

Home & School Association Meeting Minutes

May 18, 2011

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

Guests: Joe O'Neill, Claudia Mitchell, Mary Beth Keane, Peter Christenson

Excused: Joan Schramka, Cindy Bacskai, Karen Hunt

I. Reflection

- II. **Middle School Showcase – Claudia, Mary Beth, Joe:** Overall everything went really well and they were pleased with the results. It was challenging this year because they were under the umbrella for the extra curricular eligibility requirements. They actually lost some students through that process. Lauren suggested that next year they take a more proactive approach and have a meeting to discuss eligibility prior to casting. Possibly a representative from the school to discuss eligibility requirements could participate in the communication meeting. Tell them that if they are not sure of their status to check with the office and see if there are any problems so they don't potentially cause problems with casting and support. They also think they did a better job this year than last year in terms of working with parents on the schedules and time commitment. They were trying to be flexible with those children that had sports commitments. Financially, they were able to secure donations up front in terms of cash and other types of donations, such as the costumes and the band. They also didn't use the flautist this year which was a savings of \$600. In addition they raised ticket fees by \$1 and everyone turned in their participation fees. It looks like they are almost at the break even point and will likely not have to tap into the Home & School funds. They were all proud of the kids the night of the cast party for the fact that all the kids were very thankful and appreciative at the end of the night. Mary Beth will not be back next year as a chair for costumes but both Joe and Claudia will be chairing.

III. President's Report – Sara Coffou

- **Event Planning/Calendar:** A joint calendaring meeting will be held next week with the parish and athletic association. Lauren made a list of all the things we had and noticed we had 12 events in 5 weeks during the final months of school. Lauren would like to discuss the Grandparent's day event and moving it to the spring this year. Looking ahead they would like to move it to April instead of May. Maybe they could have it during Green Week? In addition they might move the World of Work to somewhere in January.
- **Open Board Positions:** The President Elect position is still open. Please get back to Wendy if you have any suggestions. It's a big position to take on but you don't have to run everything and you have a lot of support behind you.
- **End of Year-Staff Recognition:** Gifts have been purchased and plants need to be bought for the graduating parents. Lisa will get a list of all the families that are graduating from the school and get them to Sara.
- **Raffle Update:** Ticket sales are going much slower than it has been anticipated. Most sales have come from Mass sales. So far they have sold about 200 tickets. Starting tomorrow they will try to drum up a sense of urgency with school families. A flyer will go out with an incentive to sell as many tickets as they can by the end of the day on Thursday. There will be a drawing at the end of the week and the winner would get the Queen of the Week treatment. Sara would like to get us all as a board to call or e-mail 8 to 10 people to ask them to buy tickets. Dennis mentioned that Holy Family has the Angel Run on Memorial Day and it would be a good idea to set up a banner and table to sell tickets. Another idea is to possibly set up a table at the Culvers dining fundraiser this week. Barb Monnat is going to talk to Culvers about it. Maybe Lauren could write something in the Principles Pen in the next issue for Family Matters about the role of Home & School funds and how it supports the school. It was decided that we should by a banner for this year and to use in the future. What about the car line and tot lot parents waiting for kids to be dismissed? Give out tickets and have them bring the money the next day. Please talk it up!

