

St. Gregory the Great Home and School Association

Board Meeting Minutes
Tuesday, April 1, 2014 6:00-8:00
Held in the conference room

Attended by: Marisol Krostag, Yolande Lasky, Amanda Lewandowski, Diane Lozano, Rich Medina, Kathy Princer, Loreve Rucka, Maureen Unora and Barb Wilk

Meeting led by: Rich Medina

1. Welcome Prayer
2. Summary of Action Items
 - a. Many of these action items were for the Parent meeting or the ACE meeting, all of those were fulfilled in time for the Parent and ACE meeting
 - b. Mrs. Lasky talked to Megan about the Culture Night, it turns out that there are no longer funds for this, so we will not be doing the Culture Night.
 - c. April contacted Steve Adgate and he will be doing a presentation at tonight's Board meeting
 - d. Barb contacted Yankee Candle. It sounds like it could be a very good fundraiser. However, at the end of this meeting, we decided that we will put Yankee Candle on hold for this year's Spring Fundraiser and do the flowers, cookbooks and the \$20 coupon book. We will reconsider Yankee Candle in the future as it sounded good.
 - e. We will discuss in this meeting what we should put the Spaghetti Dinner proceeds towards.
 - f. Barb got some quotes for the playground; we will talk about that later in this meeting.
 - g. April will let us know how much Scholastic money we received. The teachers told Mrs. Lasky that they would like the Scholastic money to go to the Library for non-fiction books.
ACTION ITEM: April will let us know how much Scholastic money we have received from the sale.
 - h. Maureen talked with Patti to get our account balance and we will discuss it in the treasurer's report.
 - i. Angie would like one hanging rack and one rack of shelves with bins for uniform sales.
ACTION ITEM: We need to purchase one hanging rack and one rack of shelves with bins.

- j. Kathy did not have time to look into the camp chair fundraiser. Loreve knew of another school that used Burkhardt. Rich said he will talk to Rick Krol to see if we should sell them or if Athletics should.

ACTION ITEM: Rich will contact Rick Krol about the camp chair sale.

- 3. Approval of March Meeting minutes-the minutes were approved.
- 4. Steve Adgate did a presentation on Club's Choice. He brought samples and explained all of the options for both fall and summer fundraisers

- a. Spring Fundraisers: We could sell \$20 coupon books that are good from now until next January. He brought a book and it had very good coupons, so it would be appealing to people. If we choose to sell the books in Fall instead, the timeframe for the coupons in those books is Sept 2014-Sept 2015. He also suggested that we can use his ordering book in Spring to sell cookies and chocolates too.
- b. Fall Fundraisers: He had booklets to sell frozen food such as cookies and pizza, magazines and holiday wrap. We can also do the \$20 coupon book.
- c. Due to great past relationships with working with Steve, we decided to go with Club's Choice instead of Chippe Shoppe. Kathy will call Chippe Shoppe to let them know.

ACTION ITEM: Kathy will call Chippe Shoppe to notify them that we will be going with Club's Choice instead.

- d. We decided that it would be too much for Spring to do the cookies and candy, especially since we already have the flower and cookbook sale. So, we will just do the \$20 coupon book.
- e. The plan for the Spring fundraiser is to start it on April 29th, have it go for 2 weeks. We will collect the forms by May 12th. The pick-up will be May 31st. The fundraiser will be bundled as the flower sale, the cookbook sale and the \$20 coupon book. Kathy will assemble the packets with a cover letter to the packet so that everyone understands what to do. She will send the cover letter to the Board before assembling it.
- f. We will have a spot on the cookbook ordering form where they can indicate that they would like the cookbook before Mother's Day. We can put the cookbooks in the children's backpacks if they are wanted early. Otherwise the cookbooks can be picked up when the Coupon Books are picked up.

ACTION ITEM: Kathy will assemble the Spring Fundraiser packets. Amanda said that she can help

- g. Steve will send us the coupon books a week before we need to assemble the packets.

- h. We will get 50% of the profit from the sale of the coupon books. We also receive “loyalty rewards” that we can use towards a new die cast machine or at Oriental Trading.
 - i. We will also need to meet with Steve soon to start planning the fall fundraiser. Maria and Patricia will co-chair that and Kathy will help them
5. Parent Meeting Feedback
- a. We received 3 comment cards afterwards. One was to say we did a great job and to volunteer to help at Spaghetti Dinner. The other two were in regards to providing babysitting at the meeting. We had done it in the past in the Early Childhood area, but many things were destroyed. We discussed having the scouts do it. We could do that, but we must have an adult in charge.
 - b. We also discussed sending out a request at the beginning of next year to see if anyone would be interested in being in charge of this. The adult must be Virtus trained and at least 21 years old. The suggestion would be to do it in the “blue room” and to bring toys in there.
ACTION ITEM: Kathy will post this in the Great News at the beginning of next year.
 - c. Mrs. Lasky will check to see if the insurance company has any concerns about risks for this. She will also see if we can pay the adult volunteer with a SCRIP card.
ACTION ITEM: Mrs. Lasky will look into the risks of providing babysitting at the Parent Meeting. She will also look into if we can pay the volunteer with a SCRIP card.
 - d. We will only be able to provide babysitting for children that are 3 years old and older. There will need to be a check in/check out procedure.
 - e. We talked about how Maureen had informed those at the Parent Meeting that we currently give \$500 for the death of a parent of a child in the school. We discussed this amount again amongst the Board and felt that \$500 is fine for now, but each year at Budget time we should re-examine the amount.
6. Spring Fundraisers
- a. We can put a message in the church bulletin about the flowers and put some flower flyers in entrances.
ACTION ITEM: Kathy will put information in the church bulletin and distribute flower flyers to the church entrances.
 - b. We had 1800 Campbell Soup labels, so we got 5 books from Scholastic and 1800 points that we can spend. Rich will let Sherry know this.
ACTION ITEM: Rich will let Sherry know about the points that we received from Campbell Soup Labels.

