

SAINT JOSEPH PARENT SCHOOL COUNCIL MINUTES

August 16, 2010

Board Members Present:

Angi Bunn, Heather Chunko, Cathie Dobernick, Lori Eccleton, Ann Faber, Rachel Feldpausch, Krista Hallead, Teresa Kaczmarek, Andrea Klein, Jill Martinez, Sheryl Middleton, Joan Miller, Janelle Paksi, Karla Palmer, Laura Skriba, Stacie Smith, Brenda Thelen, Bridgette Voisinnet

Board Members Excused:

Tomi Ann Schultheiss, Kristin Smith, Angela Stornant

Board Members Absent:

Charlotte Aaron, Kelly Myers

Teacher Representative:

None

Call To Order:

President Sheryl Middleton called the meeting to order at 6:35 p.m. with the *Our Father*, welcomed all new and returning directors, and invited all to introduce themselves and tell their children's ages/grades.

Additions to the Agenda:

No items were added to the agenda.

Approval of Minutes:

Minutes from the May and June 2010 PSC meetings were distributed and reviewed. Angi Bunn made a motion to accept both months of minutes with two spelling errors corrected. Teresa Kaczmarek seconded the motion and it was unanimously approved.

Treasurer's Report:

The Financial report was distributed and discussed by treasurer Heather Chunko. It was noted that without the 3-on-3, which was cancelled due to lack of participation, there will be a \$5,000 shortfall in budgeted income. While unclear if the event will be scheduled for 2011, or if it will be replaced by another fundraiser to make up the loss, discussion centered around trimming some budgeted expense items. Some items discussed briefly included: Sweatshirts, Hospitality, Field trips & Socials, Adult lunches, Spring Musical (since a large amount was spent in 09-10 to update the stage, fewer expenses are anticipated for this year). It was speculated that the playground supervision, which is nearly \$4,000 under budget, was so, because much of last school year only 2 of the 3 budgeted positions were filled, and that Mr. Barnum volunteers rather than accepting a paycheck. Many voiced support for keeping the Playground Supervision allocation as is, though largely underused at this point, because of the importance of maintaining sufficient staffing for this area. It was clarified that Cupcake fundraiser income/expenses are an equal in-out so there isn't anything to reduce from a budget standpoint, though some ideas for alternative to fundraisers to 'cupcake' sales were explored. Support for continuing the Blue jean part of the monthly Blue jean-Cupcake day was voiced. Sheryl encouraged those with an interest in alternatives to more thoroughly explore them and then take them to Principal Schultheiss. In terms of budget adjustments, Sheryl indicated that she would discuss ideas for rightsizing the budget with Principal Schultheiss.

It was clarified that a motion is not needed to approve the Financial report, but Sheryl thanked Heather for her clear and organized handouts and report.

Old Business:

A. Mint City Shoot-Out

Sheryl commented that as the 3-on-3 was not held last weekend because of lack of participation. Bridgette, a member of the event planning committee, commented that it was a difficult decision, but with team numbers coming in very late, and with only about 60 teams one week prior to the event, it made bracketing difficult and a suitable 2-day event worth the entry fee very challenging. Sponsors were down $\frac{1}{2}$ to $\frac{1}{3}$ from recent years, and volunteers to help with the event were also scarce. All of these factors were taken in light of the need for approximately 100 teams to run a successful event that contributed the budgeted amount to the School and PSC coffers. It is unclear if the event will attempt to be scheduled next year. A question was raised about how much money was spent in preparation for the cancelled event. Bridgette speculated that it was minimal since the big expenditures, (shirts, trophies and food) hadn't been purchased, but wasn't sure of the exact figure.

B. St. Joe Jots

Angi Bunn, PSC Public Relations officer, indicated that in light of feedback received as part of the Diocesan accreditation, she would like to expand the periodic PSC newsletter to facilitate better communication between the school and the rest of the parish. As part of this Angi investigated outsourcing printing to print large enough quantities and increase copy quality so the publication can be placed in the church bulleting as well as distributed through school. Jet Speed printing quoted \$69/printing. Alternatively, the Parish office said they could copy and insert it in bulletins for \$0.03/page if we supplied the paper (about \$15/printing) for a total of about \$35/printing. Printing at Jet Speed would allow pictures to be printed, copying at the church office would not.

