

Parent Association Board Meeting

November 9, 2011

Present:

Beverly Viotti (BV)

Jennifer Sabo (JS)

Nancy Arnett (NA)

Jody Gandelman (JG)

Kim Hughes (KH)

Kim Cresci (KC)

Gina Bartlewski (GB)

Gwen Coffey (GC)

Keara Meyercord (KM)

Robin Wall (RW)

Welcome – JG

Playground Initiative Update

- Revised schematic of playground with stencils presented
- A few stencils have been purchased which can be used in multiple ways
- Time intensive to implement – Google sheet for sign-ups online for adults and 6-8th graders
- Possible use of Box Top Funds to help pay for stencils – CD to advertise need for box tops to help pay for playground project
- Date for Phase 1 stencil implementation: TBD – possibly over Christmas break

Administration Update – BV, JS, NA

New Lunch Table Protocol for Grades 1-3

- Need to communicate to parents what the protocol is and the rationale behind it

Emergency Preparedness Drill

- Drill went very well
- There will be an upcoming drill to secure buildings
- Need for slip locks on ramp classroom doors so doors can be locked from the inside

New Auditorium Chairs

- New chairs are here and need stickers applied to the backs
- Adult volunteers needed to apply stickers – volunteer opportunity to be posted on website for Monday, November 14, @ 8:15am, in Auditorium

Volunteer Update- KC

Website

- Working on updating volunteer website with logo, layout, content – feedback welcomed
- Important to keep volunteer opportunities on homepage current
 1. PA board liaisons need to check volunteer website to keep information current

Volunteer Interest Form

- Possibly require at registration for enrolled families
- To be packaged with registration materials

Scrip Update – RW

- Scrip is an easy fundraiser for our school and an easy way for our community to help achieve the school's financial goals
- If families buy Scrip, increase revenue for our school
- Need to make purchasing Scrip easier
 1. Possibly available on website
 2. Use of credit card transactions – may not be financially feasible given credit card fees
- Inspire Scrip purchases with Giving Tree, Valentine's Day, etc.
- RW to promote purchasing Scrip onsite at open PA meeting on November 29, 2011

Calendar Review & Liaison Updates

Open PA Meeting "Encouraging Responsibility" - JG

- Date changed to November 29 2011, in Auditorium because St. Greg's parents will also be attending
- BV to strongly encourage K-2 parents to attend
- St. Greg to split cost for speaker & hospitality
- Guest speaker to present for 1.5 hrs

Coffee with Resource - KC

- KC to attend on November 16, 2011
- For all "Coffees"- board member attending Coffee will take notes of important points and relay information to GB. GB to then input information in Wednesday email along with date/info for next Coffee.

Breakfast with Santa – KH

- To be held on December 3, 2011
- Committee is ordering crafts and boy scouts will sell wreaths

Coffee with Counselor – JT

- JT to attend on December 14, 2011
- Possible RTN presentation at this coffee
- JT to send messaging to GB for blurb in Wednesday email

Coffee with Administration – GB & GC

- GB & GC to attend on January 11, 2012 and follow-up with summary in Wednesday email

Prospective Family Tour Day – JG & GB

- All PA board members to give tours on January 27, 2012
- Each board members to have 2 student council members

Someone Special Day – JT

- January 30, 2012 -Monday of Catholic School Week

- Coupled with Science Fair and Art Fair exhibits
- Special guests will rotate between stations with parent volunteer help
 1. Use of bell to signal time to rotate
- Need to coordinate which students will be responsible for the Mass that day
 1. Possibly use a representative from each class
- Invitations
 1. One per family with extra invitations available for pick-up in the office
 2. Parking information will be included with the invitation
 3. Soft copy of the invitation will be attached as a link in the Wednesday email
- Volunteer headquarters by flagpole or @ church

Crab Bash – GB & CD

- Date change to February 4, 2012
- Tara Robenalt confirmed as Decoration Chair
 1. JG met with Tara Robenalt to discuss decorations
- Save the Date/Date Change blurb to be submitted to Wednesday email and PA Newsletter

Teacher Appreciation Week– GC

- Week of February 1, 2012
- Tuesday – RC's to coordinate parents to bring in light breakfast in the morning and something for lunch for each teacher
- Wednesday – PA Board to put on breakfast for teachers
- Thursday –RW to look into massages, possibly by trainees, in teachers' lounge

Corresponding Secretary Update – GC

- Discussed protocol for thank you notes/gifts
 1. GC to present thank you gift from PA Board for all fundraising event chairs at mid-year and again near end-of-year
 2. Thank you notes from all liaisons to be sent after events
 3. Budget to be looked at to possibly add gifts for event chairs (including Emergency Preparedness Co-Chairs)

February Open PA Board Meeting – February 7, 2012

- Topic will be “Cyber Safety”
 1. Tyler Brewer to present and focus on middle school-aged kids – KM to confirm
 2. KM to invite Ms. Vocker to attend

Fundraising Updates

Auction – Becky Caldwell

- Financial sheet tracking expenses and revenues
 1. Increased expenses in the beginning since most of the revenue will come the night of the auction
 2. To date- \$8K in revenue with \$1500 in costs
- Each auction sub-committee has a budget with template for projections
- Target is to spend 35% less than any other auction

- Auction committee has put a lot of research in how successful schools promote/execute their auctions
 1. Becky Caldwell to do a walk-thru Friday night and attend Serra's auction on Saturday night
- Fund a teacher ticket option to appear on website
- Auction committee is encouraging faculty participation for an auction item – i.e. Mr. Keane will watch a football game with a group of kids and Mrs. Sabo will be a personal shopper to a group of kids
- Working on a letter to itemize what funds generated will go towards – curriculum-based items and lunch table area
- Monthly spiffs for auction to generate revenue and increase excitement/awareness for the auction
 1. Raffle happening now is going really well
- PA Board to develop an experience/package for the auction

The Counter - KH

- 15% of total bill goes back to the school with attached flyer
- November 21, 2011 - Monday of Thanksgiving week
- KH to advertise in Wednesday emails

Rummage Sale - KH

- Well organized and attended this past weekend
- Total sales = \$5405
- Funds to go towards tuition assistance program
- Need to determine what will happen to the POD

Golf Tournament – JG

- Set new fundraising record of \$21,000
- Co-chairs to remain on this committee for the next two years

Mixed Bag Designs – KH

- 50% profit margin
- Incorporate selling these products into an event as a wholesaler
 1. Increase profit margin because we will serve as the representative
 2. Possibly sell at Home for the Holidays

Used Uniform Sale

- Sales for October = \$1,374- per CD

Carnival – JG

- Preliminary reports of about \$25,000 raised

Consultative Board Update – KM & RW

- Working on Priority List of School Needs with administration and board members to compile a wish list of school needs

Next PA Board Meeting: December 7, 2011, @ 8:15am, in the Parish Center's Large Meeting Room. Coffee/Prayer: RW

Meeting adjourned.....