



# ST. JOSEPH SCHOOL

PARENT FORUM

## **Parent Forum Meeting Minutes -- Draft**

Tuesday, May 11, 2010

6:30pm School Library

Attending Board Members: Principal Rita Stasi, Noreen Woods, Laura Freeman, Carole Malone, Jessica Jaworski, Kathy Gaydos

Board Members Not in Attendance: Sr. Dorothy, Sally Venard

Attending Committee Members: Lynette Wade

**Opening Prayer** – The meeting was opened with our customary prayer to St. Joseph.

**Secretary's Report** – Minutes approved from April 13 meeting.

**Principal's Report** – Mrs. Stasi reported on several topics: Same faculty will return for 2010-2011; Spanish curriculum will continue; six 8<sup>th</sup> grade science projects were reviewed at the state competition and all received gold medals in their categories; the school has recently completed its 7-year review by the state and has passed for certification. The start date for “summer” uniforms was raised due to an inconsistency in handbook. Meeting attendees thought May 1 was a good date.

There was further discussion of how Pre-school students/families will be included in school events and PF sponsored activities. Mrs. Stasi will keep most Pre-school functions separate from K-8 at least for first year. PF officers will need to provide guidelines to committee heads regarding including/inviting Pre-school students in events. Kelly Roth will be asked to create separate directory (smaller scale) for Pre-S students. Mrs. Stasi will be hosting a program next week for Pre-School parents to introduce them to curriculum and new teachers.

**Treasurer's Report** – Carole Malone reported she has closed out the Special Lunch account as it is not necessary to the program; a certain amount of money needs to stay in the account in order to pay for the expenses incurred very early in the next school year; a suggestion was made to establish an account with a local vendor who supplies Goodwill items. A decision was made to reduce the Party Fee charged in the beginning of the school year from \$25 to \$20 per family, as there is one fewer party due to the elimination of Valentine's Day party. There is a need for the PF Executive Board to enact policies for expense reimbursements in accordance with Diocesan policies. A few PF sponsored programs that need close review regarding expenses/reimbursements are Room Parent, Teacher supplies and Goodwill.

**Closet Clean Up** – Only one parent showed up to clean the closet on April 27. Task was overwhelming and not much was accomplished. Suggestion was made to hire 2 or



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3 college-age, former St. Joe's students to do a complete top-to-bottom clean. Mrs. Stasi plans to check out the closet this summer and make suggestions for clean up.

**Mission Statement** – A revised PF Mission Statement and list of PF activities were briefly discussed and approved for posting on the website.

**Volunteer Survey for 2010-2011** – Secretary Kathy Gaydos reported plans to ask for volunteers for next school year: Electronic survey will be run from August 15 to September 15; after close of survey, Committee Heads will receive one spreadsheet file containing contact information for volunteers; eMessenger and PF Newsletter will be used to seek volunteers for events the first several weeks of school (lunch, school supplies, welcome activities). Committee Heads will be contacted in the next few weeks to approve the questions for the survey. Kathy Gaydos will coordinate the content of the survey and Cathy Metzler will handle the technical aspects.

**Committee Chairs for 2010-2011** – All Committees are covered for next year except for Picture Parent Coordinator. Lynette Wade, outgoing chair, plans to put together a binder of instructions for new person.

**Board Positions for 2010-2011** – Noreen Woods will be President, Jessica Jaworski will be Treasurer and Kathy Gaydos will be Secretary for the next school year.

**Paper Messenger** – Question was raised as to why so many pieces of paper were coming home in Paper Messenger envelope when many of these same items are included in the eMessenger. It was noted these papers are for fundraisers. Closer inspection will be made of these papers to make sure they include a reply "coupon" for sending check, instead of supplying a website to access for information or payment.

**Goodwill** – There was discussion on this topic as to policies for payments/reimbursements. See notes in Treasurer's report.

**VIP Day** – Event Coordinator Michelle Minging relayed questions regarding this event – what type of supplies are needed, how to access kitchen, need for additional bakers/servers. Noreen Woods will contact Michelle to review plans/needs for the day.

Briefly...**Skate Party** will be held August 23, first day of school. Nancy Tucker will continue as **Yearbook** Editor next school year.

The first official PF meeting for the 2010-2011 school year will be August 10, 2010; time/location TBD.

Meeting Adjourned.



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