Other changes to the publication, to make it a more logical addition to the bulletin included a more standard publication schedule (3rd week of each month with the first issue in Sept), format, and features, including a calendar, a teacher wish-list, PSC meeting routine agenda items, select student articles/interviews (one per class throughout the year). A suggestion was made to solicit sponsorships to cover the higher (better quality) printing costs. This was widely supported by the group and a few business owning members of the group even agreed to sponsor initial issues. A question was asked about email publication and use of the new infinite campus to disseminate the publication. These will be looked into, though it was speculation there won't be a significant cost saving at this point as a result. Angi was going to develop the layout and content more fully and Sheryl indicated she would talk with Teachers about class input to the publication and teacher wish-lists.

C. Carnival

1. **Theme:** Krista Hallead proposed a number of suggestions and the following was selected by the group.
"Be a star at the St. Joe Carnival"
2. **Date:** November 6, 2010 – no tournaments scheduled at St. Joe that we know of

3. **Committees:** It was pointed out that, as a matter of routine, the Past President (now Laura Skriba) oversees Carnival organization.

Prizes – Krista Hallead to chair, will move forward with theme related prizes

Kitchen – John Thelen has served as chair and this will be his last year, one or two individuals need to be identified soon to shadow John and take it over next year.

Big Money Raffle – Sheryl Middleton reported that the license application is in

Mini Raffle – Bridgette Voisinet is chair, she indicated that Kerri Bendele, who has worked hard and successfully increased the volume and quality of prizes over the past few years is not able to help with the event this year. All were encouraged to participate in prize solicitation.

Games – Krista Hallea agreed to be Games committee chair to tweak games relating to the theme. A meeting will be held following the next regularly scheduled PSC meeting to discuss ideas for changes.

Public Relations - Angi Bunn to handle PR for the event

Volunteer Recruitment and Scheduling – Sign-up for job shifts at the event as well as planning activities, such as prize solicitation, will be at Walk-Through. To ensure sufficient volunteers and event success, it is critical that we receive a good response from this opportunity to talk with parents.

New Business:

A. Walk-Through

Scheduled for September 2nd. Sheryl indicated that set-up will be the evening of September 1st. A volunteer sheet was passed to solicit help for the various stations at the event, which is traditionally staffed by the PSC.

With regard to other beginning of school year activities... In an additional effort to foster parent communications, a suggestion was made to modify the Grade Representative letters, that are disseminated by Grade Reps the first week of school, to make them more general regarding the PSC. The letter could introduce all current PSC members and the general role/purpose of the PSC instead of just highlighting a specific grade's rep. It was clarified that, throughout the year, any copying and dissemination of PSC or Grade Rep communications needs to be handled by the Grade Rep or another PSC member. Also, it was clarified that the Teacher survey, to solicit what type of help each teacher might prefer from the PSC, would not be done this year, but that Grade Reps were encouraged to stop in to all teachers in their grade to introduce themselves and offer assistance, or coordinating assistance, as each teacher sees fit.

B. New Family Welcome Program

In recent past the PSC has undertaken an effort to call families entering St. Joe for the first time, Kindergarten or otherwise, to offer a reference contact and to answer any questions they may have. The new family roster was passed around with those present volunteering to contact specific families prior to the Walk-Through date.

C. Teacher Stipends

As allocated in the budget, it was agreed that beginning of year stipends should be paid at the following rates. \$150 per full-time and \$75 per part-time (Donna Besinger & Nancy Poff) staff member for a total of \$2,100.

D. 2010/2011 School Directory

As allocated in the budget, there was concurrence to cover the costs associated with supplies for and printing of the school directory. Volunteers have been identified to compile and format the information which is updated at Walk-Through.

E. Assembly Committee

Rachel Feldpausch agreed to coordinate one or more assemblies for the school year. Anyone wishing to suggest or participate in planning were encouraged to contact Rachel.

F. Group Personality Activity

Because some had not completed or brought the personality activity disseminated prior to the meeting, Stacie Smith decided to table the activity until next month's meeting.

G. Procedure for Special Projects Funds

Sheryl reviewed the history behind the Special Projects Fund which was created as a way to make clear funds which had accumulated in excess of budgeted amounts that could be allocated to specific 'larger scope' projects. In the past, these 'excess' funds have been used for projects such as the library and computer lab renovations. However, when the fund was established no procedures were put in place to determine how funds would be used.

Sheryl proposed the following procedure to help communicate PSC activities, soliciting input on use of funding and for determining how funds should be allocated.

- Identify PSC projects and/or goals near the beginning of the year
- Communicate with parents in March/April regarding those projects
- Hold an open forum at the beginning of the meeting in May to solicit ideas from parents and present ideas and determination if or how funds should be spent
- If necessary hold a June meeting to finalize funding decision(s)

Caution was voiced that a procedure would open the PSC up for criticism as well as potentially unreasonable expectations of results. This idea was countered by the thought that by giving parents a formal and structured mechanism to provide feedback it should limit their opportunity to criticize outside of the formal process.

