

St. Matthew Parents' Club
April 13, 2011 7:00 p.m.
St. Mark Room
Meeting Minutes

- I. Call to Order and Opening Prayer – The meeting was called to order by Karen Pollard.
- II. Roll Call—Karen Barnes, Cindy Brya, Lisa Crawford, Cindy Feeney, Julie Hansen, Bobbie Jo Kirby, Petrece Klein, Carolyn Maille Petersen, Kim Mills, Karen Pollard, Suzanne Rodawig and Monica Wetzel.
- III. Pastor's Report – No report.
- IV. Principal's Report – Principal Klein
 - A. Promethean Board Update – Donations for the Promethean Board drive received are approximately \$15,000. St. Matthew School will also receive a grant from Unit 4 for over \$6,000 for the purchase of Promethean Boards. Through a similar grant, the school will also be receiving ten iPad's.
 - B. Lenten F.A.S.T. will be April 14, 2011. There will be Shadow Stations on Friday. First Communion will be April 30, 2011.
 - C. Principal Klein was approached by Mike Goebel, a parent and parishioner, about purchasing both regular and golf size umbrellas with the school logo on them. She had the umbrellas for everyone to see. If interested in having the umbrellas available by August, an order would need to be placed within the next 1-2 weeks. Principal Klein suggested purchasing 300 umbrellas.
- V. President's Report
 - A. Vote on Bylaw revisions – Karen Pollard expressed that the intent in revising the bylaws was not to change them, but rather to clarify. Dylan Jones, parent and attorney, reviewed the bylaws and made recommendations to revise the form and some wording. Karen Pollard reviewed the changes and presented the proposed bylaws for vote. Julie Hansen made a motion to approve the bylaws, as revised. All those present approved.
 - B. 2011-2012 Officer Slate – Karen Pollard presented the proposed slate of officers for 2011-2012. Suzanne Rodawig made a motion to approve the proposed slate of officers for 2011-2012. All those present approved.
 - C. 2011-2012 – Standing Committee Chairs – Karen Pollard presented the standing committee chairs for 2011-2012, highlighting the changes from the current year. Family Fun Nights is still in need of a chair. She also noted that Jennifer Fackler will be the Fundraising Coordinator who will provide additional support to the fundraising chairs, but will also research new fundraising opportunities.
 - D. Enrichment – The Drama Club will be performing "How to Eat Like a Child" on May 19-21.
 - E. Fee Day – Susan Flanagin suggested to Karen Pollard the idea of collecting used P.E. gym shoes at the end of the year and then reselling them at fee day, similar to what is currently done with used uniforms. The group was in favor of collecting them for recycling, rather than reselling.

Karen Pollard noted that not as much money was collected for Winter Carnival Baskets at fee day. This was the first year that a fee was collected at fee day. Monica Wetzel, Winter Carnival Co-Chair, asked if the fee should revert back to being collected by the Basket Coordinators, or if the fee should be made mandatory for each student. Julie Hansen made a motion to add the phone notification system fee to the Parent Club fee of \$35 and to make the Winter Carnival Basket fee of \$5 per student mandatory at fee day. All those present approved.

VI. Treasurer's Report – Karen Barnes

A. Presentation of 2011-2012 Budget – Karen Barnes presented the budget for 2011-2012 with a deficit of \$1,050. She noted that the only changes were to include the cost of a laptop and accounting software for the Treasurer, increase in Peaceable Schools budget, and a reduction in Catholic Schools Week budget to remove the cost of The Little Theater on the Square play not being shown anymore. Principal Klein asked if it was usual for the budget to be at a deficit. Cindy Brya noted that Parent Club has had large expenditures in the last year, such as the \$15,000 for the Promethean Smart Boards. The Budget will be presented at the May Parent Club meeting, with some minor changes, and will then be presented to Monsignor Merdian for approval.

Principal Klein requested for Molly Neuman, Reading Specialist, to receive teacher start-up funds.

Suzanne Rodawig asked who were the cardholders for the Sam's Club cards for the school. She requested one card for the hospitality co-chairs in order to receive the tax exempt status for purchases. Karen Pollard will research into changing the cardholders.

Cindy Feeney spoke about the direction of Peaceable Schools. This year is the third year of the three year contract with Topper Steinman. The Peaceable Schools committee wants to continue, but continue with something geared toward the different age groups. The committee is looking at continuing the Peaceable Schools curriculum in grades K-4. They are going to be sending out a survey to incoming 5th grade parents to determine the interest level for Parent Child Small Groups sessions. These small groups would be led by trained parents and the groups would consist of students and parents that would meet four times during the year. For grades 6-8, they are exploring a Leadership Training.

B. Treasurer Report – Karen Barnes reviewed the Treasurer Report. Project TBA decreased because a check was issued to the Parish Office for the funds received for the Promethean Board drive. All funds for the Promethean Board drive should be directed to the Parish Office. School Kits income is expected to decrease. Scrip income has increased and is close to budget. Apparel and Merchandise income is below budget and will not change by fiscal year end. Karen suggested that a decision will need to be made about what to do with any remaining income.

VII. Committee Reports

A. School Kits (Future of) – Kim Mills talked about sales going down for School Kits (120 in 2009, 60 in 2010). For the amount of work, it is not expected to make much money for this year. She questioned whether to continue with the fundraiser. The contract for the 2011-2012 school year was signed in September of 2010. Karen Pollard suggested pricing another company and making a decision about whether to continue in September, when the contract expires. Bobbie Jo Kirby asked when the money is received. Orders and payments are collected in May for the school kits for the next school year.

- B. Winter Carnival (Tax Forms) – Bobbie Jo Kirby will discuss the need for certain tax forms for Winter Carnival with Monica Wetzel at a later time.
- C. Enrichment (Drama Club) – Drama Club will perform “How to Eat a Like a Child” on May 19-21.
- D. New Families Committee (Outreach) – Carolyn Maille Petersen discussed that a new committee member, Dana Kennedy, has provided several new ideas to the committee. One idea was in the area of recruitment: sending a personal note to new families interested in St. Matthew School. Carolyn explained that currently a welcome letter goes out to all new, registered families during the summer to invite them to Pizza Night just prior to the beginning of school. Carolyn questioned if the idea was within the scope of New Families Committee. Karen Pollard thought that it would make the families feel welcome. Lisa Crawford thought parent involvement is always beneficial and recommended having parents give tours during Catholic Schools Week, making them available for questions. Principal Klein liked the idea and will work with Fran Wilberg to provide names of new families that can be given to the New Families Committee. Lisa Crawford also suggested for new families to fill out a form with their contact information and any other information that might be helpful.

- VIII. Education Commission Report – no report
- IX. Unfinished Business – none
- X. New Business – none
- XI. Adjourn – Meeting adjourned at 9:03.