

St. Matthew Parents' Club
May 4, 2011 7:00 p.m.
Multi-Purpose Room
Meeting Minutes

- I. Call to Order and Opening Prayer – The meeting was called to order by Cindy Brya.
- II. Roll Call– Cindy Brya (President), Bobbie Jo Kirby (Vice-President), Karen Barnes (Treasurer), Tami Fazio (Secretary), Sr. Veronica, Sr. Vianney, Sr. Mary George, Karen Pollard, Suzanne Rodawig, Christine Johnston, Lisa Crawford, Vicki VanEngelenburg, Carol Hatfield, Molly Newman, Cindy Gumbel, Julie Hansen, Janet Kroencke, Anne Monahan, Stephanie Goebel, Blanche Jones, and Dylan Jones.
- III. Pastor's Report – No report.
- IV. Principal's Report
 - A. Cindy Brya commented that one of her goals for the coming year is to increase parental interest in and involvement with Parents' Club. It is her hope that parents will take advantage of reading the minutes on-line and that this will keep parents in the loop in between meetings and show parents what Parents' Club is doing for the school.
 - B. Karen Pollard expressed her sincere gratitude to Mrs. Hatfield, Mrs. VanEnglenberg, and Mrs. Johnson for their many years of exceptional service as teachers at St. Matthew's School.
 - C. Sr. Mary George provided information on upcoming band and musical performances. Two band performances are scheduled for Thursday, May 5th, at 7:00 p.m., and Friday, May 6th, at 1:30 p.m., during the All-School Assembly. During the All-School Assembly, St. Thomas Moore's band will be performing independently and in conjunction with the 5th-8th grade band. The Kindergarten through 2nd grade Spring Musical will take place on Friday, May 13th, at 1:30 p.m. All performances will be held in the New Gym.
 - D. Mrs. Hansen commented that this will be the first year St. Matthew's Scholastic Bowl Team will attend the State Finals. The State Finals will be held on May 6, 2011, at Heartland Community College.
- V. President's Report
 - A. Year-end Report – Karen Pollard read through the report. Attached as Appendix A.
 - B. Cindy Brya thanked Karen Pollard for her work this past year as Parents' Club President. A role that requires considerable time and dedication. One initiative Cindy particularly liked was the Parents' Club weekly e-mail (listserv). The weekly email is a helpful tool to remind parents of upcoming events.
 - C. Adoration hours- Cindy noted that few parents are in attendance during the morning Adoration hours. As a new spiritual initiative, Cindy suggested having a once a month Parents' Club morning mass. To encourage parents and families to go to one morning mass a month, the mass could be held on a

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Thursday - reasoning that it may be easier for parents/families to attend on a hot lunch day so they don't have to pack a lunch.

VI. Treasurer's Report

- A. Karen Barnes reviewed the April statement (Appendix B) and the 2011/2012 Proposed Budget (Appendix C). Karen commented that the budget "looks strong with one month to go." Since the Parents' Club meeting was held the first Wednesday of the month, instead of the regularly scheduled 2nd Wednesday of each month, Karen has yet to receive the bank deposit. Karen explained that the SCRIP dollar amount in the "Actual" column will decrease to approximately \$1,200.
- B. For the 2011/2012 Proposed Budget, there was discussion on multiple topics. A summary of conclusions are as follows:
- Increase the Hospitality Budget \$500 for the Grandparents Tea and a cookies and punch reception, which will take place after the Advent Program and before the band concert.
 - Decrease the Enrichment Budget \$300.
 - Have the Science Olympiad participants purchase their own t-shirts so as not to go over-budget in the future.

VII. Committee Reports - No report.

VIII. Education Commission Report

A. Suzanne Rodawig requested to have more information on or feedback from the Education Commission. Cindy Brya agreed that a monthly Ed Comm report is needed, and mentioned she would like more information on the Education Commission's discussion of extending the school day.

IX. Unfinished Business – None.

X. New Business – None.

XI. Adjourn - Meeting adjourned at 8:00 p.m.

NOTE: Prior to call to order, Parents' Club members verbalized their appreciation to the teachers for their generous offering of food and refreshments.