IV. Principal's Report – Lauren Beckmann

- Lauren thanked the board for honoring Karin Hansen on Friday. The gift from Home & School was icing on the cake. Home & School gave her a house in Door County for the week which was donated by the Poormans. Home and School used the money from the staff appreciation luncheon to put towards the teachers evening celebration with Karin. Karin was very thrilled and appreciative.
- The update to the upcoming school choice expansion is that all 4 north shore parish school are taking a wait and see approach and would like to observe what happens next year before they open any seats up to school choice.
- ITDS standardized test results from the publisher has been received but they do not yet have the statistical analysis of the results. However, the preliminary review by Lauren of the results is a good news story particularly for the math. It looks like statistical significant growth scores for the 3rd to 5th grade which have had more impact with the new math programming. The results will be posted when all the information is received.
- The faculty is currently working on laying the ground work for a shift in our reading and word study curriculum for next year. They are working on reading level assessments for the kindergarten through 7th grade students with an eye toward being able to start the year with more individualized skill building in our reading program and going more toward a reading workshop model.
- Another faculty group is also working on data analysis component of the above project with both the standardized testing data and other data they are collecting now to help guide our school improvement initiatives, particularly the student achievement component.
- Currently evolving the framework of on our learning support program. They have added Bethany Teipel part time to the Learning Resource Center program. She will now be devoting her time to special education while she is currently working on getting her special education license. She will not be teaching kindergarten or working in the library next year. It is a part time position, so it will be a 1.5 position with Mrs. Frankenberry and Mrs. Teipel overlapping.
- Family Life curriculum is being revamped and improved. This includes the adolescent health curriculum. Last night they just rolled out an inspiring presentation for the parents called Theology of the body...follow up in the fall.
- Some bad news is that the Health care premiums will increase about 20% this year which was a surprise and was not planned on for next year's budget. This translates to approximately \$25,000 for the school. Don't know exactly how they are going to pay for that yet but they have had a large bequest just come in from the Phyllis Morris estate. As a result, for next year they are taking a huge risk to fund the school's high level programming with small class sizes and specialty programming. This is the first time they will need to dip into restricted funds such as memorials gifts, with the permission of the pastor and the school advisory board. It is going to be considered an investment in the future and they hope that they will attract more students and increase enrollment to pay for the high quality programming that they are offering.

V. Other Reports

Marketing & Development – Lisa Lesjak

- Enrollment has been great and the volume of inquiries has been huge. It's been a full time job to manage that right now. Lisa has been talking to prospective families' everyday. It's been exciting to showcase the school and what is happening here. Lisa passed around the current numbers for enrollment. So far we have 323 enrolled including verbals. Waiting for 21 families that have still have not registered and it would bring total enrollment to 334. We are budgeted at 335. They would like to have 20 students in every classroom to have a total enrollment of 400.
- Marketing: Movie night with be August 18th. This is a community builder. Oakcrest will not be a sponsor this year.
- Development: We are in good shape with \$147,793 pledged which is about \$10,000 more than last year. We have also received 2 estate gifts this month and that is very helpful. In general we don't really want to spend legacy money on operational expenses but would like to see go toward capital improvements.

Parish Council – Kathy Wyatt:

Last night's meeting discussed faith formation. One thing that is lacking is programs for the 20 to 30 age group. The thought was to restart the Theology on Tap that existed as a chapter previously. They will also be reaching out to college students to see if they can get something going.

Father Kevin is coming the 3rd weekend in June. There will be a welcome reception. They will be also looking for families to invite him to dinner in the first few months. He will be living in the rectory.

Parish council voting has been completed and Deb Scheid and Joe O'Neill are back, Adam O'Neill is the youth representative. They still don't have all the votes counted for the 4th person.

School Advisory Board – Peter Christenson: Peter Christenson is the chair of the technology committee for the SAB. He passed out a 5 year budget for the school technology plan to begin the conversation for financial planning for potential Home & School contributions. Currently, H&S budgets for a \$11,000 contribution per year, however this plan calls for approx. \$25,000 per year. Dennis noted that we currently have \$21,000 put away but would not like to drain it all at once but would like to first buy the necessities. Lauren mentioned that there is an immediate need for smart boards for the middle school math and for the music room. The iPads aren't totally necessary right now. The two smart boards and wireless access points and peripherals are needed. Lauren would like to purchase the two smart boards in the summer. A motion was brought forward to approve and purchase 2 smart boards for approx total of \$8000. Lauren needs more information before moving forward on the iPad purchase to understand the cost of the apps. Some of our special needs children are using their own iPad's now and are having great success. There needs to be a really good plan in place on how we are going to pay for apps and what apps are going to be used. A question was asked about using mobile devices instead of purchasing textbooks. E-text books are just coming. Lauren is on an archdiocese technology committee and they are trying to learn more about it. As a school it is in our strategic plan to implement in approx 4 years. Wendy mentioned discussing the technology plan in future meetings and prioritizing what they need for possible future purchases.

