

**Home & School Association Meeting  
October 19, 2011**

**Present:**

Wendy Wallace, Kathy Wyatt, Susan Joy, Zular Rodriguez, Dennis Reilly, Merridith Frediani, Lauren Beckmann, Lisa Lesjak, Jessica Carlson, Michelle Frazier, Jane Boland, Barbara Henderson and Joan Schramka.

**Guest:**

Matt Hietpas, Jennifer O'Keefe and Carol Walsh

**Excused:**

Karen Hunt, Mary Poorman and Yvonne Luzney

**I. Reflection -- Wendy Wallace**

Wendy opened our meeting with a thoughtful prayer on a blustery fall evening.

**II. Rummage Sale Report – Jennifer O'Keefe and Carol Walsh**

Jennifer and Carol reported that the rummage sale was a fantastic success. It netted \$16,200, which is well above the budgeted \$13,200. The rummage team is hoping to bring in even more money because there are still unsold items out in consignment stores. Jennifer reported that Kate Almond and Karen Desing made wonderful organizational changes to streamline the sale. The work distribution was successful, and having four leaders really helped. According to Jennifer, acquisitions is a big part of the rummage sale's success. Jennifer did note, however, that Legacies encourages us to pick up things earlier in the future.

The change to the two day drop off the weekend before the rummage sale went well. There were more volunteers than needed but the rummage team used the extra man hours for sorting and pricing.

Two problems areas that the rummage team found were storage and man hours. Storage is always a big issue for the sale, and it will be even a bigger issue next year because the Parish garage is currently being used by a tenant. Jennifer says that we will need the entire garage for two weeks before and during the rummage sale to store furniture and large items. Lauren will notify the Parish Office of the need for the garage and see if an arrangement can be

made for its use. We may have to consider rental of some sort of storage, hopefully on site.

As for man hours, extra volunteers could be used next year, especially if the Emerald Auction does not need all of its designated volunteers. Kate will not be Acquisitions Chair next year, and next year we will need someone of her caliber. Jennifer reported that the volunteers who helped Kate with acquisitions were great.

The rummage sale's "Boutique" was a huge success thanks to Sally Zale's efforts. Sally has agreed to run the Boutique again next year. We are also looking into on-line auction options for items that do not sell next year.

Dennis and Merridith reported that we need a better place, or at least a more controlled environment, for the money-counters during the rummage sale.

Jennifer reported that the rummage hours could be extended until 3:00 p.m. on Saturday to increase sales and move more goods. This would also allow us to hold off marking things half -price until later in the day. According to Jennifer, there were so many unsold goods at the end of the sale that we filled two donation trucks. It was agreed that there is no need to extend the hours on Friday night, as things are very slow by 8:00 p.m. Kathy Wyatt suggested that the rummage team discuss this issue with some of the rummage veterans to determine what should be done regarding extending hours.

### III. Calendar Raffle Report – Matt Hietpas

This is the first year we are doing the calendar raffle. Matt passed around a sample of the calendar and a fact sheet for the raffle. The biggest raffle price - \$1,000 -- will be on St. Robert's Day. Sales will extend from early November to Christmas. All sales must be completed by December 31 because the drawings start in January. There can be absolutely no late sales -- this is the law. Raffles are strictly regulated and Matt reports that St. Robert has a raffle license.

The big push for calendar sales is during Advent season, during which time we will need to sell calendars at every mass. Our goal is to sell 1,500 calendars at \$20 each. According to Matt, sales will be stopped once the 1,500th calendar is sold -- much like the Holy Moly Raffle. The \$20 price point is great because it makes the calendars easy Christmas gifts. St. Robert School has 204 families -- if each family sells five calendars we will be in good shape.

Matt reported that at 1,500 calendars sold, our gross profit would be \$30,000 and our net profit would be \$19,140. Our costs are \$500, which

includes postage, and our break even is 543 calendars sold. We have \$350 in sponsorship, which is enough to print 1,500 calendars. According to Matt, we will need to print more calendars than we will sell because not all of the calendars that are passed out will actually be sold.

Matt wants to know what our minimum number of calendars sold should be for us to continue with the raffle. Dennis feels that the minimum should be 600 -- just above the break even mark. Our expectation is that the first year may be a growing year, and that hopefully we will make more money in years to come.

