

Home & School Association Meeting Minutes

September 14th, 2010

Present: Cindy Bacskai, Lauren Beckmann, Sara Coffou, Amy Hietpas, Susan Joy, Lisa Lesjak, Yvonne Luzney, Pam Mattox, Dennis Reilly, Wendy Scherwenka, Joan Schramka, Wendy Wallace, Kathy Wyatt

Excused: Karen Hunt

I. Reflection

II. President's Report – Sara Coffou

- Sara e-mailed the Financial Policy & Procedures out to all the VP's. Please touch base with your committees and track expenses for reimbursement to budget.
- Blue Book: Sharlene Byrne is almost complete with the final edits. She is just waiting for a few updates. Some dates still need to be decided upon such as Grandparents Day and some critical chair positions. The Blue Book should be ready to print later this week. One change this year includes adding Athletic Association information. A disclaimer was added to tell everyone to look at all events on the school calendar as the blue book only includes H&S events.
- New Family Information: Sara is holding a meeting for new families in the media center at 6pm on Sept. 15 before the start of Parent Preview Night. Sara will give a brief overview of H&S information and go over FAQ's. These will be published on the school website under Home & School Association.
- Open Chair –Emerald Auction: Allie Pierson is on board as a chair for the Emerald Auction but needs to have someone else co-chair with her. Sara is looking for an answer from someone and will find out tomorrow. High Interest day still has an open chair position as well. A meeting will be held in October to decide on the parameters for this event. There are several people interested in chairing the Mother-Daughter Tea, but these are the same people that are involved with the Masquerade Party which is the same weekend. After some discussion, it was decided that an April or May date would be too late because of so many other events around that time of year. Sara started looking at dates and there was some discussion about doing it in March after the Auction and before Spring Break. Or maybe a January date as well. Sara will ask the people that are interested, what dates they would prefer.
- Magazine Drive: Joan solicited Bucks tickets that include watching warm-ups before the game as one of the incentive prizes.
- Thank You's: Sara reminded all the VP's to make sure they recognize the chairs for their efforts. Sara mentioned that Home & School had purchased the note cards from the Emerald Auction and these can be used as a nice thank you card.

III. Principal's Report – Lauren Beckmann

- Lauren opened by saying the school year is off to a fabulous start. There is high energy in the building and a lot of it is directed towards the new technology. Parent Preview night is this week and will feature the past format of a presentation from the teachers over the open house format tried last year.
- In addition, the teachers will be announcing the re-launch of Edline. All electronic communication will be done through Edline this year. When anything is added or updated on Edline a prompting e-mail will be sent so you know to when to look at the Edline pages. K4 thru 3rd grade will include weekly news and calendar items from the teacher. 4th grade and above will include weekly news, daily assignments, test & project dates and grades reports. It will be more streamlined and consistent across all grades and classes.
- The big thing on the agenda this fall is preparing for the accreditation process on Oct. 6 & 7th. They have prepared a self study that they are presenting. The presentation will include the school improvement plan and long range goals. The accreditation team will affirm all the work the staff and committees have done in the last year to put the plan together. They will objectively look at what the school has planned in terms of continuous growth for the next 7 years ahead. Lauren chaired a team last year and she has a good sense of what is needed for the

visiting team. She would like to provide a meal for the first night for the accreditation team which would include the faculty. She would like the help of Home & School to put something together for the dinner. The meal will be for approximately 50 people. She would also like help on the 2nd day to provide a light breakfast, lunch and snacks throughout the day just for the small team of about 6 to 7 people. The board discussed what we should do for the larger meal for 50 people. Lauren said the meal can be casual and would be ok if we found something for about \$5-6 per person. Many organizations have used Rosatti's Pizza, so that might be a possibility. The date of the dinner will be Oct. 6th at about 6:30pm. We may be able to solicit middle school service for set up and clean-up. Lauren will follow-up with Lynn Frieseke for the dinner piece and Sara and Amy will follow up with arranging the food on the second day.

- The Annual Meeting will be Oct. 27th. Sally is working on a narrative for the annual meeting with regards to the large technology purchase from Home & School. Do we want to have someone from H&S to talk that night? The Annual Meeting is a new format this year. They have reinvented the annual stakeholders meeting from the spring which was typically a very busy time of year and moved it to the fall when everyone is a little more interested in what is happening with the school. A printed annual report booklet will be distributed ahead of time to peek interest and will hopefully draw some interest in attending the presentation. The plan for the evening will include a presentation from the principal and a guest speaker. This year the guest speaker will be Laurie Yingling to discuss our new technology. In addition, there is typically a small presentation from Home & School and a presentation from one or two members of the School Advisory Board.