It was clarified that this process could take place after carnival to help with implementation. A request was made to keep this agenda item on upcoming agenda(s) in order to follow-through on the process presented.

H. New PSC Family Programs

Sheryl commented that one of the things identified on the school family survey that was conducted about two years ago was that people were interested in more adult and/or fun events. Also, the Parent's Night Out – parent event held at the Emerald was well received and enjoyable, but the teachers had commented that they would like to attend something like that with the parents. So, as a way to kick off the school year, an adult only (including teachers) event has been investigated. Similar to the Parent's Night Out, this event could be held at the Emerald, but as a dinner, bonfire, and cash bar. It was clarified that this would not be a fundraiser, and that costs, which are being kept as low as possible by course manager, and St. Joe parent Jay Eccleton, would be passed directly to attendees. Other details, such as a band and a hayride were mentioned

as things that Jay offered to schedule during the event, though interest in those things seemed low. Support was voiced for this concept and consensus was to have Sheryl move forward with scheduling. A comment was also made that perhaps the Youth Group could provide a group child care during the event.

Additional *fun* activities that could be scheduled throughout the school year were also suggested:

- Rent the St Johns pool & lifeguards for a school swim party
- Mommy & me spa/pedicure event for moms/daughters
- Donuts with Dad or Muffins with Mom social generally scheduled for the morning of a school day. This *could* be paired with a food donation and/or a discussion event
- Dress Code clothes exchange event
- Suggestions were made to check out *imom.com* and *allprodad.com* for more ideas

I. Fundraisers

Sheryl clarified that the only fundraisers the PSC is directly involved in are the Carnival and concessions from the 3-on-3. All other fundraisers held throughout the year are coordinated by outside PSC people and funds raised contribute to school resources directly. A request was made to obtain a listing of all school fundraisers, including how much they generate and where or how the funds are allocated. With future 3-on-3 events in question, and an interest in eliminating the annual food sale, additional or alternative fundraisers will need to be identified either for the PSC or the school.

1. Stacie Smith presented one possibility, *Nutrition Talk*, which is a nutrition knowledge and education program. The man that presents this is a nationally known and widely followed speaker who is Michigan based and a personal associate of Stacie. She reported that Chris Johnson's message is great and that he is a tremendous speaker, and extremely passionate about nutrition education. More information can be reviewed at *ontargetliving.com*.

Staci indicated that in exchange for planning and promoting the event (a speaking engagement of whatever length we determine), and making a donation of a 'reasonable' speakers fee to a charity of our choice, we would have access to the speaker at no charge. We would receive revenue from event tickets sales, and would also be given 100% of the profits from sale of any of his educational/promotional items (books, DVDs, etc.) at or from our event.

Because of Chris's existing notoriety and following, it was speculated that a *Nutrition Talk* event would draw in hundreds of people from throughout the Lansing region, and that for a 2-3 hour event \$25-\$40 tickets would not be unreasonable. Stacie guessed that a \$10,000 profit from a fundraiser like this would be attainable.

It was clarified that the cafeteria is rated for a capacity of 180 and the gym 450, and it was suggested that venues alternative to St. Joe would need to be investigated. A suggestion was made that, given existing interest by some in the public school to bring in this speaker, perhaps we could exchange a larger venue, such as the gym or auditorium for free admission to St. Johns public school teachers.

A question was raised about how the school lunch program would fare in light of his diet recommendations. It was speculated that St. Joe lunches would be viewed as acceptable. The issue is getting kids to eat a good balance of what is offered.

There was general support for the concept and overall interest in the group to find out more. Stacie suggested that she take questions from the group back to Chris and then move forward with school/parish management to see if something like this is feasible. The group would like clarification on the following points:

- Is there a contract?
- Will he meet with PSC/school representatives to answer additional questions and to increase our comfort level with his presentation and style?
- Could he do a related short presentation to the St. Joe kids just before or after parents would have an opportunity to see/hear his adult presentation?
- Could we schedule for a Saturday in January?

Principal's Report

None.

Teacher's Report

None.

Ending Prayer - Hail Mary

Adjournment

The next meeting will be September 13, 2010 @ 6:30 pm.

A motion was made by Krista Hallead to adjourn the meeting at 9:15 pm. Janelle Paksi supported the motion and it was unanimously approved.