



ST. JOSEPH SCHOOL
PARENT FORUM

**Parent Forum Meeting Minutes
Minutes Approved April 13, 2010**

Tuesday, March 9, 2010

6:30pm, School Library

Secretary's Report: Minutes from the January 12, 2010 meeting were approved. The February meeting was cancelled due to bad weather.

Principal's Report: Mrs. Stasi expressed thanks to the Parent Forum Board and all the parents for a job well done during Catholic Schools Week. She believes the Open House attracted many more families to the school. She reported that the Kindergarten class next year will have 56 students.

Treasurer's Report: Carole reported that Fun Fair netted over \$500 and CSW activities cost close to \$2,000 but isn't sure if she has received all receipts yet. The most current bank statements were given to Secretary for inclusion in meeting minutes. Carole also reported that she plans to give Mrs. Stasi a list of teachers who have not cashed checks issued by PF earlier in the school year for supplies. Carole shared thank you notes about CSW that Parent Forum received from a few teachers.

Presidents' Reports:

Old Business:

Catholic Schools Week: As a new twist to Open House activities, President Noreen Woods commented that a few other schools in the area actually have school in session during Open House Sunday. Noreen asked if this is something that we should consider for our school. Most meeting attendees cited reasons why this would not work – security issues, attendance conflicts, too many distractions, etc. Amy Marciniak, who is on the Enrollment Committee, commented that prospective students/families have many opportunities to shadow or tour the school during a normal school day, both prior to Open House and as a result of Open House.

Fun Fair: Kathy Gaydos reported on behalf of Lucy Oleski and Danielle Brauweiler. Fun Fair ran smoothly this year. They will be the Co-Chairs again next year. The event was well attended. Considerably more food was consumed than last year. Many prospective new families attended because they were given free tickets at the previous week's Open House. Parents commented that they liked the "no fish" game. Carole Malone questioned the higher invoice from the vendor compared with last year. Kathy speculated that the company charges based on actual number of redemption prizes given out, and that bigger crowds probably resulted in more prizes.

Presidents' Reports:

New Business:

Secretary Business (minutes, newsletter): Secretary Kathy Gaydos stated that January meeting minutes have been posted directly to the St. Joseph website. In the past, minutes have been posted on a password protected website account and could only be accessed through links in the eMessenger or PF Newsletter. If minutes are kept directly on the school website, as are the School Board minutes, they can be read by any person accessing the website for any reason.

Kathy Gaydos also commented on the **current PF newsletter**. It takes a lot of work to create and many events are already highlighted in the eMessenger. Kathy would like to work with Suzanne Shover to create a Parent Forum News and Events section of the weekly eMessenger that will cover all news, events, announcements, articles, etc. pertaining to PF business. The revised format will most likely take shape in the fall.

Mission Statement: It was noted that the current Parent Forum Mission Statement that appears on the school website does not accurately depict what Parent Forum does. Board members were asked to review the statement and offer suggestions for changes at the next meeting.

PF Board/Chair positions for 2010/2011: Board positions to be filled for next school year are Vice President and Treasurer. Joelle Scheg informed board that Gift Wrap will be handled by Mary Chamber. Open committee chair positions include Promotions, Publicity and Social. Secretary Gaydos asked for a job description of each position to publicize in April PF Newsletter.

Volunteer Survey for 2010/2011 School Year: The on-line survey used last summer to ask parents what committees or functions they could help with had its benefits in terms of collecting information, but also presented problems for reporting and using the data. Kathy Gaydos reported that she plans to host a meeting sometime in April with Cathy Metzler, former PF secretary, and other interested committee chairs to determine the best way/time to collect volunteer information for the next school year.

Storage Closet: The storage closet needs to be cleaned out. Other groups that use the closet, including Youth Ministry and A&B, will be given a deadline to label what items belong to them. Any unclaimed items will be donated or thrown away.

Lock Down: Will be discussed at next meeting.

Curriculum: Should be discussed with Mrs. Stasi not as part of PF.

Service Pins: Mary Ann Pattanayak takes care of ordering the service pins for participants in school masses. PF pays for them.

Buddy Family: Laura Freeman mentioned that we should communicate with Kindergarten to be sure they know that this program is now the responsibility of the kindergarten and no longer a Parent Forum responsibility. There was some discussion about “where” this program belonged,

since it is listed as a current PF Committee. Amy Marciniak believed that Janet Fosket is on top of this program as part of recruitment.

Committee Reports:

Field Day: Colleen Morrison, Field Day Chair, asked whether there would be any changes to the format of the event. Field Day will be held for approximately half the day on Thursday, June 3. Grades 1-5 will walk to Doerhoeffer Park for food and games. Washington Park will not be in use because of construction work. Last year grade 6 went bowling at Tivoli and then hung out in school parking lot, playing games and eating. Grade 7 went to a private home for a party. PF members determined that event should be held on school grounds or at a public place. Grade 7 this year will go bowling and hang out at school, or the park if it open.

Pizza Lunch: Laura Severin, Pizza Lunch Co-Chair, reported that Suzanne Shover got a quote on a new food warmer, \$1573.20 plus \$75 delivery. Suzanne was the person responsible several years ago when the first food warmer/oven was purchased. They have also checked with Ron the maintenance man about making sure another food warmer would fit in the kitchen. Mary Paveleck mentioned that the first quote of \$3,000 (reported at January PF meeting) was for an insulated unit, which is not what is needed. The need for the food warmer has been characterized as a quantity and food safety issue, not a vendor or delivery issue. Amy Marciniak suggested that money from Promotions be used to pay for a new warmer. Sr. Dorothy mentioned that written estimates and the invoice need to be submitted to Beth Harbauer. Carole Malone should coordinate with Beth on payment.

Promotions: Amy Marciniak reported that she has received \$1300 from the Target Visa card program and \$465 from the Box Tops program. Jewel has stopped its Shop N Share program. Ultra Foods has not provided any income for our promotions program this year. Amy also reported that she is likely to receive over 4000 points from the Campbell's Soup label promotions. In previous years Amy has selected one of the "specials" teachers in the school to choose new items for their projects. Last year Mrs. Schuller purchased a new digital camera for the computer lab. Amy asked input as to which teacher or program should receive the points this year. The Library will probably receive the points this year if there is something from the Campbell's catalog that it needs. Also, Amy is seeking an additional 2000 Campbell's points which may be received if we provide examples of charity work our students have performed. Several programs were cited: Food Drive, Senior Program, SVDP, 8th grade Coat Drive. Mrs. Stasi would like a mention in the eMessenger about Promotions income being used to fund pizza warmer.

Meeting adjourned.