- c. We talked about how to do the raffle for the “big ticket” items at Spaghetti Dinner. We will use different colored raffle tickets. Barb will get some from the Bingo Supply Store
ACTION ITEM: Barb will pick up the tickets for the Spaghetti Dinner “big ticket” raffle.
- d. We talked about getting Spaghetti Dinner listed on the sign out in front. The message should say that “All are welcome”. Rich will talk to Mark about that.
ACTION ITEM: Rich will talk to Mark about putting the Spaghetti Dinner on the sign out front.
- e. For Spaghetti Dinner, we need more volunteers for the cashier table. Please let Maureen or Marisol know if you can do this.
- f. Yvette was wondering if we wanted to earmark what the Spaghetti Dinner proceeds would go to, so that she could use that information for marketing. We are not ready to formally announce that we would build a playground because there is still a lot of work to go into planning and getting this approved. So, instead we will say that the “fundraising will be to enhance our school”. The best marketing for Spaghetti dinner will be to focus on which prizes are available and to put a different prize summary into each Great News until Spaghetti Dinner. Rich will talk to Yvette about this.
ACTION ITEM: Rich will talk to Yvette about this information for Spaghetti dinner.
- g. We also talked about the playground. Barb got some initial estimates and it appears that this should cost about \$80,000 to replace it all, but that does not include taking it out. We discussed putting this into a 3-year plan to do fundraising for it. We can also solicit alumni donations on Facebook.
ACTION ITEM: The playground topic should remain on the agenda each month as we discuss what to do.

7. Community Events

- a. Teacher Appreciation Week
 - i. It is May 5-9. Chris and Loreve are organizing this.
 - ii. There will be food on 3 of the days, including a Baked Potato bar. Monday, Tuesday and Wednesday are when everyone is in the building, so they will aim to do the big lunch on Wednesday.
 - iii. They will get things in their mailboxes for 3 of the days including, a reusable cup with goodies, mason jars filled with plant seeds, flowers in mason jars, words of encouragement (8th graders will write something to them) and all kids will sign a sheet of paper as a thank you and they will put it in a card.

- b. Restaurant Night
 - i. April 9th will be at Orange Leaf. Kelly Kleist was able to set this up through a project she was working with them on for girl scouts.
 - ii. After lent we might do BW3.
 - iii. Panera's and Chili's have a coupon for food that we could use at any time, so those might be nice options for summer.
- c. Wilderness- Amanda knows someone that might be interested in doing this. If she will do it, then Diane can give her the information.

ACTION ITEM: Amanda will talk with the person to see if she is interested in chairing the Wilderness
- d. Calendar for 2015
 - i. We will need to discuss the dates at our next Home and School Meeting

ACTION ITEM: Kathy will add that to the agenda for the May meeting.
- 8. Treasurer's Report
 - a. We talked about the finances. For 2015, Mrs. Lasky said that her budget does not include the laptop leases, so we will still pay for them from Home and School.
- 9. Principal's time
 - a. The ACE meeting went well and she thanked everyone that participated.
 - b. In fall we will get two pieces of information from the ACE group
 - i. A review of things in our school
 - ii. A review of the study that Notre Dame is doing in regards to studying Choice programs in private schools.
 - c. We discussed how the person leading the ACE interview was wondering if we knew the organizational chart and how Home and School fit into that. Several of us did not know. Mrs. Lasky said that she can get us the org chart. She said the org chart shows that Home and School is responsible to the Principal, who in turn is responsible to the Pastor.

ACTION ITEM: Mrs. Lasky will send the org chart to the Board members.
 - d. The Young Artist exhibit will be on Sunday, May 4th from 8am to 1pm and Monday, May 5th at the ice cream social.
- 10. Open Forum
 - a. Amanda talked to Katie Orlando about doing the cookies instead of the root beer float to celebrate Box Tops. Katie will get the cookies for her. Then Amanda needs school letterhead to get 8 cans of frosting donated.

The next Home and School Board meeting is May 6th at 6pm.