

Home & School Association Meeting Minutes

January 19th, 2011

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

Guests: Allie Pierson, Holly Ganther

Excused: Pam Mattox, Karen Hunt

I. Reflection

II. President's Report – Sara Coffou

Raffle Update: Sarah passed out a RAFFLE summary sheet from the Jan. 10th fundraising meeting. There are 2 raffle scenarios that were created each with different profit levels vs. ticket prices. It was agreed that there should be a cash prize for the main prize. The Raffle will be run as a 50/50 partnership between the Parish and Home & School. The goal is to raise a minimum of \$20,000 to meet the Home & School budget commitment of \$10,000. The options are summarized below:

- Option A: Auction Raffle Revisited: Similar structure to previous auction raffles. However, using a similar price structure 6,250 tickets would need to be sold in order to realize the goal.
- Option B: Colossal Cash Raffle-DSHA model: \$50 per ticket with a \$50,000 grand cash prize and several smaller cash prizes equaling a total of \$50,000. We only need to sell 2,000 tickets and odds of winning are 1 in 100. Net profit each for Parish and Home & School would be \$25,000.

There should be an effort to start selling the tickets early and getting the word out to attract people outside the community. It seemed that most agreed that the colossal cash raffle is the way to go. Sara asked if we could think of any potential down sides. Someone mentioned that maybe people won't buy them at the Fair because they might not have the cash on hand. Could people possibly use a credit card to purchase? There is also a cash machine at the Fair. The drawing would be at the Fair. Another comment is that maybe people would be turned off by the high price of the tickets. Pam works with someone that is involved with the St. Catherine's Raffle which is very popular. The question was asked if it was tough to go from \$5 per ticket to \$50 per ticket. Can Pam get any feedback on that question? Several people thought that the bigger prizes and the odds will be more of a draw. Sara is looking for any constructive feedback on the negative aspects before we make a final decision. Sara and Wendy will meet with the fair chairs and discuss the options. The goal is to get parish and fair committee feedback and agreement.

III. Emerald Auction Chair Report– Allie Pierson

- The Auction Committee made a lot progress in December.
- Mary Poorman is working on the underwriting. We currently have \$2,600 in cash. The goal is the budgeted \$22,000. February is when most of the cash comes in. People pledge in January and then donate in February and March.
- \$15,000 in items already secured.
- Some new items to the auction this year include:
 - House for a weekend in Sheboygan on Lake Michigan
 - Former NBA Los Angeles Lakers and Marquette University basketball player Tony Smith will provide a basketball clinic for up to eight boys or girls from grades 5th through 8th
 - Weekend stay at the Scottsdale Resort and Conference Center
 - Guest anchor spot on TMJ4 for a kid.
 - Chef Jack donated (2) 10 person gourmet dinner parties.
- The auction chairs just had a tasting with Chef Jack and are sticking with the same menu this year. They had some good dialog with Chef Jack who outlined what was successful and what could be improved.
- The Action Chairs have made a commitment to try to stay within budget this year which has been challenging but successful. They just recently had a meeting with Canopies and are negotiating to keep decorations within budget. They still need to get a firm number from him. They give us a 30% discount and they would appreciate an ad in the catalog. In the end the décor portion might just be about \$800 over budget. They hope to make it up in other areas.
- The Emerald Auction is going green! They will be offering the catalog online. They will also be printing some copies but hope to save some money by printing less.

- Reservations will be online. Invites will go out on February 7th.
- Greater Giving Online Software is working very well. They will have 24 hour customer service the day of the Auction. So far they have been very responsive. This has been a great improvement over the past software.
- Susan brought up time and talent and how do we contact people in the parish that could possibly donate services? Would we put that into the bulletin? Lisa might have an e-mail that she could give Susan to target some people with time and talent.

