

SJS Parents' Club Meeting Minutes

September 19, 2017- 7:00 p.m.

O'Brien Room

I. Call to Order

Meeting was called to order at 7:15 p.m.

II. Prayer

III. Roll Call

Board Members were introduced and Parliamentary Procedures were reviewed.

IV. Minutes from May 17, 2017 meeting were approved.

V. President's Report: Gina Zebron

As we get into official business of our meeting, I encourage you all here to ask questions and make comments. Your presence here is a gift to Parents' Club and we know your time is valuable. The more involved you are, more parents you'll enjoy working with, more children you'll grow to know...you'll feel the difference that Parents' Club makes for our school and our children and be so proud to be part of it. We are really excited that this year we are hosting three parish-wide social events on our calendar! Our first run at Comedy Night was a success. We have a new Daddy Daughter Event on January 26, and our annual LNO event in March. Countless parents are part of the coordination of these events and there's just no way any of it could be done without them. To have the support of our parents, administration and the parish is absolutely wonderful and for us to offer these social events as a means to invite people to St. James is surely part of what being a servant is all about. St. James is a welcoming community and our Parents' Club is showing that in so many ways. Serving on the board is a tremendous commitment of time, but I'm confident in saying that all of us on the board (past and present) are proud of what we do to help this organization continue to move forward. We strive to do what's best for our families, our school, and our children and will continue to work hard. We sincerely thank you for taking time out of your busy September schedule to make time for this meeting.

VI. Treasurer's Report: Kristen Wentink

As of September 18th, 2017:

Checking Account Balance: \$74,993.75

Money Market Account Balance: \$28,936.72

Income for August-September:

- We have brought in approximately \$15,500 in Parents' Club dues and fundraiser fees.
- We projected to bring in about \$10,000 in fundraiser fees and are currently at \$7600.
- Mum Sale is projected to bring in about \$1,600 net income.
- Comedy night brought in approximately \$1,800 net income.
- Glitzy wear brought in approximately \$800 net income. We budgeted about \$150 in net income so this far exceeded our expectations.

Expenses for August- September:

- A check for \$620.00 was written to Sweet Baby Rays for the back to school teacher luncheon.
- \$4,150 in teacher stipends were paid out in August.

***It is asked that when chairing the various committees, we are mindful of the fact that we are dealing with other people's money. Please keep track of all money and checks, and please keep a written summary of expenses, any donation and income. If you have any receipts that need to be reimbursed, we are asking that they be turned in in a timely manner, preferably within six weeks of the date of your event. We are so thankful for all of the volunteers and appreciate all the time and effort put forth to make this organization successful.

VII. Principal's Report: Mrs. Pappas

Thank you for being here. This is a wonderful group. Parents' Club is tremendously important to the school budget.

This year marks my 13th start at St. James. This year's start has been the smoothest one yet. We are at 506 students, only 2 down from this time last year. Parent Information Night was a success.

We are thrilled with our new staff. We have new Pre-K and Kindergarten teachers and a new Education Technologist who is very eager to move St. James along with technology. We are very excited for her and our goal is to have ½ of the staff certified as Google Educators. September 29th is a teacher in service- there will be no school. Teachers will be working on enhancing technology knowledge and Data Analyzation with Mrs. Parkinson. The results are in on the ASPIRE. St. James students did very well. We want to get rid of the "CLOSE" especially in writing. The writing portion of the test is challenging. Teachers are going to work on building stamina with regard to writing. Teachers had professional development for a company called Sminkins. More teachers are going to attend Sminkins. They are sharing and researching strategies from information on the ASPIRE to improve writing. Part of this will involve teaching the students test taking skills.

Grandparents day was well-received. The Cardinal was here for the 90th anniversary and was very complimentary of our school.

VIII. School Council Report: Mrs. Pappas

School Council is already working on recruiting and retention. They are investigating a grant from the Rivers Casino. School Board Members a working hard to improve the school.