IV. Other Reports

- **Marketing & Development – Lisa Lesjak**
 - Lisa is very pleased with the enrollment numbers this year. We hit our budgeted target of 330 students. One factor contributing to hitting this target is retention. They lost less people than the year before. The ability to have 2 teachers for every grade level was attained.
 - The School Advisory Board development committee had their year end development report. The Development Committee worked really hard in June to get to approx \$185,000, not too far from the goal of \$200,000. This is the second year the Annual Fund has not hit its goal. Sara asked “Is the annual fund always going to be budgeted at \$200,000?” In the past year they have had to dip into the reserves from the annual fund. The committee is talking about adding a special project like they had in the past, with the tot lot, in addition to the goal to possibly reenergize the fund.
 - Celebrations are planned throughout the year for the schools 95th birthday. Tomorrow is the actual birthday, Sept. 15th. They hope to get some publicity by taking pictures of 3 generations of St. Roberts's families. Lisa is also talking to the Fair Chairs about a reunion this summer. There will be cake served at Parent preview night which will be left over from the celebration with the students at lunch. Lisa is looking for more creative ideas to celebrate the 95th birthday and would appreciate any suggestions. Cindy brought up the idea of a time capsule. Margaret Sankovitz will be putting together a historical display in the school from the archives. Family Matters will showcase some factoids throughout the year.
- **Parish Council – Kathy Wyatt:**

Plans are underway to implement the revised Roman Missal at St. Robert. The change will take place near the end of 2011 but there are going to be information sessions set up to prepare for the changes starting this year. This is not something that is only taking place at St. Robert but the entire English speaking church will adopt a more traditional/formal equivalent translation of the Roman Mass. More information on the background of the change is published in the latest InSpire.

Also, the parish is in better financial shape this year as compared to last year. There was a record attendance at the latest Pack the Mass in September.
- **School Advisory Board – Karen Hunt: (not present) Per Lisa:**

The focus has been on the annual meeting and the school improvement plan. A lot of committees are forming and just getting started. Accreditation was the hot topic.

- **Treasurer – Dennis Reilly:**
Dennis passed out the monthly balance sheet and income statement. The most notable activity is in the assets section that shows a decrease in the total assets as a direct result from the technology project purchases. In the funds & reserves section of the balance sheet, Dennis asked about the \$362 that is being held from the Rice Bowl. Lauren said the money should have been sent to St. Jude's School in Uganda. Dennis should contact Claire Anderson to find out how to send it to St. Jude's. Dennis also noted that there is a negative number for discretionary funds on the balance sheet and until cash/revenue starts coming in, H&S does not have sufficient cash to fund any new, large discretionary purchases at this time. On the income statement, there is some activity for the purchase of the Emerald Auction software. In addition, some revenue was brought in this month through Spirit Wear, Painless Fundraising and Uniform Resale's. Someone asked that Dennis please change the budget to show effortless fundraising rather than painless fundraising to stay consistent to the name change. The last page shows the discretionary & IT funds. Lauren will check on the status of the Art Supplies and Library Book Additions and make sure the rest of the money is spent. All the IT Apple project money has been spent.
- **Volunteers – Susan Joy:**
Susan started billing families that she hasn't heard anything from in regards to their volunteer commitments for this year. All the new families were easy to assign and the response was great. There has been a lot of safe environment paperwork being filled out and people are attending the training. All the upfront communication seemed to help in getting people trained sooner.
- **Review and Strategy for this Year's Fundraising Activities – Pam/Sara:**
 - Pam brought up the idea of a fundraiser called City Tins. You purchase the tins for \$25, which are filled with coasters that are actually coupons for restaurants. This might be a good idea to sell for gifts for the holidays. Everyone thought that it would be a good thing for the 8th grade fundraiser but we were still thinking about staying away from the smaller scale fundraisers that people complained too much about being nickel and dimed.
 - Pam passed around copies of their spreadsheet evaluation titled 2009/2010 Event Return on Investment. The focus is on what makes money for home and school and to evaluate these events. The spreadsheet is organized according to event type and looks at every fundraising event by a number of factors such as, how many volunteers are needed, expenses, net income and cost to raise \$1. We can see that there are clearly 4 events that contribute to the bulk of the fundraising total. These events are Magazine Sales, Rummage Sale, Emerald Auction and Raffle. Going forward, how can we concentrate our efforts for these 4 events to optimize and improve them to make more money? Our goal this year will be to try to make changes to get 10% more from each of these events. In addition to raising more money, they will be looking at reducing expenses and improving efficiencies. Magazine sales will be promoted throughout the year with an emphasis on sales at different times during the year. There are thoughts of possibly separating the Raffle from the Emerald Auction. We are considering not having a partner this year for the Raffle in order to concentrate on providing the funds for the school which is also a nonprofit organization. Pam will send out an e-mail invite to anyone that is interested in getting together for a subcommittee meeting with Joe O'Neil to discuss the Raffle. Of course the Emerald Auction is the biggest fundraiser for Home & School and we need to have committed chairs soon. As a board we may need to help more with leadership with the Emerald Auction since the chairs will not have had the benefit of shadowing the committee from last year. Improvements to the Rummage Sale might include more publicity around acquisitions. As a board it would be a positive example to come to the Rummage Sale and show our support.

