

St. Matthew Parents' Club
March 2, 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, Lisa Crawford, Julie Hansen, Mary Horn, Blanche and Dylan Jones, Bobbie Jo Kirby, Petrece Klein, Karen Pollard, and Suzanne Rodawig.
- III. Pastor's Report – No report.
- IV. Principal's Report – Principal Klein

Common Goals, a web-based database, has been selected for a trial period use by the teachers during the fourth quarter. The database will include demographics of students. Teachers will be able to record grades in the database and parents will be able to have access to their student's grades (not during the trial period). Electronic report cards can be generated. Attendance will also be taken through use of the database. Julie Hansen asked if the database could eliminate the need for paper directories. Principal Klein was uncertain, but will look into that possibility.

Progress is being made on the Response to Intervention, or RTI.

Principal Klein shared that Olivia Atkins and Johnny Rodawig, both 8th grade students, were recognized for their academics and service at the Illinois Principals Association Breakfast at the iHotel.

Principal Klein noted the poor attendance in lunch duty volunteers. Phone calls are already made to remind parents. The schedule will also be included in the weekly list serv e-mail. Suzanne Rodawig questioned the system of lunch duty sign-up and its effectiveness. She also asked if anyone receives a stipend to work. Principal Klein stated that there is only one parent that works lunch duty and receives a stipend. She asked for any suggestions on how to make it more effective and result in a better turnout.

- V. President's Report – Karen Pollard
 - A. Open 2011-2012 Parent Club Positions– Current open Parent Club Positions include Secretary, Scrip, Apparel, Fundraising Coordinator, Enrichment/Family Fun Nights, School Kits and Directory. Karen has received a few names of those interested, but is still looking for more people to serve. Anyone interested should contact Karen.
 - B. Promethean Pledge Drive– A list serv e-mail was sent with the Pledge Drive form and there will be one included with the bulletin the weekend of March 5-6. There will be a Promethean Smartboard presentation to all parishioners on Monday, March 7 at 7:00 in Mrs. Olsen's classroom. Principal Klein offered to send thank-you notes to those who pledged money. Karen Pollard noted that it needs to be communicated that all donations are tax deductible and Karen Barnes will need to provide a receipt.

C. Bylaw Changes – A meeting was held at 6:15 in the St. Mark room, open to all, to review the current by-laws. The proposed changes will be posted to the website, available for review. A vote will be taken to approve the changes at the April Parent Club meeting.

VI. Treasurer’s Report – Karen Barnes

Project TBA (Promethean Pledge Drive) increased \$575 from donations.

Winter Carnival profited \$7,730, although it was slightly under budget by \$270. Karen Barnes suggested reducing postage of \$264 by utilizing e-mail and sending big raffle tickets home in students’ Friday folders. Meals lost almost \$500 and there was a lot of food leftover. It was questioned why 300 dinners were ordered from El Toro Bravo – that number seemed high, especially considering that we also serve Manzella’s, which is entirely donated. The profit from Winter Carnival pays all the expenses of Parent Club.

Apparel is under budget. Karen Pollard suggested working with Loren Mears, Athletic Director, when placing orders to try to receive a price discount.

Scrip is under budget. Karen Barnes suggested sending an email reminder. Bobbie Jo Kirby suggested promoting C & A Inspirations as parents begin to think of purchasing uniforms in the summer. Suzanne Rodawig expressed that Scrip did not seem to be a large presence. She knows of other schools where their Scrip program is large. Bobbie Jo Kirby asked if those schools carry an inventory. Julie Hansen noted that some schools, like Bloomington, require each family to purchase a certain amount in Scrip cards. Karen Pollard said that she would talk to Monsignor Merdian about the possibility of having Scrip cards available for purchase after mass once a month.

Lisa Crawford asked when receipts for the Teacher Start-Up funds were due. Karen Barnes asked for those to be submitted by May 1. Lisa Crawford also thanked Parent Club for the Teacher Start Up funds.

Karen Barnes shared that the cost of the scrip for the upcoming Drama Club Spring Musical was \$670, with a \$100 deposit that would be returned. Karen Pollard will talk to Susan Flanagan about raising ticket prices to hopefully break-even.

VII. Committee Reports - None

VIII. Education Committee – Mary Horn

Mary Horn gave a summary of the February Education Committee meeting. They have established a subcommittee to review the status of the Strategic Long Range Plan (SLRP). An energy audit will be conducted on the school. On March 15, 2011, there will be a faith based presentation by Lynn Grandon to the 6th, 7th, and 8th grades separately about Chastity and the Importance of Marriage. Principal Klein indicated that letters will go home to parents that will include an outline of the presentation.

IX. Unfinished Business – none

X. New Business – none

XI. Adjournment – Meeting adjourned at 8:10 p.m.