

# St. Robert Home & School Association

## Minutes for August 11th, 2010

**Present:** Pam Mattox, Dennis Reilly, Joan Schramka, Sara Coffou, Cindy Bacskai, Wendy Wallace, Kathy Wyatt, Karen Hunt

**Excused:** Yvonne Luzney, Susan Joy, Amy Hietpas, Wendy Scherwenka, Lisa Lesjak, Lauren Beckmann

### I. Reflection

### II. President's Report – Sara Coffou

- **New Family Orientation:** Sara will be getting together with Cindy Bacskai, Amy Hietpas, and Rhiana Vella (chair) to set up a contact calendar for host families and FAQ's for new families; they will send a survey to recent new families to get their feedback of the process of being introduced to and becoming part of the community. Parent preview night will be on 9/15/10 and there will be a session for new families. The goal is to make things go more smoothly for new families and lessen the feelings of being overwhelmed or not knowing where to go for help or info. They will be introduced to the blue book, website, handbook, SEE certification, Home & School events, the culture, and the calendar.
- **Committee Chair Vacancies:** Emerald Auction chair positions still not filled. Last year's chairs will be involved and very supportive. Many of the responsibilities can be moved to the sub committees to lessen the workload for the chairs. New Auction software has been purchased. Board members should all continue to try and recruit. Chair positions for Catholic Schools Week, Spirit Wear, and Chess club may be filled – needs to be confirmed; still need chairs for High Interest Day and the Mother Daughter Tea.
- **Event Review – introduction to initiative this year:** A major project for this year is to review every Home & School event with a data driven process to measure how effective and valuable each event is to the community. We want to make sure resources are being allocated well (funds, volunteers, volunteer hours) and determine what value is being derived (fundraising, community building, other). We also want to make sure the appropriate/needed number of volunteers is assigned to each event. A number of objective measures will be gathered including funds raised, volunteer hours required, the number of people in the community being served, and hours put in by school staff. We will evaluate the cost of Home & School sponsored events and make sure the money is being well spent. We will start with fundraising events and eventually work through all events by year end. A spreadsheet for gathering data has been developed for use.
- **Fundraising – General, classroom level, new events:** Many in the community feel that the amount of fundraising is overwhelming and that there are too many activities. There are many other fundraising events outside of Home & School. Lisa is putting together a community calendar with all fundraisers. It has been suggested that we put limits on the number per month or quarter and try to coordinate the different initiatives by different groups. We will try to maintain a “silent time” of limited or no fundraisers before the auction.
- **Committee Binders:** Sara is putting together updates of information and polices to be distributed to each committee/event chair. VP's will distribute. Event Wrap-Up forms have been revised to solicit additional information from chairs that will help us in the

project to thoroughly evaluate each event this year. It was suggested that VP's email the forms after each event as a reminder to get these forms submitted as soon as possible after the event (this would include the volunteer sign in form or reports of volunteers not fulfilling commitments). When VP's report on the event at the next Home & School meeting after the event, they should have the completed forms. Additional revisions recommended including changing the name to Feedback form, making the form one page, and further clarification/rationalization on some quantitative questions. For example – why is a budget change, fundraising goal change, or change in the number of volunteers being requested? There will also be a Technology Form we will ask for as we continue to gather information for a Tech Crew guidebook for all technology needs for Home & School events. The technology information will need to be gathered before the events occur this year if it has not already been submitted. The Technology Form has been revised.

- **Blue Book:** The suggestion was made to add Parish Council Members and the Athletic Association Board as well as key athletic association events to the Blue Book. The directory may be able to be posted online via Edline since Edline is password protected. Lauren and Lisa are looking in to this.
- **High Interest Day – Team:** To be held in the Spring. This event is to be reviewed and refreshed. A committee will work on this to start outlining what the day should be like – what the vision and goals of the day are. Lauren and the teachers have requested that there be more structure and communication around the day. They would like to receive communication as the revised event is developed so that they can provide feedback and be involved. Lisa suggested that alumni be contacted as presenters and will help with this.
- **Book Fair – Vendor, Number of days:** Usborne Books were used last year. They were higher quality but more expensive and had less of a selection, especially for older kids. More money was made at this year's fair with Usborne than in previous years. Scholastic has been used in recent previous years. They have a greater selection and there was a greater volume of items sold but they are less quality and less money was raised. Scholastic does have a program where points are earned from sales and can be redeemed for additional book purchases. Research is being done to determine if there are other vendors we should consider or if we should consider going back to Scholastic. Adding an additional day to the calendar for the book fair is also being considered. Having it during the Pancake Breakfast/Open House worked out very well. An additional day to consider may be during conferences.
- **Auction Software Purchase:** The upgrade to a new software system that was discussed last year is going forward. The software has been purchased and billed in August. Sara will work with the chairs on the next stages of implementation.
- **New Staff Gifts:** Sara is working on getting new staff gifts. May include scrip and/or spirit wear.
- **Portraits in the Park –** Karen Hunt asked why we had switched to Jeff Edwards from VIP. VIP owners have ties to St. Robert and did not feel a good explanation was given. There were some problems with Jeff Edwards who also did student pictures. Sara will discuss with Lauren.