IX. Committee Reports: Christine Chodil

Special Lunch

- Vendors this year are: Buona Beef, Jimmy John's, Culvers. Offered eight times this year, beginning Friday 10/13. No hot lunch offered on these days.
- Order forms found in the online in the fodder, due this Friday 9/22 Attn: Joanne Citrano/Special Lunch

Bulldog Raffle

- Jackie Derengowski and Sandra Chaplin sold \$270 worth of raffle tickets at the Grandparents Day Mass! Thanks to Gina Z for offering PC water bottles as an incentive at the raffle table.
- thanks to Sandra Chaplin for making the yard signs and poster boards promoting the raffle.
- "Cool Rewards" went to the first 30 students turning in Raffle Tickets for a particular week. Last week's rewards handed out on Monday their "Cool Reward" was from Dairy Queen.
- There is a Bulldog Bonus drawing each week for students who sell 3 or more tickets. Mrs Pappas picked the Bulldog Bonus winner and it was Caitlin Resac! She received a certificate from Laser Quest for a free party of 10 with \$40 Garibaldi's dollars to spend on pizza and drinks. Next week's Bulldog Bonus prize is Thrown Elements Pottery.
- All families that made the \$200 voluntary contribution will receive a complimentary raffle ticket added in the raffle.
- only this week and next week left to sell tickets- weekly and monthly drawings will be held from Oct thru May.

Comedy Night

- First year, taking this on from SOC. Thanks to Beth Cloud for heading up the event.
- Thanks to the Walsh family for donating their winnings from the 50/50 raffle. The event brought in \$1800 profit.

Mums Sale

- tomorrow Wed 9/20 is delivery day! Anyone who wants to give an extra hand to Meghan and her team can show up at 1pm to help unload the 400 mums in the church parking lot (north end behind the rectory).
- pick up if you have ordered mums is between 3 and 5pm
- Meghan is looking for someone to take on this committee next year. Please let us know if you are interested in helping out.
- please pray for good weather!

SpiritWear

- Cheer Shoppe is our new vendor. Online ordering is now available.
- Offered a live sale this year at Orientation.

Glitzy Wear

- St. James checks/cash totaled \$4,502. We paid the vendor \$3,697. Parents Club received a profit of \$805.00. I do know that one more order came in after these numbers were given. Diana has the total with that order included.
- Estimated delivery date: The items should ship out by the end of this week. We hope to have it delivered to students by end of next week if all goes as planned.
- Future Dates: Tentatively we are planning a holiday sale for spirit winter wear around November. We are currently deciding on pieces with the vendor. Stay tuned for more information.

Angels in the Classroom

- Thanks to Julie Delaney for taking on Angels this year.
- List to be posted as soon as next week.
- Families will have two options for donations, we are asking that they contact Julie Delaney for both of these options.
 - they can reach out to Julie and send her a check made out to PC for the donation amount. She will work with the teacher to purchase the item.
 - families can also make the purchase themselves after reaching out to Julie and the teacher to confirm item specifics and make sure it is removed from the wish list.

Ladies Night Out

- Nautical theme is planned
- Bingo is the activity, team is considering investing in a bingo set. For years we have had to drive around to borrow/rent individual items from a number of other parishes. Sadly the deal of the century bingo set Megan found on Ebay sold, they are keeping their eyes out for another and will keep the board posted.
- This is potentially the last year for Tina Murray, Megan Callero, Beth Battaglia, and Kristen Wentink. They are looking for a couple of individuals to shadow this year.

Taffy Apples

- Taffy Apple time is coming soon! If you've never ordered before, don't miss out this year! There are a variety of apples to choose from, and each is more delicious than the next. Look for the info to come out next week.
- Dates
 - [Thursday, September 28](#): forms go home
 - [Thursday, October 12](#): order forms due
 - [Thursday, October 19](#): distribution day/apples go home
- NEW THIS YEAR! If you don't have a sweet tooth, or don't want the temptation of candy apples making their way into your house... you can still participate. This year there will be an option on the

idea, and Julie has been in contact with the PADs coordinator, Jeanne Coughlin who says the guests will love this unexpected treat.

- Julie will coordinate with the 6th grade teachers and parents to help with distribution. This fundraiser offsets the cost of the White Pines trip.

Yankee Candle

- Forms go home Thursday Sept 28th
- new fundraiser, fall is a favorite time of year for purchasing candles!

Hospitality

- Back to School Coffee
- Teachers Luncheon

Box Tops (from Gina Heuer)

- Total box top submissions for 2016-2017 were \$1299.80. I have about \$75 in box tops sitting at my house currently for 2017-2018. Our final submission for the end of last year came to \$458.20; this amount will come in our December check, which will also include any submissions we turn in in November.
- requesting permission to run a contest again like last year.