Treasurer – Dennis Reilly: Dennis passed out the May balance sheet. Emerald auction is up about \$1000 and money is still coming in. The Mother-Daughter Tea actually made some money this year. The Middle School Showcase will break even. There has been money coming in for the Raffle as well. The only raffle expense at this point is the printing of the tickets and posters. Dennis passed out the Proposed Home and School budget for the 2011-2012 school year. Please see this separate document. Net Income of \$180K will cover our commitments to the school operating fund and Home & School Event Fund. Last year H&S had a budgeted net loss of (\$17,440). A budgeted net loss every year is not sustainable, so the goal this year was to have a break even budget that was realistic and somewhat conservative. Dennis stated he felt it was very important that all revenue collected would be sufficient to cover all expenses. Dennis noted that the H&S Operating Reserve remains at \$145,000. New events added this year, including the Apple Sale and the Calendar Raffle. Family Portraits in the Park was deleted this year. The Faculty/Staff Year End Recognition Lunch was deleted this year. Hospitality and Coffee Receptions was combined into one budgeted item and a number of other expenses were reduced. Dennis stressed that it will be imperative that all event chairs work within their budgets for all events. Upon some discussion, the board members approved the break-even budget presented for the 2011-2012 school year.

Volunteers – Susan Joy: Susan would like to go paperless next year instead to try to condense all the information to sign up for things. She passed out all the volunteer info for chairs for each event so far and asked if they had any updates. Susan has already gotten two buy out checks for next year. She mentioned that she thought we should look into increasing the buy out fee and maybe we would get more volunteers.

VI. Wrap-Up Events

- **Green Week (April 11th-15th) – Sara:** The Muellers would like to chair it again next year! Amy Mueller thought she had enough volunteers this year and the entire school staff was very cooperative. She spent \$375 with a great speaker and a successful recycling competition. Amy is working with Jane Boland on the Wooley garden project and she hopes to sell some of the plants the kids are growing at the fair. She is working on the logistics of the rain barrel and trying to figure out what to do with the fabric leaf garden. Dennis said she should try to turn her expenses in after the fair.

- **Grandparents Day (May 11) – Wendy S.** Lisa sent out 120 invites and estimated 190 attended. Everything went very smoothly and the communication was essential. It was nice to keep changing it up a little every year. Maybe next year they can incorporate something to do with music. It would be nice to remember to do something that would include something with all students instead of just showcasing the middle school students. Bottom line, we need a new format for next year because of the change in date.
- **Mother Daughter Tea (May 1) – Wendy S.** The Tea brought in Dance Works and they showcased some of the dancers. They also had a fashion show preview with Olive Organic Clothing Store and hand massages. They didn't have enough volunteers for servers but maybe next time they could get some middle school students to help out.
- **Inside the World of Work-Sara (April 28th):** The chairs think this program should be for the middle school students for 6th through 8th grade. The new format was good but it was hard for the little kids to sit through a lecture type of event. Maybe 4th through 8th Grade would be a more appropriate audience. They thought they should have gotten more information before the lectures about the technology needed. They need to use the tech support form in the future. Lauren thought that it needs to be planned a little better and it is a worthy project to keep for the future. Possibly do it every other year after we have it establish in this new format so we can make it more institutional. The old model was a little more hands on, with the bigger groups it is not for the younger children.
- **Dramatic Reading (May 14) – Sara for Cindy:** Jennie Fox cancelled it because she only had 4 kids sign up. Thoughts were that there were just too many things going on at the same time.

VII. Upcoming/Ongoing Events

- **Culvers Dine Out for St. Robert (May 23) –Pam:** Leeann Mansker and some other volunteers will help sell the Culvers scrip cards. They will be selling on Friday and then on Monday.
- **End of Year Coffee Reception –Amy/Yvonne:** Jeanette Corbett has all the volunteers lined up. Sara said to contact Molly Matthews to coordinate and make sure there isn't a conflicting coffee reception.
- **Alterra Coffee Sale – Pam:** The Callanan's will be holding another Alterra coffee sale this spring and are currently trying to set up dates.
- **Graduation Reception-Wendy S:** She will be sending an email to the 8th grade families to find out what the count would be for the reception. They had decided to have a bigger event with more food and appetizers instead of having a class party.

Next H&S Meeting – Wednesday, June 8 6:30-8:00 p.m. (incoming and outgoing board)

Respectfully Submitted,
Yvonne Luzney
Home & School Association Secretary