IV. Principal's Report – Lauren Beckmann

Lauren planned to talk to the board about several upcoming funding initiatives. The following projects were presented:

- Allie Pierson continued presenting as the Education and Formation Committee Chair. She discussed the school garden initiative. This initiative will enable the school community to satisfy the project-based learning measure as defined in the Action Plan Area of Focus: 21st Century Learning. The garden will further the schools goals on the food and nutrition initiative. The committee has selected The Woolly School Garden project. It is a vertical garden that comes in pieces. It is easy to install and maintain. It also has age appropriate (K4-8th) cross-curricular lessons plans and recommended activities. A proposal has been written to the Parish Council and the building and grounds committee for approval. It contains the link for the woolly garden website where you can see more detail. www.woollyschoolgarden.org Allie will forward the proposal to Sara to distribute to the Home & School board. Initially they will need to get approval from the building and grounds committee and then gain approval and funding from Home & School toward starting the garden in April. The garden plan was presented to the faculty in November. The faculty has had many ideas on how to use the garden in their classroom curriculum. Food preparation and appreciation taps into every area of the curriculum. The garden will be a resource to the faculty much like the library. The cost is only \$1000 for the garden. Jane Boland has agreed to assume leadership for the first year, including coordinating volunteers for summer harvesting. One goal is to facilitate parent and parish community to volunteer for the caretaking of the garden thereafter. Per Sara, "We will review our ability to fund this - dependant on revenues in upcoming months".
- The Artist in Residence program is another spring initiative that is being planned. It is part of the art integration initiative. The goal is to produce a semi-permanent artwork for display in the east or west stairwell. The thought is to possibly do some type of mosaic. All the students would participate in the project. They have located an artist that did an installation at Dominican High School. The artist is from Fond du Lac. They are currently thinking about themes. Some themes under consideration are the 95th birthday and Green Week. There are a lot of ideas about what the artwork might say. The artist would live with the Pierson's for 1 week this spring. The cost is estimated at approximately \$2000-\$2400 and would include the payment to the artist and materials. The work would communicate a message and show kids how art can be used in an inspirational way. Dennis mentioned possible funding from the 8th grade fundraising from the 2008 class for \$1,585. He mentioned a note he received that they would like the money to go toward funding an art display project in spring of 2011. Other art initiatives to display student art throughout the school building include:
 - ❖ They have purchased 5 easels that will be scattered around the building. The easels will display cross curricular student artwork.
 - ❖ A cable system has been donated to display floating artwork. This needs to be approved and installed by buildings and grounds committee.
 - ❖ Artwork pedestals to be located throughout the building. They are currently looking for carpenter to make simple pedestals. A request will be made in Family Matters.
- The 3rd project that would need funding is a key card entry system. This has been on the environment committee wish list for a long time. This project will enhance and improve building security. This is a bigger project and is costly. There is an initial request from the Parish to start with the gym doors because it has been too hard to manage the keys. With the card entry system they will be able to issue a key card that will work during certain dates, time periods and hours. There are a lot of keys currently out there and they don't all

come back. The estimated cost is \$3K per door. There are a total of 4 to 5 doors. The 1st door would be a little bit more because it would include the system. We need to bring the school into 21st century with school security.

- The final initiative is to bring in a bullying prevention speaker. Mike McGowan is an inspirational speaker that the board approved previously more than a year ago. Unfortunately, he had to back out in the last minute. The board had approved the funding for the speaker but Lauren would like to bring it to the fore front at this time. It would cost \$750 to bring in a motivational speaker. He would spend an entire day to at the school with an all school presentation following visits to classrooms and time on the playground. Bullying prevention has been identified as one of the items trending downward in the parent survey.
- There will be a format and date change for Grandparent's Day this year. There was a request to move it out from Lent. We are currently looking at May dates. They don't want to do exact same format as in past years. The faculty was thinking of possibly doing some kind of performance. It would be too hard logistically to do it at the same time as the spring concert. They had initially worked with Laurin Dodge on ideas of some music in church but it didn't all come together. The May timeframe falls during the spring musical. The thought would be to have the grandparents see a part of the musical. Maybe an act of the play and then see artwork in the halls. They are still trying to work out the details with the musical committee. Lisa Lewein would like to get the date set soon. It would take place in the afternoon, the art show would be in the hallway and there wouldn't be a Mass. It was mentioned by Susan that she didn't think it would cut into people coming to the play if it was just excerpts from the play. Lauren mentioned maybe showcasing a few splashy numbers. The details still need to be worked out and none of this is firmed up. They are open for other ideas if anyone has any. Send Lauren an e-mail if you come up with any ideas. Cindy suggested the Garden opening as the event and have the grandparents come to that. Susan said they could also have the grandparents sponsor a pocket. It sounds like a good idea and Allie will look into the event.

