

St. Robert Home & School Association

Minutes for September 16, 2009

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

Guest: Karen Desing

I. Reflection

II. President's Report – Sally Zale

- **Rummage Sale-Karen Desing:** The schedule is finalized and will be going out in the home folder on Thursday. The schedule is already on the website. The rummage run will be on Sunday, September 27th from 1 to 4pm and athlete volunteers are being lined up by the athletic association. It was determined that the tarp is absolutely required. There may be a possibility of splitting the cost to hire Peter on the side or split the cost with the athletic association. Lauren will take on the task of figuring out what to do about the removal of the tarp and get back to Karen with the resolution. Drop off's so far are successful. Sue Becker is organizing pickups. Lisa Cottingham is organizing the volunteers and so far there is a good turn out and the quantity is adequate. The advertising banner for the rummage sale will go up the week before, however several have suggested putting up the banner earlier than the week before. Outstanding items are donations. So far they have scheduled pickups for Salvation Army, Ladies of Charity, Pregnancy Hotline and they are already running donations to Goodwill. Currently, they are trying to organize groups to run these items to these charities after the sale. They will also need to coordinate lead people for pricing & sorting and a lead person to check in volunteers. Dealing with the cash is another issue. On the Friday night of the Rummage Sale, Sally, Sara and Catherine Mercuri will be attending. At the end of the night they will call the Shorewood Police department for an escort to make the deposit. Catherine will collect the cash. On Saturday, Dennis will be available. Dennis will be collecting on Saturday. He will make the deposit. Sally will be available for counting that day. Dennis will get the bags for the cash. Sally will contact the Shorewood Police. They still need to coordinate the start up cash. Dennis needs to know the amount. Dennis will contact Catherine to discuss what amount was used last year for the start up cash. The rummage sale does not accept credit cards.

- **Financial Policy & Procedures:** Dennis, Sara and Sally met to go over the H&S financials for a better understanding. Sally passed out the H&S Financial Policies & Procedures with the proposed additions printed out in red and the changes in red (). The most notable change was to make discretionary funding match the expense funding by increasing the amount from \$300 to \$500 and requiring 3 quotes. The other area that was updated was under the heading of Money Collected at Events. Dennis would rather verify the counting rather than participate. There was a motion to approve and the updated procedure was approved. Dennis mentioned that all VP's should tell their chairs about using the tax exempt number for any purchases. Contact the parish office or school to get the number and form.
- **Blue Book Updates:** Sharlene Byrne has coordinated the production of this year's blue book by the Shorewood Press. Clark Graphics had produced them in previous years. The blue books will be distributed in the home folders this Thursday. Additional blue books can be purchased at the school office for \$3 apiece. Many people like to have extras for convenience. A notable change this year is only the chairs and co-chairs will be listed for events and not all the volunteers.
- **First Aid kits:** Should be checked out in the school office for all offsite events. Thanks to Kathy Gridley for putting these kits together. Sally will be adding phone numbers taped inside the box and incident report forms. In addition, there is a kit in the gym in the visitor locker room. Is there a kit in the kitchen? Lauren will check. Sally will look through these kits and update the supplies.
- **Church Bulletin:** Elizabeth Cleveland has requested to get info in by noon on Monday to get into the church bulletin.
- **Tech Crew:** All chairs should fill out the technological support form even if it doesn't apply. Joan will collect the forms and put it in the binder for the tech crew. The Tech Crew still does not have a chair for this year.

III. **Principal's Report-Lauren Beckmann**

- The new media resource center will be opening on Monday. They will have a dedication and blessing for students and donors. This is a historic moment for the school and with this dedication they want to show the appreciation for the vision and donations of those who made this possible. The youngest student and oldest student will cut the ribbon for the opening. Father Dennis will do the blessing. All grades will walk through and then starting at 9am the first class will be able to meet in the media center.
- The faculty has started the self study required for the on site visit every 7 years for the accreditation process. The school must meet 10 standards for accreditation through the Wisconsin Religious and Independent Schools Association. The process is very involved and the principal may not chair process. This self-study is a year long process that addresses standards with narrative reports. Timelines are established for the entire year. One major outcome will be an improvement plan and a timeline. Last spring, faculty leadership teams were formed. Among them was the formation of a faculty