### **III. Principal's Report – Sara Coffou for Lauren Beckmann**

- **Technology –** The new computers were purchased and installed over the summer. A lot of progress has been made and everything will be ready for the start of the school year. Wendy and Dennis were present for some systems testing that went very well.

- **Floor in Reilly Hall** – The floor needs to be replaced due to flooding during the storms in July. Some events will need to be relocated. Insurance should cover cost of replacement.

#### IV. Other Reports

- **Marketing & Development – Sara Coffou for Lisa Lesjak:** Movie night will be on August 19<sup>th</sup> (Wall-E). The 8<sup>th</sup> grade is doing the food, snacks and beverages as a fund raiser. Oakcrest needed to raise prices to make it worth their while. Lisa is still working on signing up families for this school year.
- **Parish Council – Kathy Wyatt:** They are still focused on community building and getting more people at church every week.
- **School Advisory Report – Karen Hunt:** No meeting yet this year. Nothing to report.
- **Treasurer – Dennis Reilly:** Final reports for 2009-2010 and final budget for 2010-2011 have been provided to Lisa for posting on the Website. The August balance sheet and year to date income statement was distributed. A large disbursement for the technology project was recently made but other activity minimal. Reviewed outstanding approved discretionary funds. \$2250 in volunteer buyout fees has been received for this year so far.
- **Volunteers – Sara Coffou for Susan Joy:** Only four families have not signed up for volunteer activities for this year. Everything else on track.

#### V. Event Wrap Up

- **School Registration – Spirit Wear/Uniform Resale:** Used uniform sale and spirit wear sales both did very well at registration.

#### VI. Ongoing Committees/Events

- **Spirit Wear – Sara Coffou:** Inventory is being reviewed. Items that are selling well need to be ordered. We need to decide what to do with items that are not selling (donate or reduce price?). A new vendor is being researched.
- **Room Parents – Joan Schramka:** Reviewing the cash contribution that parents make each year that goes towards teacher gifts and a class auction item. Some parents do not give. Trying to decide if a specific dollar amount should be asked for. It was suggested that in the letter from the room parents, specifics on what money is used for is laid out.
- **Classroom Aides/Art for Youth – Joan Schramka/Cindy Bacskai:** Gaps in Art for Youth volunteer needs will be filled by Classroom aides if they are able to. Joan and Cindy will coordinate with Art for Youth chair Martha Flaherty and Classroom Aide Chair Lynn Frieseke.
- **8<sup>th</sup> Grade Fundraising – Pam Mattox:** Movie Night is the first event. Committee is getting together soon to review and plan for the year.
- **Effortless Fundraising – Pam Mattox:** Handing out Pick n Save forms at registration went well. Will be planning Bella's Fat Cat and Culvers fundraisers again. Looking for some other ideas for events like these.
- **K4/K5 Door Duty Coordination – Joan Schramka:** In process of being organized.
- **Tech Crew – Joan Schramka:** Short on volunteers. Need to recruit some more. They want to get the schedule set up early in the year for all of the events.

#### VII. Upcoming Events

- **Icebreaker/new Family Social – Sara Coffou for Amy Hietpas:** Coming up on 8/24. New/Host families have been assigned/coordinated.

- **Welcome Back Coffee – Sara Coffou for Amy Hietpas:** All set up for 8/30. May miss some of the kindergarten parents that have their first day on Tuesday but they will all be invited.
- **Fall Social – Sara Coffou for Wendy Scherwenka:** This event is all set up. It will be a wine tasting. Budget is being reviewed for a possible decrease next year.
- **Magazine Sale – Pam Mattox:** Joe O’Neill is chairing again. Need to review incentives like classroom sales competitions and also review fliers and revamp them and how the communication goes out. Pam will put together a “style guide” for fundraising fliers. It was suggested that there be a family prize for an incentive.
- **Chess Club – Cindy Bacskai:** Bob Patterson of the Wisconsin Scholastic Chess Federation will be the instructor. The club will meet Wednesdays after school. Parents of participating children will volunteer to help as needed at events, etc. Need a chair to coordinate this.
- **Rummage Sale – Pam Mattox:** Everything is on track. Chairs are reorganizing the volunteers and how they are assigned. Schedule has been coordinated with the Athletic Association.
- **Buy Seasons Fundraiser – Sara Coffou:** New fundraiser on October 9<sup>th</sup> and 10<sup>th</sup>. Volunteers receive 7.25/hour for the organization (St. Robert). Have to be a sophomore in High School or older to volunteer. Will reach out to alumni in High School to try to recruit some volunteers. Work is to organize Halloween costumes for shipment during the company’s busy season.

**Next Home & School Meeting – Tuesday, September 14<sup>th</sup> 6:30 – 9:00pm**

Respectfully Submitted,

Wendy Wallace for  
Yvonne Luzney, Secretary