

# Parent Association Board Meeting

December 7, 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)

Jeanine Tonas (JT)

Keara Meyercord (KM)

Robin Wall (RW)

## Welcome – JG

### Auction Update – Beckie Caldwell

- The auction committee is doing well with revenue vs. expenses
  1. iPad raffle generated \$4125 in sales with \$500 in expenses
- Goal is to keep the auction in the forefront of people's minds
- December promotion – For \$100, you will receive a full page, including a picture, in the auction program.
  1. All pictures will be framed and given as take away gifts.
  2. Visual examples of these full page picture programs to be on display outside the school office.
- January promotion – Details are presently being discussed for a promotion to coincide with Someone Special Day
- Internal parent letter to be distributed discussing auction goals and informing parents what that money raised will go towards
- Auction committee is accepting all items wishing to be donated

### Consultative Board Update – KM & RW

- Meeting tomorrow night with the principal of Bellermine
  1. Mock interviews for 8<sup>th</sup> graders to be discussed with follow-up in PA Newsletter and Wednesday email after interviews have taken place

### Playground Update- JG

- 4-square was painted onto the playground over Thanksgiving break with positive feedback

- New striping machine has been ordered
- Additional stencils to be painted over Christmas break
  1. Target dates of 12/27 & 12/28
  2. In need of volunteers – Board members encouraged to sign-up, JG to send blurb to KC to solicit adult volunteers via website, 6<sup>th</sup> graders needed to help clean/prep area and sign-ups will be on the Community Service link on the school's website

### **Administration Update – BV, JS, NA**

- Tours have started for potential admissions for 2012-2013 school year – interest has been high
- Interviews have just begun for admissions in the fall

### **Volunteer Update – KC**

#### Volunteer Website

- KC met with Mary Echevarria for launch of volunteer website
  1. Target for launch is January
  2. Concern regarding upkeep of website with current information – plan needed to consistently update information
  3. Thought of maintaining classic, timeless information in the tabs with links to updated information
  4. Question if photos on website should be updated
  5. Website has a huge responsibility with going green and discussed the need to make the process of updating the website more efficient

#### Volunteer Interest Form

- Volunteer interest form will be required at registration like traffic and yard duty
  1. Prior to the date of registration, everyone will receive a volunteer interest form which will be included in the registration packet
  2. Volunteer interest form can be completed online or during the day of registration with direct input of information into the computer
- KC to create a complete list of Committees with links to website for details
- KC to coordinate shifts for board members to assist at registration

### **Scrip Update – RW**

- Opened shop for direct sales which are going well
- On average, Scrip sales are \$30,000 per month
- Need to sell 1-1.3 million in sales to achieve target of \$200,000 in profit
- Need for accounting to better track sales and inventory
  1. Possible volunteers discussed to help with accounting – RW to follow-up
- Ideas to improve Scrip sales
  1. Taylor menu to push more popular items
  2. “Scrip Tips” in weekly Wednesday emails

## **Fundraising Update – KH**

### The Counter

- Event was held Monday of Thanksgiving week
- 15% of total receipts generated \$192
- Money raised to go toward parent enrichment
- One more fundraising opportunity at The Counter to coincide with Someone Special Day
  1. KH to check on capacity of The Counter with possible investigation into additional venues
  2. KH to promote on the website – button on home page to flyer link

### Rummage Sale

- 2 rummage sales in 2011 have had a great deal of success totaling \$10,000 in sales with minimal expenses
- Money raised to go towards tuition assistance program
- Issue of needing secured storage to house donations – looking into possibility of receiving a donated storage unit
- Chairs would prefer Fri/Sat dates for rummage sale vs. present Sat/Sun dates
  1. Possible date on a Friday where there is no school and no athletics would solve the security and parking situations
- Target for next rummage sale is March 2013

### Breakfast with Santa

- Great turnout with many people buying tickets the day of the event
- Net profit of about \$1665 – which is almost double from last year
- Co-chairs to compile executive summary with ideas for next year
- Need to determine specific need for money raised

## **Calendar Review – JT**

### Coffee with Counselor: December 14 – JT

- Race to Nowhere Topic
  1. Will discuss nurturing the conscientious child and ways to nurture them through life
  2. Possible “No homework pledge” during the holidays or one weeknight per month? – NA agrees “busy homework” does not improve test scores and that teachers have been addressed not to overload students with work. Focus on RTN is for parental involvement and for parents not to put too much pressure on their children.

### Coffee with Administration: January 11 – GB & GC

### Prospective Family Tour Day: January 27 – JG & GB

- All board members to help conduct tours along with a few parents from the school
- KM to hand over information to JG regarding specifics from last year’s event

### Someone Special Day: January 30 – JT

- Invitation with rsvp card to go out next week
- NA to present invitations to teachers
- Every student to be involved with open house approach

- Specifics to be sent to room coordinators on what the classrooms should provide so there is consistency throughout the school

Teacher Appreciation/Catholic Schools Week: January 30 – February 3

- PA hosted breakfast on February 1 – GC to organize breakfast
- Thursday of that week – JG looking into having massage students come in and give complementary neck and shoulder massages to teachers
  1. Sign-up sheet with 15 minute intervals
  2. Possibly set up in Resource Center
- JG to inform RC chairs of parental role for teacher appreciation week – Parents from each classroom to supply breakfast/lunch for their teacher on Tuesday
- GC to prepare flyer for teachers outlining the format for the week and distribute week of January 23

Crab Bash: February 4 – GB & CD

- Kick-off meeting will be held next week – GB & CD to attend
- Blurbs with “Save the Date/Date Change” have been submitted for PA Newsletter and Wednesday email

Open PA Board Meeting: February 7 – KM

- KM to confirm Tyler Brewer to speak re: Cyber Safety
- Discussed ways to increase attendance for Open PA meetings
  1. Possibly hold meeting in morning after drop-off

PA Board Meeting: February 8

Etiquette Workshop: TBD

- Contact needed for grade specific format

**Treasurer’s Report – CD**

- CD presented budget report with expenses to date
- Fundraisers/events doing really well so far – net revenue for Carnival was about \$27,000
- Discussed increasing signage budget – increase demand with going green and revamping all of the school’s signs
  1. Budget increased by \$200 – GB to inform committee chair

**Corresponding Secretary Report – GC**

- Thank you gift for Denise Uhl still needed – suggestions discussed
- GC reviewed list for Christmas gift cards for faculty who are not covered by RCs
- GC to prepare Christmas cards to all committee chairs for entire PA board to sign at luncheon - administration to also sign
- GC to remind PA board liaisons to send thank you notes to respective committees after their event or at end of year if their job is year round
- JG to prepare Christmas greeting from PA board and KC will attach “swag” – all board members to sign at luncheon next week

Next PA Board Meeting: January 4, 2012 @ 8:15am, in the Resource Center - Coffee/Prayer KC Meeting adjourned.....