Matt shared with the Board his thoughts about children selling calendars. Matt believes that we do not want to push the students too hard, but we do want there to be some incentives for the children to get excited about the raffle. He suggested that at the start of the selling season there be a short assembly to explain to the kids what is going on. We may need to send out some mass e-mails to remind people to get out and sell calendars. We will also need to have calendars present at the St. Nick's party.

The calendar drawings will take place on Tuesday mornings -- probably in the school office. The raffle tickets are valuable and must be kept in a safe place in the school office.

Matt has a list of calendar raffle volunteers, but he reported that he could use more. Susan will reassign rummage volunteers who did not report to duty to the calendar raffle.

#### IV. **Athletic Association Report** – Dennis Reilly

**A. Volleyball** -- Dennis reported that we have 102 children playing volleyball this fall and that we have not had this many playing in a few years. According to Dennis, it's been a very successful volleyball season across the board. Dennis reports that everyone is having a good time. All three Eighth Grade teams were invited to the Seton Volleyball Tournament and there will be a school pep rally for the Eighth Grade teams.

**B. Golf Outing** -- The golf outing took place in September and had 92 golfers participate. It raised just over \$17,000 and is the Athletic Association's only fundraiser. Dennis reported that Patrick Kessnich, the Athletic Association President, did a very nice job organizing this outing.

**C. Recent and Future Capital Expenditures** -- Last year's major Athletic Association project was the remodel of the gym storage room. The

Association spent \$32,000 on this project-- which was a big necessity for the entire school.

The Athletic Association is looking to purchase a second scoreboard for the school gymnasium. There already is \$5,000 in donations committed to this project and the Class of 2011 also donated money for the purchase. Dennis reported the desired location of the new scoreboard is on the south wall, just east of the stage. Lauren stated a meeting with her, Father Dennis and the Athletic Association President should occur to discuss the location. Dennis reported a cover could be put over the scoreboard when not in use so as not to distract from the stage during plays, concerts and musicals during the school year. Dennis also reported the Association is also buying additional bleachers, new team uniforms and sports equipment. It also has already saved \$10,000 to contribute to a new gymnasium floor. Lauren reported that a new gymnasium floor will cost in the range of \$80,000.

**D. Basketball** -- Dennis reported that we have 105 children signed up to play basketball, which is record enrollment.

**E. Track** -- The Athletic Association expects to have more than 50 children participating in track this Spring.

Lauren asked that there be a more targeted effort to include the participation of religious education children in St. Robert athletics. We all agreed that we need to figure out how to communicate with religious education families about these activities.

V. **President's Report** – Wendy Wallace

Wendy reported that we have very few open chair positions left: we still need two people to chair the auction; Catholic Schools' Week needs a co-chair; World of Work needs a chair; Grandparents' reception needs a co-chair; and, the Eight Grade Graduation reception needs a co-chair.

According to Wendy, the Emerald Auction is shaping up nicely and all of the sub-chair committees are now filled. We still, however, have two leadership positions open. Right now we only have Victor Torres on board to chair the Auction. While Victor is very enthusiastic and has been working extremely hard, this is not a one man job. The search will continue . . .

Wendy reported that there was wonderful feedback from the Bully Prevention Presentation, although she was surprised that there were not more people present. Wendy asked if there could be more advertisement for this

important event, and suggested that we start advertising it at Registration with a save-the-date reminder. Joan Schramka suggested that it might be worthwhile next year to have the presenter spend more time with the children during the day, rather than have him come back at night to present to the parents.

Tomorrow night is the Stakeholders' Meeting. It was brought up that perhaps next year the hospitality committee could bring food and drink for the Stakeholders' Meeting.

Wendy reminded us to double-check to make sure we have enough volunteers to staff all of our Home and School events, as there may be left-over volunteers from the Emerald Auction.

## VI. **Principal's Report** – Lauren Beckmann

Lauren was pleased to report that she received a very nice e-mail from a family that St. Robert School helped during last year's Catholic Schools' Week. This family has two children with special needs, and we helped fund a service dog for the children. As a gesture of thanks, the family would like to come to school with the dog. Lauren suggested that we work this into Catholic Schools' Week so the children can see the positive results of their efforts.

Lauren reported that the Technology Committee is progressing nicely on its iPad research. Currently the committee is putting together a process for purchasing computer applications from iTunes. We have purchased one iPad for the teachers to experiment on, and we have just been approved by Apple for a pre-paid account. A few students who have iPads are bringing them to school for use in the classroom. They are doing exciting things and are very enthusiastic. According to Lauren, we are moving to the point where we are ready to purchase a cart of iPads by next year.