V. Wrap -Up Events

- **New Family Ice Breaker/Host Families-Amy:** Rhiana Vella thought the social was big success. Most new families got their gifts, however there are still a few gifts in Lisa's office so she isn't sure all the host families have delivered their gifts. Every family has a host family. The gift consisted of 1 pound of school coffee and 2 travel mugs. Going forward, Rhiana plans to send out monthly prompts to the host families to get in touch with the new families about upcoming events. The host families will send the new families the FAQ's from what Sara is putting together for the parent preview night. Another good hand out will be about questions about 2nd grade which is a big year for the sacraments. This will be especially informative for

the non-Catholic families in the school so they understand what is going on. Sara will e-mail this to Lauren for input.

- **Welcome Back Coffee – Amy/Yvonne:** Having the coffee outside was well received and easy. Yvonne suggested that we have the Welcome Back Coffee outside next year if the weather permits. Buying the coffee from Alterra for \$80 was still within the budget of \$200.
- **Fall Social – Wendy S.:** This year the chairs decided to change up the theme with wine tasting. It was a big success with a large turnout estimated at over 100 people. They tried hard to keep the costs down. They were able to get the wine at cost along with the 3 servers. Carrie Kohloff would like to see the budget increased to a total of \$2200. This year it was budgeted at \$2,000 and they went over budget by \$140. They said they would chair this event again next year. Joan discussed a problem with the Tech Crew being initially contacted to assist with the event but then they called back and told Kent that Joe O’Neill was arranging everything and they wouldn’t need the assistance of the Tech Crew. The VP’s should reinforce that the committee chairs need to contact Kent and the Tech Crew for assistance in organizing an event.

VI. Ongoing Committees/Events

- **Room Parents – Joan:** This year room parents are collecting \$30 from every family. All room parents were given a standard template for the letter soliciting funds from every room parent. The money will be pooled together to purchase Christmas and end of the year gifts for teachers and support staff throughout the year. A portion of the funds collected will be used toward a class donation for the Emerald Auction and an advertisement recognizing the teachers in the Auction booklet. They took the birthday part out of it this year.
- **Art for Youth/Classroom Aides – Cindy/Joan:**
 - Martha doing a great job. Program is well underway
 - Classroom Aides stepped up; voluntary not mandatory role in AFY clarified; apologies sent
 - Volunteer Meeting Scheduled - Monday, Sept 27 after drop off in the art room
 - Objective is to meet 5x/yr. unless only 1 parent per class - then reduce to 3/class or total of 6
 - Program is 5 months out of the school year; Oct/Nov/Jan/Feb/April - future it will be March
 - Docent Training (optional) - Oct. 13: Feedback meeting (end of year)

Priorities

- Secure more volunteers - have 16; need 20; focus: grades 1, 4, 5, 6, 7, 8 - art boards/sign-up sheets at Preview Night
- Critical need: grades 5 & 8; some grades have 1 but may be feasible; LaMarche to be assigned
- Ad in Family Matters this week
- Ask current volunteers who they know that may be interested

Future Considerations

- Add co-chair to assist with follow-up; gaining feedback mid-stream, retrieving lost artwork, etc.
- Videotape a "sample presentation" for potential volunteers
- Develop AFY flow sheet, e.g. "what does the volunteer have to do, with whom & when" (for those who can't attend the info night and for potential volunteers to assess the commitment)
- Send out email inquiry to volunteers to identify issues/leverage successes each of the 5 months

Approval Sought

- Obtain teacher commitment to send email reminder to AFY volunteer to prevent "no shows"
- Teacher to inform Martha of any issues related to the program/volunteers

Kathy Wyatt suggested putting something in the church bulletin and maybe they could get parishioners to get involved. Another suggestion was to possibly video tape an actual volunteer giving the presentation and use that for training. Lauren suggested cataloging the prints to the destiny library catalog and checking them out through that system.

- **Health Aides – Joan:** There are a total of 17 health aides to staff the health office this year. Kathy Gridley has staffed the office for the entire year! The health office is staffed every day of the week except Tuesdays. The health office has moved to the old band office this year.