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Appendix A. Year End Report May 2011

St. Matthew Parents' Club
Year End Report
May 2011

This report begins with a review of our goals for this year and how they were met.

We set out hoping to expand activities provided by the Enrichment Committee. The first step was to create and send out, via the listserv, an online survey about enrichment opportunities. What we found out is that while there is an interest in participation in after school enrichment activities, there is not interest by parents to lead any new groups. If parental interest coupled with student interest arises, Parents' Club will provide the financial support it can.

The after school enrichment activities currently sponsored by Parents' Club continued to be well attended: Chess Club with over 50 students meeting twice a month, and the Drama Club with 21 students in the upcoming spring production of How to Eat Like a Child. We are hoping that this year the drama production will break even with the goal that it could become self supporting.

The Family Fun Nights, sponsored by the Enrichment Committee, received a positive response from the enrichment survey and Parents' Club will continue supporting these. This year Family Fun Nights included a Reading Night, in conjunction with the Book Fair, and a Career Night. Doing the Reading Night during the Book Fair gets us bonus money from Scholastic. Next year the Enrichment/Family Fun Night Committee will have 3 members: Bobbie Jo Kirby, Molly Neuman, and Stacey Reed. This will be the third year in which the Vice President has served on this committee in some capacity

We wanted to increase the dollars raised via fund raising to support school technology initiatives, in particular to help the school purchase additional Promethean boards for 2nd-6th grade classrooms. This was accomplished via a pledge drive to raise money specifically for the boards. The pledge drive started at Winter Carnival and will continue until the end of the school year. With pledge drive funds, projected parish garage sale revenues, a \$6000 grant, and \$3800 in matching dollars, provided by Promethean through a program with the National PTA, the school has been able to purchase 11 new Promethean boards, 6 more than the original goal.

We continued to try and provide students and families with hands-on volunteer opportunities. On the 2nd Sunday of each month Parents' Club provided staffing for the church nursery with students from grades 4-8. We also organized two dates in December for school families to ring bells for the Salvation Army. Both of these initiatives were very successful and it is recommended that they be continued in future years. We also had families volunteer to help out at a Lenten Fish Fry, over Spring Break.

The monthly Parents' Club Adoration Hour was changed from one time per month after drop off to one time per month before pick up. We also tried adding an evening hour for working parents, one Sunday evening a month, but it was more difficult to coordinate because of the doors being locked. As a result,

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this time was dropped. The pre pick up hour was typically not well attended. The recommendation is to try another way to support the spiritual experiences of our parents.

The listserv continued to be a great source for keeping families informed. Our free email service, "MailChimp.Com", quadrupled the number of emails we could send out per month without charge and is currently at 12,000. This service also allows us to create sub-groups within our list of members, so we were able to utilize it to sign up parents that volunteered on Fee Day for the fall Book Fair, without sending an email to the entire list. A couple recommendations for future use of the listserv would be to:

- Publish a weekly deadline for submission of information via the weekly email and adhere to a scheduled delivery, for example every Saturday.
- Create a section for fundraising links. For example, keep a link to the Scrip website with information on ordering and/or a link to the Box Tops shopping mall.

In addition to our goals for the year there were some other Parents' Club initiatives this year worth mentioning.

Some changes were made to Fee Day which helped reduce costs and eliminate waste. We:

- Changed lunch forms from 3-ply to 0-ply
- Eliminated folders and Fee Day maps, except for new families
- Put the student handbook online

Changing the lunch forms to 0-ply also allowed parents to fill out forms before coming to Fee Day. We provided some extra copies for those that did not bring them in filled out. Maps of the gym were also available on request.

We attempted to increase parent attendance at Parents' Club meetings by providing topics at the meetings that parents would be interested in hearing about. In October, Mrs. Olsen demonstrated the use of a Promethean Board and how she was utilizing it in her classroom. In November, Officer Westfield, of the Champaign Police Department, gave a talk to parents about Internet safety. Neither of these presentations did a lot to increase meeting attendance.