Our first collection will be mid-late October, as we have a deadline for our first submission of 11/1. I will reach out to Mrs. Pappas to ask the teachers to leave their collection boxes outside their classroom for me to empty.

X. Old Business

- a. Thanks to everybody who helped get us up and running in August. Hospitality committee (Lisa Chu, Cheryl Bayer, Mary Reddin) School Supplies (Katryn Dubiel**daughter to continue program) School Calendar (Beth Cloud), Room Parent Coordinators (Halina McManaman and Meghan Kay) Orientation Day (Christine Chodil), Room Parents (ALL of them). We received many thank you notes from our staff for the luncheon, for stipends, and even for distributing our calendar. Those notes are on display.
- b. We also asked for special help from our past board members Abbie, Megan, and Carol. HUGE Thanks! Special recognition for Carol and Abbie for serving as our Vice President and Secretary the past two years.
- c. PC Registration is still open, but closing on the 22nd. There are several families that have not registered.
- d. All volunteers need to be compliant with the requirements of Protecting God's Children. See the Archdiocese website for information. If you are not sure you and your spouse are compliant, you can inquire with the school office staff

XI. New Business

- a. We would like to recognize a handful of volunteers for their efforts through the very busy month of September... to ALL of our room parents for filling such a big need in each classroom, to Megan McCarthy for organizing another great mum sale, to Jacalyn Derengowski and Sandra Chaplin for the Bulldog calendar raffle that is underway, to Lisa Woods for getting Artist Awareness rolling, Gina Heuer for continuing with box tops, to Nicole Amann for introducing a new Yankee Candle fundraiser at the end of the month, to Julie Furmanski for supporting the 6th grade Taffy Apple sale, to Jill Justiniani for continuing to organize our uniform exchange, to Sue Doherty and Joanne Citrano and their special lunch order that our kids love so much... and also Friday we held our first Comedy Night with Beth Cloud serving as our chairperson and it was a wonderful success! We're looking forward to having dedicated chairs for this event next year and promoting it more heavily. This event could bring in a lot more parishioners!
- b. Our 2016-2017 Budget is finalized; see the backside of the meeting agenda. We would like to approve this budget today and need a vote. **Motion In Favor**

- c. Reminder that Room parents should only be forwarding information as directed by PC President and or the room parent coordinators. The majority of the information families need to know should be submitted as fodder for Friday distribution.
- d. Families who generously chose to donate \$200 to the Family Fundraising Donation Fund will have a complimentary raffle ticket entered into the drawings as promised. The ticket will be given to the raffle committee in time for the first drawing. We will begin pulling the raffle ticket winners at the October meeting. The amount raised for PC through this fund is: \$ 7,600.
- e. Parents' Club has a twitter account! @SJSParentsClub Follow us! We are going to try to tweet reminders and important information.
- f. Our new online spirit shop is up and running. Cheer Shoppe has been a breeze to work with and their customer support has, thus far, been outstanding. We encourage parents to provide us with feedback so that we may review our clothing offerings as the year goes on.
- g. For many years Parents' Club has supported the Jubilation auction by providing two \$500 tuition vouchers and \$200 worth of PC vouchers to be used toward PC sponsored events and fundraisers, etc. The value of which is \$1,400. The board discussed this at our meeting last week and we are interested in changing the way we support Jubilation. We will offer two gifts for the silent auction: (1) a Daddy Daughter Dance gift and (2) LNO gift. *(provide details)* We have budgeted this expense. The total coming from Parents' Club is \$320, considerably less than past years, however these two gifts appeal to a wider parish audience and promote our PC events. We feel like it's a win/win for both groups. **Motion In Favor.**
- h. Directory Update: Beth Cloud. We hope to have printed directories ready by mid October.
- i. In looking ahead, for those committee chairs that already know this will be their last year serving as chair, please start talking about it to others, sharing your responsibilities, and even recruiting somebody to take shadow you before they take over your role. It will be helpful for a new committee chair person to have a year's worth of "mentoring" under their belt. Somebody here today may be willing to step into your role next year

XII. Open Forum

Meeting Adjourned 8:05 p.m **All In Favor**

Our next meeting is Tuesday, October 17th at 9:00 a.m. in the Laramie Room.