Finally, Lauren reports that the teacher who has volunteered his/her classroom for the after-school chess club is unhappy with how the room is left in disarray every week. The chess club vendor must take responsibility for straightening out the room. Jessica will communicate with him about this.

## VII. **Marketing & Development** – Lisa Lesjak

Lisa reported that the School's Annual Report is not quite finished. Families will get a ask letter for the Annual Fund first -- and the Annual Report will come later. We do not have a host family for the Annual Fund party yet. Lisa says that she is thinking of having the party on November 18th or 19th.

### **VIII. Advisory Board – Lauren Beckmann**

Lauren reported that most of the School Advisory Board meeting was spent working on the State of the School address tomorrow night. The SAB also discussed changing its meeting format to have each meeting focus on a particular element of the School Improvement Plan.

### **IX. Parish Council – Kathy Wyatt**

Kathy reported that according to Bob Stelter, Parish Vice President of Finance, the Parish is doing fine financially. The Parish Finance Committee wants to review the school Parent Covenant Contract as it pertains to mass attendance. In particular, the Finance Committee wants to know why parents not going to mass at St. Robert. Lauren pointed out that this was already covered last year in the parent survey. Kathy reports that the Parish Steering Committee is also researching this issue.

Kathy also relayed that Father Kevin says that we are in need of more altar servers. Father Kevin is recruiting for more servers in the religious education classes and with the Fifth Graders.

Finally, Kathy reports that the Stewardship wrap-up begins the week of November 19th -- this is when all Parish envelopes should be in. The Parish will do follow-up calls in December.

### **X. Treasurer – Dennis Reilly**

Dennis reported that to date our net income is \$40,885. The Rummage sale made in excess of \$3,000 over budget, which is outstanding. In other income, the volunteer buyout is up to \$4,500 -- which is \$2,400 over budget. We have now spent \$61,734 of our \$141,889 in available discretionary funds. Included in that spending is \$7,247 for technology (smart board, projector, and camera). This money was taken out of the technology fund.

Dennis reported that as of September 15, 2011, our investments are doing just fine.

### **XI. Volunteers - Susan Joy**

Susan reported that there are left over volunteers from the rummage sale who did not fulfill their rummage sale obligation. Susan will reassign them.

### **XII. Event Wrap-up**

Zular spoke with the chairs of the fall social and received their feedback from the event. The chairs reported that the social went well, and that 100 plus people attended. The attendees seemed to like the low-key aspect of the wine tasting theme. The chairs, Jennifer O’Keefe and Carrie Koloff, recommended that we keep the same number of volunteers for the event. One problem was that not all of the volunteers assigned to clean-up stayed until the end of the evening. This may be because the social went well past the 10:00 p.m. advertising ending time. Joe O’Neal was helpful, as usual, with the sound system and the lights. The tables needed for the social are in the athletic storage room, so in the future we do not need the custodial staff to pull the tables out.

Zular reported that the fall social chairs will not be in charge again next year. They do not recommend decreasing the budget for the social next year.

Given the cost associated with the event and all of the other social opportunities in the fall, we will review in the spring whether we will do a fall social every year.

### **XIII. Upcoming (and On-Going) Events**

#### **A. Effortless Fundraising – Jane Boland**

Jane suggested that Effortless Fundraising needs a volunteer for the restaurant dine-out nights. After some discussion, it was agreed that these fundraiser opportunities will be called “Dine Out For Dollars” and that for now, rather than assign a volunteer to it, scheduling will remain with Lisa. It was further agreed that will have no more than two Dine out for Dollar fundraisers a month.

#### **B. Magazine Drive**

Jane spoke with Joe O’Neil, chair of the Magazine Drive, and he told her that as of last week we were at \$10,000 in sales -- this \$3,000 behind last year’s sales for the same week. Joe will attend the next meeting and give a full report.

#### **C. Apple Sale**

Jane reported that the Apple Sale had \$400 in sales and made \$200 in profit. This fundraiser made more money last year, which Jane attributes to

the fact that last year it was an Eighth Grade fundraiser. It was agreed that we do not make enough money on the Apple Sale to continue it next year.

**VII. Next Meeting Wednesday November 16<sup>th</sup>, 2011 6:30pm-9:00 pm**

Respectfully submitted,

Barbara Henderson, Home and School Board Co-Secretary

November 7, 2011