

St. Matthew Parents' Club
October 13, 2010 7:00 p.m.
Multi-Purpose Room
Meeting Minutes

- I. Call to Order and Opening Prayer – The meeting began in Mrs. Olsen’s classroom. The meeting was called to order by Principal Klein.
- II. Smart Board Demonstration – With the \$10,500 donation from Parent Club, the school placed a Smart Board in each 7th and 8th grade classroom and the Art room for a total of five. Mrs. Olsen gave a demonstration of the Smart Board and a sample of the functions it can perform. Students and teachers alike are enjoying the interactivity.

Principal Klein indicated that the goal would be to have one Smart Board per each grade level.

Following the demonstration, the meeting was moved into the Multi-Purpose room. Opening Prayer was said at this time.

- III. Roll Call and Introductions– Amy Armstrong, Tim and Karen Barnes, Cindy Brya, Gina Cain, Lisa Crawford, Beverly German, Jennifer Hesch, Craig Jackson, Blanche Jones, Dana Kennedy, Bobbie Jo and Justin Kirby, Petrece Klein, Janet Kroenke, Teresa Majers, Michael O’Mahoney, Karen Pollard, Erin Quarnstrom, John Schmitt and Monica Wetzel.
- IV. Approval of Minutes—There were no minutes to approve. May minutes were approved via e-mail.
- V. Pastor’s Report – The Annual Stewardship Fair is October 24, 2010 following all the morning masses.
- VI. Principal’s Report – Principal Klein

Principal Klein introduced the theme for this year: Team – Together with Christ. The staff and students are supporting the theme throughout various activities. The Mission Statement is displayed in various places throughout the school. Her objective is to reinforce the mission of a Catholic School. Students recently participated in the Living Rosary.

A music room has been added off the old gym. Sr. Mary George is very excited with the new, dedicated space that all students are able to use.

Mr. Loren Mears, the new Athletic Director, is also the lunchroom supervisor. Principal Klein indicated that the consistency of a supervisor has been very positive so far. Mr. Mears has also volunteered to coach the 6th grade girls’ basketball team.

All athletic schedules are now available on the school website.

Sr. Mary George has two requests from Parent Club. The first request is for compact, flip-up risers that can hold 30 children. These will allow students to practice on the risers. The request is for 6 risers at a total cost

of \$3,954. Funds collected from fee day for the music program totaled \$1,790. Karen Barnes indicated there was \$2,384 remaining from the Book Fair in 2009 that needed to be disbursed. Typically, these funds are for teacher requests. It was suggested that the current Book Fair Chair communicate to the teachers if any funds remain from the Book Fair that they could request from Parent Club.

The second request was for 40 chairs at a total cost of \$3,820. These are needed to accommodate the band students. Principal Klein indicated that the risers were Sr. Mary George's immediate priority.

Principal Klein shared a request from Mrs. Marietta of \$51 to pay for journals for the Rainbows program.

Cindy Brya made a motion to approve payment of \$2,164 for the risers requested from Sr. Mary George. Karen Barnes seconded.

Justin Kirby made a motion to approve the request for \$51 from Mrs. Marietta for the Rainbows program. Karen Pollard seconded.

VII. President's Report – Karen Pollard

Karen Pollard shared a thank you card from the Sisters for all the gifts received on their Feast Day.

- i. Student/Family Volunteer Opportunity – Karen Pollard shared that the church is in need of help cleaning the pews, primarily removing gum. Gloves would be worn. Any other ideas are welcomed.
- ii. Adoration Hours – are held every month on the second Tuesday from 1:30-2:30 and the fourth Sunday from 6:30-7:30.
- iii. Enrichment Survey – Seventy-two surveys were completed online. The results will be included in a Parent Club list serv e-mail. At the November Parent Club meeting, recommendations will be made. There was not much support/volunteerism for afterschool activities. Interest was shown for more family fun nights.
- iv. Trunk or Treat – Trunk or Treat will be October 29. Fliers will be going home. Thanks to Kristin Wilson for helping with this event. Sign-up for parking spots will be afterschool on Fridays and at the Stewardship Fair. There will be a band of 8th graders providing entertainment.
- v. Other – Karen Pollard shared some fundraising ideas she had received that included lunchboxes (easylunchbox.com), assignment notebooks which include the school and athletics calendars, and smelly pencils.