V. Other Reports

- **Marketing & Development – Lisa Lesjak**

The Annual Fund had a very successful December and Lisa wants to thank the development committee for all their efforts. So far \$128, 843 has been pledged and \$106,168 cash received. The total at this time in the year is ahead of last year and close to the best year back in 2009. There is a lot of time left between January 1 and June 30th and there are regular later givers during this time. Lisa is optimistic that they will make the goal.

On the recruitment side, make sure you return your registration information soon. The marketing committee is working hard on Open House. The pancake breakfast assignments are out and on Friday the Archbishop is coming to Mass. Please try to attend Mass if you are able.

- **Parish Council – Kathy Wyatt:** The results from the church portion of the parent survey were reviewed with the parish council. Father was initially taken back by the comments but he felt they made some really good points. People were very honest and Father respects the comments. One of the problems with Mass attendance is perception. In a comparison between Holy Family and St. Robert for Mass attendance, it seems that St. Robert mass attendance is low. Father says when you look out it doesn't look like the same number of people. However, they have done counts at both churches and attendance is almost the same. This is largely the result of a bigger church and people being more spread out. The parish council is working on gradually asking people to move up. They will be roping off some of the back pews in an effort to move people forward to get more of a community feel. Another change will take place after Easter, is that Father Dennis will be doing all the baptisms to make sure they are really part of the Mass. The font will be in the middle and not the back.
- On March 5th there will be a guest speaker from 8:30 to 4pm at Holy Family. The name of the presentation is Kitchen Table Evangelization. It will be in the bulletin and they can accommodate 40 people.
- Patrick Williams from the human concerns committee will be reinitiating Habitat for Humanity.
- Shoreline Interfaith is in need of help. They need help with transportation for seniors and snow removal.
- Mary Domer is looking for donations for school age clothes. Kathy will contact her to put something in the back of church for collections.

- The school initiative in Uganda is going very smoothly with Father Augustin's sister running things.
- On the issue of the Archdiocese filing for Chapter 11 it should be noted that the pension is secure. There will be a meeting taking place in February with an Archdiocese lawyer to discuss Chapter 11. The Archdiocese has a secure system in place for corporation in Wisconsin. It currently looks like they are going to see what they can get from each of the parishes. The Archdiocese is very confident that parishes and schools are secure, but we shouldn't be surprised if they come after the parishes and schools for the money.
- **School Advisory Board – Lauren:** More substantial work has been done on the budget. They are currently working on finalizing tuition for 2011-2012. There will be no more than a 3.5% increase in tuition. The registration fee has also been increased. There are many challenges with this budget that include a \$30K deficit that needs to be plugged that came from adding an additional staff member. The SAB is putting together an ad hoc compensation committee as well. They were very pleased with 122 families that responded to the survey. It provided very good data and it shows most areas trending up. Some were flat and others were trending down. Some areas for improvement include safety & security, inclusion and environment. Mass attendance responses were very thoughtfully completed. School family Mass attendance was at 50% compared with national average of about 33%. In general it was very valuable data. Common themes and a summary report will be available for all to review.
- **Treasurer – Dennis Reilly:**
Dennis distributed the balance sheet for January. He noted that he will be pointing out the things that have changed from last month. The balance sheet has basically stayed the same as last month so there is really nothing of significance to discuss. Dennis added a new page in the financial packet named "Investment Summary". This was an effort to give more detail to the board for financial transparency. Dennis talked to Baird and decided to invest in a General Electric Note. The note is a double A note that is a longer term investment which will yield a better rate of return (4.5%). The note will not expire until the end of 2021. He only invested \$40,000 in the note while the majority of investments are in shorter term investments and cash. Dennis said he will make sure we always have some investments that are a shorter term so we can liquidate quickly if needed to have some cash in an emergency.
On the Income Statement the Alterra coffee final numbers are in at \$1,170 net income. \$1,700 was budgeted, but there is still one more coffee sale in the spring. Dennis is slowly starting to receive revenue from the Emerald Auction. Most of the underwriting has come from the website.
- **Volunteers – Susan Joy:** She finally received delinquent names from the rummage chairs. They will be volunteering for the auction and one took the buy-out.