- steering committee. The faculty leadership teams will be working on many new initiatives, which will include an adolescent health program, arts integration, and improving the bullying prevention program to put more structure around it and make it more our own program instead of just the Olweus program. Other initiatives included looking at student leadership vs. student council and making student leadership not just for the middle school. The committee will also review and possibly improve the school vision and mission statements. They will develop a mission that defines who we are what we do and the vision will define how we will do it. In doing this the team will break all these elements down and define core values.
- Investigations Math and the collaborations are going well. Learning, as seen by the staff, is deep and rich. A representative from the Investigations Math Program will be giving a presentation for parents on Oct. 20th. The presentation will include some examples of the many play stations used in the math program. More information will be coming out soon in Family Matters.

IV. Other Reports

Marketing & Development-Lisa Lesjak

The school calendar on the school website includes every event and not just the events listed in the blue book. They have worked hard to get it all in place. Please contact Lisa if you want to post anything and she can get it on the calendar or post other information. Sally suggested getting the Emerald Auction sign up parties on the calendar. If the information is given to Lisa she will post it. Athletic Association events and games are not on the calendar, those events are posted on athletics page. The calendar should be mentioned in Family Matters. This year's Annual Fund party will be at the Zale's. It is on the website calendar. The dedication of the media resource center will be centered on the students as well as a few key volunteers and donors. The plan is to celebrate everything after completion at the St. Nick party on Dec. 4th. This will serve as the platform for informing every one of the completed initiatives from Faith In Our Future campaign.

Parish Council-Kathy Wyatt

The church is having difficulty getting altar servers for masses. It seems that once the kids get into 7th grade they don't want to do it anymore. Other churches train their 5th graders as servers in the summer to have them ready for fall. Claire Anderson has been visiting classrooms to generate interest. She will do the training and passing out fliers. Joe O'Neill mentioned making it a service project? Kathy said she needs feedback on scrip because she is not getting the orders they expect. Suggestions were made for having the ability to order on line. Sara mentioned a church that she knows, Christ the King, which has online scrip ordering. Sara will contact the person that she knows at Christ the King to see what they did to get scrip ordering on line. Other suggestions included setting up an ongoing monthly order. Can they do an EFT? Kathy will look into

EFT. She is also looking into possibly opening up the sun porch to have scrip ordering available during school pick up.

School Advisory Board-Karen Hunt: Karen is new to the school advisory board, so she is asking each board what specific information they would like from each meeting. The school advisory board would like to know more about the H&S financials. All our financial statements for each month are published on the school web site. Sally will work with Dennis to possibly put something together to give an overview on the H&S financials in Family Matters. Maybe they can put an overview together of where the money goes, the budget, and what we work on throughout the school year.

Treasurer-Dennis Reilly:

Dennis passed out the balance sheet. Scrip inventory will be taken off soon because the church is buying out the current inventory. The cash counting procedures chairs need to be reminded of the procedure. Extra cash counting sheets are in the office. On the balance sheet under Funds & Reserves a question was asked about the 2008-2010 Eighth Grade Funds Held. Lauren said the 2008 money was just recently spent on framing of student artwork for the school stairways and hallways. On the income statement there has been some activity with painless fundraising and spirit wear revenue. The painless fundraising rebates are deposited quarterly. Kathy would like to know what we make from Roundy's. Dennis will provide this information. Lauren will check into spending on open projects.

Volunteers-Susan Joy: So far there are only 5 or 6 outstanding families for volunteer commitments. \$5,000 is expected for buyouts this year. Susan has asked for payment by Sept 30th. Statements have been sent out. Payment of these fees falls under financial tuition and fees policy for outstanding financial balances. Failure to pay could result in report cards being withheld, up to suspension. There were some outstanding balances for those that opted out last year. Where these collected? Dennis will look at the carry over from the last fiscal year.