- **Library Aides – Karen/Joan:** Bethany Teipel is the new librarian this year. Bethany is a reading specialist and will be in the library in the afternoons. Library Aides will be staffing the library in the mornings on Monday, Wednesday and Friday. Clara will be in the library on Tuesday and Thursday afternoons. The destiny check out database is still not operational but they are working on it this week. There is also a library magazine wish list for the Magazine Drive which should be available for others to donate.
- **Magazine Drive – Pam:** The folders and flyers have come out this past week but there hasn't been any mention of the incentives. Incentives announcement will come out later.
- **Rummage Sale – Pam:** Rummage sale team is doing well and they are getting good participation from volunteers. Sara, Dennis and Wendy will coordinate being the H&S representative for handling the money at the rummage sale.
- **Spirit wear:** Sally Zale will be the chair this year. They are currently clearing out the rest of the old inventory. They plan on giving the teachers a fleece vest. They are trying to develop a system to order items on demand and not hold much inventory. Sally is looking at different options. Logo uniform wear will be ordered through Land's End. Land's End needs an authorization for the logo. The school needs to send the design to Land's End. Amy will send Lauren the artwork for the logo so she can view and approve.
- **Class Parties – Wendy S.**
 - K4 - O'Keefs - Sat. Sept 25th
 - K5 - Carlson's - TBS
 - 1st - Adams - Fr. Oct. 8th
 - 2nd - Timmis's - Fri. Oct. 8th
 - 3rd - Fraziers (?)
 - 4th - Gridleys
 - 5th - Teri and Giovanni Luna
 - 6th - Friesekes
 - 7th - **need a host
 - 8th - O'Neill's

VII. Upcoming Events

- **Chess Club (Sept. 29th) – Cindy:**
 - Jessica Carlson, Chess Club chair, and Cindy met w/ Bob Patterson-Sumwalt, President of WSCF raised concerns about feasibility of "club" and WSCF resources
 - Club - best at night, tournaments, need to understand chess
 - Lesson based - ChessMates - no tournaments; no parent involvement
 - We lack parent resources needed for a club model as well as instructors

Decision

 - Postpone launch of club model until more research on successful models (preferably in Catholic Schools is known); develop proposal or share findings at future HSA meeting
 - Switch to lesson model bringing back ChessMates
 - Able to identify replacement - exact time
 - Issue: Cost - from \$25 to 10/person/session or \$80 and 1 hour

Assessment of interest to date

 - Calls made to 14 who signed up (ages K5-4th plus)
 - 4 - no; 3 yes; 6 thinking about it; 1 new; one tbd
 - Inform parent-base of shift via Family Matters this week

They are stepping back to a program based model, to a teaching model. It will be a 6 week session now instead of an 8 week session. Sara and Cindy have contacted all 13 people that have signed up to inform them of the changes. Only 3 have committed so far. Lauren would prefer to stick with the 6 week program to coincide with the other enrichment program time periods for a total of \$60. Lisa will remove the flyer and Cindy will revise the flyer. Cindy will do some research on the club model and put together some type of proposal and see if there is an interest in the community.

- **Annual fund party:** The Ognars are hosting the party this year on Nov. 5th.
- **Portraits in the Park (Oct. 3) – Sara:** Sara is chairing the event this year because of lack of a volunteer chair. Jennifer Luna volunteered to be at the park on the day of the sittings. Jeff Edwards will be the photographer. If it rains, it probably won't be in Reilly Hall since the floor might not be complete yet. Sara will need to look into securing the stage in case of rain.
- **Coffee Reception (Oct. 8 – New Families) – Amy/Yvonne:** Yvonne will be sending out reminders to volunteers next week. In addition, she will be creating a flyer to send it to Lisa to distribute to new families.
- **Buy Seasons Fundraiser (Oct.9&10) – Sara, Kathy, Karen:** This is a fundraiser where we will need to recruit high school students to be the workers. We would provide the crew and they would give the school \$7.50 per hour per person to work in their warehouse. We will need one adult for every 5 students. We are scheduled for Oct. 9th or 10th. The 10th would be OK. They are trying to get kids from DSHA, Shorewood, Marquette and Dominican High Schools. The students need to be sophomores or older. Sara will get the adult volunteers. We can have up to 25 volunteers.
- **Boo Bash/Eighth Grade Fundraising (Oct. 23) – Pam:** Pam passed out an eighth grade fundraising calendar. There are three points that the potential fundraiser must meet for ideas to be considered. The planning is coming along and there are many volunteers. Some ideas are a spaghetti dinner and school dance. They will also schedule at least one bake sale. Wendy S. discussed doing bake sales around the holiday times possibly before holidays on ½ days of school. The spaghetti dinner is really close to the Emerald Auction so they will move it to January. Dennis mentioned that they need to follow the financial policies and procedures. These were not followed well in the past.

Next H&S Meeting – Wednesday, October 20th 6:30-9:00 p.m.

Respectfully Submitted,

Yvonne Luzney
Secretary