VI. Ongoing Committees/Events

- **Art for youth program-Cindy:** There are 5 presentations per year which come to approximately one per month. The current volunteers have been presenting pieces, doing follow on activities and it seems to be going very well. Cindy is trying to get some more information in an effort to see if any improvements need to be made. She created a survey and sent it out to all the teachers to find out about the program and has been getting some positive feedback. Cindy will send a survey out to the volunteers next. One obvious need is a co-chairperson.

VII. Upcoming Events

- **Chess Program – Cindy:** Parents have registered 24 kids for this 6 week session of the chess program. Twelve new kids have registered and 12 kids have returned. Three families took advantage of the reduced fee for siblings. We are contracting with ChessMates and there are 2 teachers again. One issue that Cindy thinks needs some consideration is the pickup process for after school enrichment activities. The chess program and Mad Science have two different ending times so it makes for confusion at pick up time. There should be some consistency with ending times on all activities. There are new instructors each time for these activities and nobody seems to know the protocol for dismissal. Kids are being let out front and back and there is really no accountability. Lauren wondered if we need to have on site volunteers to make sure that the instructors make sure the kids get out to the cars. She asked Cindy what she thinks would be a good dismissal procedure? Cindy suggested that the parents meet at the tot lot to pick up their kids. Consistency is the key. Parents wait and kids report when they are finished to supervisors outside. The parents with kids in the enrichment activities would take turns with the supervision, much like kindergarten door duty.

Cindy will come up with some kind of procedure and run it by Lauren. Susan can send out an e-mail. Lauren will send out the list of parents to Cindy

- **Middle School Showcase – Cindy:** Planning is already underway. Claudia Mitchell and Joe O’Neil met with the director and the music director in December, chose a show, and started working out the rehearsal schedule. Workshops will occur the last week in February, auditions the first week in March, and rehearsals will begin on Monday, March 7. A meeting for parents will also occur on the 7th. The performances are already on the calendar for May 12, 13, and 14. The show will be "The Music Man" and has been approved and announced by Mrs. Beckmann. Last year, they collected a participation fee for the first time and they need to confirm that the amount of the fee is appropriate. They will also have each participant and his/her parent sign a participation agreement after reviewing the expectations and schedule. They will leverage parents of participants and don’t need many volunteers. Joan will contact Kent Maly and ask about documentation for the tech crew.
- **Pancake Breakfast (Jan. 30) – Amy:** The Stelters have chaired before and have everything on track and ready to go.
- **Book Fair (Jan. 30) - Pam:** Everything is scheduled and they are ready to go. There is some conflict with where the presale should be located. In the gym or Reilly Hall? The information on the presale is on the website link. Sara will contact Jeanette.
- **Catholic Schools Week (Jan 30 thru Feb. 4) - Cindy/Holly Ganther:** Holly passed out the Catholic schools week schedule and daily activities. Please refer to the handout for details. This year they have chosen the Love Drop for the outreach project. The Love Drop is an initiative of It Starts With Us (ISWU) founded by Nate St.Pierre. The Love Drop helps change one family’s life each month by easing their financial burden. St. Robert will be able to contribute by donating money in the Love Drop boxes in each of the classrooms to directly support a local family in need. The family will be revealed during the last week in February when ISWU will present the love drop boxes to the family. Money should be come from the kids not the parents. Parents are invited to the assembly. A flyer is going out in tomorrow’s folder.
- **Teacher Appreciation Luncheon (Feb. 4) – Amy:** This event is all set with Molly Gallagher. It is also coming in under budget. All teachers and staff will be able to eat at the same time. Is the luncheon going to be Reilly Hall? Amy will ask.
- **Variety Show (Feb. 17) – Cindy:** The name of the event is back to Talent Show. It was asked why the variety show name isn’t being used? Can we get back to using the term variety show? Yvonne will find the notes about the variety show renaming. There are only 2 volunteers for the variety show but Joe doesn’t think he will need more. He has the judges already. Kent Maly needs to be involved as well on this one.
- **Prospective Family Coffee Reception (Feb. 11) - Amy/Yvonne-Jeanette** Corbett is running it and its all set for the 11th. Lisa needs invitation flyer from Yvonne.
- **8th Grade Fundraising (Feb. 27) – Spaghetti Dinner – Pam:** The detail will be in Family Matters this week. The date is set for Sunday the Feb. 27th.

Next H&S Meeting – Wednesday, February 16th 6:30-9:00 p.m.

Respectfully Submitted,
Yvonne Luzney
Secretary