In December we had a reception after the Advent Program and before the Band Concert. We requested donations of cookies but did not have a good response. We also anticipated leftover cookies from Cookies Galore but they unexpectedly sold out. We had a huge turnout and thankfully were still able to provide everyone with 2 cookies and a beverage. This would be a nice tradition to continue, and was very much appreciated by Sister Mary George, but would recommend either adding it to Hospitality or pushing the donations a little harder.

In the spring we reviewed and made revisions to improve the clarity of the Parents' Club Bylaws. Dylan Jones, attorney and St. Matthew parent, made verbiage revisions resulting in a more polished document. Going forward we will keep a copy of the current Bylaws on the school website.

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In order to provide additional support to the existing Fund Raising Committees, review current fund raisers, and possibly investigate other fund raising avenues, the role of Fund Raising Coordinator was filled for the 2011-2012 school year with the intent to have an active coordinator role. Jennifer Fackler will serve in this role next year.

All of the Standing Committees continued to run smoothly and we are happy that so many dedicated volunteers will come back and serve Parents' Club again next year. We would also like to welcome those that will serve as Officers or Chairs for the first time in the coming year.

In summary, it was a fun and productive year. A year filled with many blessings for our school and children.

Respectfully Submitted,

Karen and Mark Pollard

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Appendix B. St. Matthew Treasurer Report

| | Balance | | Actual | Budget | Variance |
|---------------------------------|-------------------------|--------------------------------|-------------------------|------------------------|-----------------------|
| Checking | \$ 4,413 | Parent Club Dues | \$ 9,630 | \$ 9,663 | (33) |
| Money Market | 32,308 | Winter Carnival | 7,830 | 8,000 | (170) |
| Apparel Inventory | 2,094 | Apparel & Merchandise | 2,594 | 2,900 | (306) |
| SCRIP Inventory | (2) | SCRIP | 4,923 | 2,000 | 2,923 * |
| Fee Day | (5) | Box Tops | 592 | 500 | 92 |
| Winter Carnival | 0 | Christmas Wreaths | 585 | 500 | 85 |
| Total Assets | <u>\$ 38,808</u> | Used Uniforms | 387 | 300 | 87 |
| | | School Kits | 0 | 800 | (800) |
| Accounts Payable | \$ 0 | Retail Rebates | 1,484 | 700 | 784 |
| Milk Tickets | 0 | Interest | 138 | 250 | (112) |
| Hot Lunch -Pizza | 3,879 | Other Income | 0 | 0 | 0 |
| Hot Lunch -Culvers | 1,556 | Total Revenues | <u>28,163</u> | <u>25,613</u> | <u>2,550</u> |
| Hot Lunch -KFC | 2,029 | Parent Directory | 655 | 600 | 55 |
| Hot Lunch - Subway | 2,879 | Handbooks | 590 | 200 | 390 |
| Hot Lunch - Misc | (501) | Hospitality | 1,258 | 4,000 | (2,742) |
| Kindergarten Mat | 5 | New Family | 272 | 400 | (128) |
| Yearbook | (858) | Volunteer Appreciation | 0 | 0 | 0 |
| Book Fair | 955 | Fee Day | 347 | 350 | (3) |
| Junior Great Books | 24 | Catholic Schools Week | 135 | 1,000 | (865) |
| Winter Carnival Baskets | 0 | Helium Tank | 192 | 250 | (58) |
| Music Program | (218) | Scholastic Contest | 1,425 | 1,200 | 225 |
| Teacher Gift | 5 | Playground Maintenance | 0 | 0 | 0 |
| Teacher Aid Gift | 0 | Freezer Maintenance | 125 | 0 | 125 |
| Faculty & Support Gift | 0 | Equipment/Facility Maintenance | 0 | 2,000 | (2,000) |
| Teacher's Luncheon | 155 | Office Expenses | 245 | 250 | (5) |
| Spring Musical | 0 | Telephone | 433 | 400 | 33 |
| Trunk or Treat | 0 | Sam's Club Dues | 0 | 35 | (35) |
| Sister's pantry | 0 | List Server | 0 | 0 | 0 |
| Total Pass Through Funds | 9,910 | Phone Notification Service | 219 | 0 | 219 |
| | | Teacher Start Up | 8,640 | 9,000 | (360) |
| Reserve | 15,000 | Bank Fees | 119 | 30 | 89 |
| Project TBA | 1,938 | Fidelity Bond | 143 | 150 | (7) |
| Current Year Budget | 11,960 | Enrichment | 944 | 1,200 | (256) |
| | | Recycling Program | 0 | 480 | (480) |
| Total PTF & Reserve | <u>\$ 38,808</u> | Reading Assessments | 0 | 0 | 0 |
| | | Endowment | 0 | 1,000 | (1,000) |
| | | Approved Special Items | 461 | 950 | (489) |
| | | Peaceable Schools | 0 | 0 | 0 |
| | | Total Expenses | <u>16,203</u> | <u>23,495</u> | <u>(7,292)</u> |
| | | Current Year Budget | <u>\$ 11,960</u> | <u>\$ 2,118</u> | <u>9,842</u> |