Art for Youth is still in need of volunteers. They are having a hard time recruiting. More information is need from Martha on what the programs needs are? We own high quality posters of art and volunteers will give an educational overview on the art. Could this become a service project? They need volunteers 3 to 4 times a year do the presentations for 20 minutes. She is looking for approx 20 volunteers. Wendy will contact Martha and try to set up a coffee or an information session. The Safe Environment training that was held on Sept 2nd had a great turn out and many parents received the training required.

V. **Wrap-Up Events**

- **Icebreaker/New Families-Amy:** The event was very cold but it went well. They did have volunteer issues because two of the volunteers backed out the

week before and one didn't show. In the end it was OK because Trish Ognar stepped in to help out.

- **Welcome Back Coffee**-Yvonne: Coffee went well, about the same turnout as past years. There were plenty of volunteers and more than enough food and coffee. Someone expressed the problem of only half the kindergarteners starting on the first day because of the staggered start for kindergarten. Maybe next year possibly having the coffee on the first full day for everyone, then all kindergartner's parents would be there. However, the first day is just a half day and everyone hangs out anyway. There was another suggestion of possibly doing a kindergarten coffee as well.
- **Fall Social**-Hosted by the Callanan's & Frediani's came in under budget and the volunteer level was great. Turnout was approx. 150 people. A suggestion if they do this theme next time, would be to have contest for the pub games. The change from a Friday night to a Saturday night was well received overall.

VI. On-going Committees/Events

- **Room Parents/ Classroom Aids**-Joan: Lynn Friesseke has done a good job getting volunteers for all classrooms. In addition she was able to get 3 volunteers to be aids for the art room and music room.
- **Art for Youth**-Wendy Wallace is currently looking for volunteers to help out with this event. Maybe room parents or classroom aids would be interested in helping out. It would only require about 20 minutes a month to present the art to a class. Joan will contact Lynn Friesseke to ask the Room Parents/Classroom aides.
- **Health Aides**-Joan: Kathy Gridley has completed the schedule and volunteers are lined up for all the open spots. One issue with the Health Office is that the used uniforms that are stored in the office are taking up too much space. Joan has suggested sorting these uniforms out and throwing out the obviously worn uniforms. A question was asked if they could be donated to the rummage sale, however, that typically hasn't moved the inventory. It was suggested that the used surplus uniforms should be donated to choice schools such as St. Rose's etc. Joan will look into contacting these schools to donate.
- **Library Aides**-Karen/Joan: Currently having a problem finding people to volunteer for this spot. Karen will continue to recruit. A few people need safe environment training and they have been given until the end of the month to get certified.
- **Magazine Drive**: Joe O'Neill is predicting that it's not going to be a very good fund raiser this year because of the economy and he is unsure about how the change in incentives this year will affect the outcome.
- **Class Parties**- Wendy S.: Dates have been determined for the K4 through 2nd and 4th grade parties. 3rd grade is in the works. 5th through 8th will be after the 1st of the year. The rest of the parties will be planned in early November. In order for the hosts to get money in advance for the party supplies, Wendy will need to send Dennis an e-mail with names and he will write them a check for the money.

VII. Upcoming Events

- **Portraits in the Park (Oct. 4)**-Pam Mattox: Kim Kelly (chair) is concerned that the response so far is really low. She currently only has 9 families signed up, however, she has slots open for about 20 families. Maybe parish members should be encouraged to sign up and there should be more advertising. Action item going forward is to get more advertizing out, posting flyers, home folders, church bulletin, etc.
- **Coffee Reception (Oct. 23-New Families)**-Amy Hietpas: Yvonne (chair) will get a flyer out to Lisa in the next week for Lisa to distribute to families new to the school this year.
- **Boo Bash/Eighth Grade Fundraising (Oct.24)**-Pam Mattox: Lynn hosted a meeting for this last week and planning has been started. Times still need to be determined.
- **Middle School Showcase**-Wendy Wallace: Currently there is a need for a backstage coordinator. Planning is underway. They need someone to fill the director role. It was suggested to contact Mrs. Just to see if she is interested in helping out by filling that position.

Next H&S Meeting-Wednesday, October 21st at 6:30-9:00 pm in Parish Office Meeting Room

Respectfully Submitted,

Yvonne Luzney

Secretary