

Parent Association Board Meeting

January 4, 2012

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

Playground Update – JG

- Work was done over the break to create a soccer area, more 4-squares, and a hopscotch
- Next step is stenciling which will be dependent on the weather

Open PA Meeting – JG

- Need to brainstorm ways to increase attendance for Open PA meetings
 1. Messaging to go through RCs for reminders
 2. Try a morning meeting

Administrative Update – BV, JS, NA

- Tours continue to go well, applications continue to be distributed
- Curriculum based information/administrative update to be included in Wednesday email – possibly 1-2 times per month

Preparing 8th Graders for High School

- HSPT starting next week
- Mock interviews are coming up
- Feedback from high schools has been positive on how well prepared our St. Matthew students are for high school interviews
- 8th grade portfolios are completed and will be on display at Open House – showcases student's skills and achievements

Someone Special Day – JT

- Contact person is Mrs. Jewell to organize Mass
- Webpage is up – easy to RSVP on the website
- Format will be similar to an open house

- Teachers would like information on the special someone ahead of time
- Cross-marketing with the auction committee
- For those children who are sharing a special someone, the older children are to go to the classroom of the youngest sibling
- Possible volunteer opportunities for 8th graders without a special someone – 8th graders to help as a docent or with parking
- Annual reports to be available on the sign-in table
- Someone Special Day banner is up at the overpass breezeway
 1. Request made by administration that all banners be reusable – velcro to be used to change the date
 2. Wendy Bell has the contact information for a company which produces banners at a reduced cost

Website

- Website requests may be stalled
- Discussed possible need for additional help to manage website – JS to follow-up with Mary
- PA Board web page created by JG was reviewed – awaiting uploading by web committee

VP Volunteer Update – KC

Volunteer Interest Form

- Required at registration – to be included in registration packet with extra copies available on the day of registration
- Input information at registration vs. use of a google document
 1. Important to have personal interaction with parents to get their questions answered re: volunteer opportunities
- Discussed importance of reaching out to volunteers who sign up for committees on a repeated basis
- Data collected will then be analyzed
- KC to create a volunteer interest form and communicate requirements to all registrants
- KC to also coordinate shifts for Board members at registration
- Discussed a need for an online record for accrued volunteer hours

Fundraising Updates – KH

The Counter

- To coincide with Someone Special Day on January 30, 2012
- Signage will be similar to the last promotion
- Promote on the website (with a button on the home page) and in the Wednesday emails

Golf Tournament - JG

- Discussed specific allocation of funds
 1. Would like to fund tangible need for athletic department vs. all proceeds going towards gym time
 2. NA stated that because of the high cost for gym time, the athletic department runs in the red - funds need to be allocated to gym time to help offset costs
 3. NA suggested making the athletic budget more transparent so everyone understands the operating costs involved
 4. NA to suggest to the athletic board to make a “wish list” so when they do break even, specific needs can be addressed by fundraising efforts
- Idea of presenting a large check to Tony Holland in front of the assembly – great visual

Crab Bash – GB & CD

- To be held on February 4, 2012
- Proceeds to go towards technology
- No increase in price of admission – teachers’ price remains \$20/ person with one guest at \$20
- Decrease in price of raffle tickets – i.e. 1 for \$5, 5 for \$20
 1. Idea of having a Crab Bash representative attend assembly to promote raffle ticket sales, followed by sales after school at the lunch tables – GB to discuss with Paolo C.
- Idea of having a band vs. DJ – options suggested
- Theme – trying to reuse decorations in an attempt to keep costs down so theme will be mardi gras/pirate
- To keep cost down, Crab Bash committee is trying to get as many items as possible donated
 1. Request for pasta donation- KC offered Home Maid Ravioli Co. as an option
 2. Request for alcohol donation- GB to follow up
- Suggestion by NA to invite Aragon neighbors – GB to follow-up
- RCs to push advertising
 1. JG requested only one email push for invitation and decoration committee sign-ups
 2. CD to follow-up
- Paolo to discuss use of 8th grade student servers with administration to help avoid issues which occurred last year
- Website is now live and reservations are being taken
- Decorations chair, Tara R., to talk to Mrs. Downs regarding helping with decorations

Calendar Review – JG

Coffee with Administration – January 11, GB & GC

Prospective Family Tour Day – January 27, JG & GB

- PA Board members to give tours – will be paired with a student council member

- GB to contact Wendy Eger to create a generic “Welcome to St. Matthew” sign to be displayed on an easel – to be used by other committees for different events

Someone Special Day – January 30, JT

Teacher Appreciation/Catholic School Week – January 30-February 3, GC & JG

- On January 31 – RCs to coordinate parents to bring in coffee/muffin and salad/sandwich for teachers
- On February 1 -Teachers’ breakfast - GC created a sign-up sheet for board members to bring in items for the breakfast
 1. Board members to arrive at 7:15am for set-up
- On February 2 – PA Board to arrange neck/back massages
 1. GB to reserve Resource Center in the Redbook
- JG created a teacher appreciation flyer outlining activities for the week and a massage sign-up sheet for the teachers
 1. Flyers to be delivered to the teachers one week prior with format
- JG to attend Faculty meeting on January 9 to offer PA Board support and explain Teacher Appreciation Week format

Crab Bash – February 4, GB & CD

Open PA Meeting – February 7, KM

- Plan was to have Tyler Brewer discuss Cyber Safety, but he is no longer available
- Possibly have athletic director and members of the athletic board update parents on athletics/budget – KM to follow-up
 1. Idea of having some type of parent education tied to this
- Possibly include a presentation from the auction committee

PA Board Meeting – February 8

- Date changed from February 1 due to PA Board hosting teachers’ breakfast

Coffee with Resource – February 8, KH

- Possibly change the date due to conflict with PA Board meeting
 1. JG to discuss a new date with BV and then contact hospitality with date change
 2. GB to contact signage with new date

Etiquette Workshop – TBD

- Need to pursue other options for etiquette instructors – suggestions welcomed

Viewing of Susan Stone Belton Video

- Possible date of March 20
- GB to reserve Resource Center in Redbook

Scrip Update – RW

- Considering dates/times for direct scrip sales out of the new Scrip office
- Inventory is presently low

- Formulating plan for monthly pushes to increase sales
- Special Order Scrip form needs to be available on website along with ordering dates for the year

Consultative Board Report – KM & RW

- Traffic and Safety committee will be changing back to the PA Board from the Consultative Board
- Proposal of having the administration play a role in help to oversee the committee
- Need for new committee chairs as Ann Olson and Diane Honey will be stepping down next year

Treasurer's Report – CD

- CD distributed operating budget with budgeted expenses and fundraising numbers
- Budget for Special Someone Day was increased

Corresponding Secretary Report – GC

- GC created and circulated sign-up sheet for PA Board members to bring in items for breakfast for the teachers, during Teacher Appreciation Week.

Next PA Board meeting: February 8, 2012 @ 8:15am, in the Resource Center

Coffee/Prayer: GB

Meeting adjourned.....