* includes April deposit of \$4,130.00 but not April scrip withdrawal

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Appendix C. Proposed Budget

| Account Description | Actual 2010-2011 | Budget 2010-2011 | Proposed Budget 2012 | |
|--------------------------------|-----------------------------|-----------------------------|---------------------------------|---|
| Parent Club Dues | \$ 9,630 | \$ 9,663 | 10,780 | a |
| Winter Carnival | 7,830 | 8,000 | 8,000 | |
| Apparel & Merchandise | 2,594 | 2,900 | 2,600 | |
| SCRIP | 4,923 | 2,000 | 2,000 | |
| Box Tops | 592 | 500 | 600 | |
| Christmas Wreaths | 585 | 500 | 600 | |
| Used Uniforms | 387 | 300 | 380 | |
| School Kits | 0 | 800 | 0 | |
| Retail Rebates | 1,484 | 700 | 1,400 | |
| Interest | 138 | 250 | 200 | |
| Other Income | 0 | 0 | 0 | |
| Total Revenues | 28,163 | 25,613 | 26,560 | |
| Expenses: | | | | |
| Parent Directory | 655 | 600 | 655 | |
| Handbooks | 590 | 200 | 600 | |
| Hospitality | 1,258 | 4,000 | 4,500 | b |
| New Family | 272 | 400 | 400 | |
| Volunteer Appreciation | 0 | 0 | 0 | |
| Fee Day | 347 | 350 | 350 | |
| Catholic Schools Week | 135 | 1,000 | 500 | |
| Helium Tank | 192 | 250 | 250 | |
| Scholastic Contest | 1,425 | 1,200 | 1,000 | |
| Playground Maintenance | 0 | 0 | 2,000 | |
| Freezer Maintenance | 125 | 0 | 0 | |
| Equipment/Facility Maintenance | 0 | 2,000 | 1,000 | |
| Office Expenses | 245 | 250 | 1,250 | c |
| Telephone | 433 | 400 | 575 | |
| Sam's Club Dues | 0 | 35 | 35 | |
| List Server | 0 | 0 | 0 | |
| Teacher Start Up | 8,640 | 9,000 | 8,760 | d |
| Bank Fees | 119 | 30 | 150 | |
| Fidelity Bond | 143 | 150 | 150 | |
| Enrichment | 944 | 1,200 | 700 | e |
| Recycling Program | 0 | 480 | 480 | |
| Reading Assessments | 0 | 0 | 0 | |
| Endowment | 0 | 1,000 | 1,000 | |
| Approved Special Items | 461 | 950 | 700 | |
| Peaceable Schools | 0 | 0 | 1,500 | |
| Total Expenses | 15,984 | 23,495 | 26,555 | |
| Current Year Budget | \$ 12,179 | \$ 2,118 | \$ 5 | |

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- a. include \$3.50 charge per family for phone notification system
- a. based on 280 families
- b. hospitality increased by \$500.00 to fund Grandparents day and the Advent program reception
- c. Includes estimate for laptop and software for Treasurer
- d. includes \$120.00 start up for Molly Neuman
- e. Enrichment reduced for anticipated ticket sales for the school play

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