunteer Update - KC

- Volunteer descriptions and event pages on the website
- Coming soon

Consultative Board & eScrip – KM & RW

Consultative Board September Meeting Update

- Brian Swartz requesting a campaign to submit personal emails to the city council in support of our gymnasium proposal

Committee Liaison Updates – CD

- Share Care – advertise on website and Wednesday envelope email

Next PA Board Meeting: November 9, 2011 @ 8:15am in the Resource Center

Coffee/Prayer: JT

Meeting adjourned.....