VIII. Treasurer's Report – Karen Barnes

The Diocese has recommended that Parent Club establish a reserve. Typically, the average reserve for a non-profit is \$10,000-\$20,000. Karen Barnes recommended a reserve at \$15,000 with the remainder earmarked for a project TBA.

John Schmitt made a motion to approve the reserve at \$15,000. Justin Kirby seconded.

IX. Committee Reports

- i. Book Fair – The Book Fair will be October 31 through November 4. Erin Breen is the chair.

ii. Winter Carnival – Janet Kroenke and Monica Wetzel

Volunteer sign-up at fee day was good, but still in need of a games chair and a dinner chair. Teresa Majers agreed to be the games chair. They will be soliciting businesses to donate prizes. Letters will go out with the Big Raffle tickets in November. Collection will be held for unopened McDonald's or other restaurant happy meal toys. They are going to see if St. Thomas More students would be interested in helping with games while earning service hours.

iii. Box Tops - Fall collection will be October 25, 2010.

iv. Enrichment – Cindy Brya

Family reading night will be held during the book fair on Monday, November 1 from 6:30-8:00 in Feeney Hall. There will be activities as well a comic strip contest.

Last year's science night was well attended. Cindy is looking to hold another one either in November or February. Other ideas for family fun night include Career night and Movie night.

v. Education Committee – John Schmitt

The Education Committee meets every 4th Wednesday, with the exception of holidays, at 7:00 in the St. Mark room. One representative from the committee will attend every Parent Club meeting. Teresa Majers is the newest member replacing Angie Washburn who had to resign her final year since she is now teaching at the school. Three areas that the Education Committee is focusing on this year are assessing extension of the school day (Mark Pollard), enrollment management and outreach to alumni (Meg Cline and Craig Jackson), and an energy audit due to losing money on inefficiencies.

X. Unfinished Business – none

XI. New Business

a. Hot Lunch for Students on Tuition Assistance

Amy Armstrong presented a concern for those students on Tuition Assistance who are not able to afford Hot Lunch on Thursdays. She proposed working with the parish and having those families on Tuition Assistance complete a confidential form with the parish. The parish would then provide the necessary information to the Hot Lunch Coordinator. Sheri Doyle stated that it is unclear how much money, if any, will be left at the end of the year from the Hot Lunch accounts to pay for this. Cindy Brya expressed concern because the number of families is uncertain each year as are the costs. Principal Klein noted that Hot Lunch is a service, not a fundraiser. Karen Barnes reminded everyone that funds collected at Fee Day are intended to be pass through. Parent Club should not be making any money from Hot Lunch. However, there might be an excess of funds collected as was the case last year. Dana Kennedy suggested adding a line to the current hot lunch forms where families could make a donation.

Amy Armstrong also expressed concern that there might be a hunger problem at our school. Principal Klein recommended that addressing hunger should be separate of the Hot Lunch program. If Parent Club is interested in exploring a hunger issue, they should put together an idea and present it at a future meeting. Karen Pollard will look into the situation and find out if a need exists, then make a recommendation to the Parents' Club.

Karen Pollard recommended that the excess funds from Hot Lunch, including last year's, should be sent to the Parish to help those on Tuition Assistance.

b. Science Olympiad – Michael O'Mahoney

Science Olympiad is for students in grade 6-8. Currently, there are 30 students interested that signed up at fee day. There are 20-25 events, with 3 competitions at regional, state and national. Parents volunteer to coach. Registration was \$220 and there will be a coaches clinic in the Chicago area that will cost \$100 per person. An additional \$160 registration for a junior varsity team will also be required. Michael anticipated up to \$300 for materials. Currently, Science Olympiad is grouped with Geography Bee and Scholastic Bowl under Scholastic Contest on the financials. Cindy Brya recommended each activity be a separate line item to better track expenses. She also suggested charging participants a minimal club fee to help cover costs as other groups do such as scouts and athletics. Karen Pollard indicated that no vote was necessary for the expenditures if the budget is not exceeded. She will add a note that they are looking for additional parent coaches in a Parent Club list serv e-mail.

XII. Adjournment