

St James PTA Minutes
Wednesday September 17, 2014
8:15 AM in the School Library

Paula Pangilinan called the meeting to order

Opening Prayer: Christian Buckman

Principals 's Report: Mr. Cardone

Mr. Cardone thanked the PTA for coming and all of the hard work so far to start off the new school year, especially the tireless efforts of Paula Pangilinan, Dana Franznick and Jeanne O'Connor to get the new PTA system up and running. The school year is off to a good start. The busing was difficult in the beginning, but it is now in order. Enrollment has reversed and is now going in a positive direction. The school was struggling with attrition when Mr. Cardone and Mrs. Giordano came in. The middle school project was their first project with a strong focus on math and science and that has been steady. The Read, Rock & Roll program has helped to increase the preschool from roughly 50 children to 94 this school year. A former aide was hired as a preschool teacher for 3 days a week, and another class was broken up to accommodate increased enrollment. The goal is 100 preschool children, so getting close. The faculty continues to grow and make changes in line with their expertise and comfort, so overall things are going very well.

President's Report: Paula Pangilinan

- Paula thanked everyone for their help on K-5 Back to School Night, which went very well. It was explained to the parents in attendance that budgetary line items by the Diocese must be met, (including the school Guidance Counselor and School Nurse who

are needed for safety), so the parents could understand where the PTA money goes.

- Mary Asfendis was welcomed as the Fee-Exempt Manager. So far, volunteers are showing up and doing great, so the system is working! Mr. Cardone added that there is a new system that they are trying for recess where there are less children outside at the same time. It was a bit chaotic for the staff to start, but it is working and getting easier to manage. On October 1, the Fee-Exempt Book in the office will be updated with volunteer names already printed inside to help streamline the management. The computer system that scans drivers licenses for school volunteers/visitors is still being worked on and hope to get it soon. Paula will send an email to fee-exempt parents thanking them for a good job so far and reminding them to always sign in at the office to be properly tracked.
- **Thanksgiving Pies Fundraiser** - Dearborn Markets has a wide variety of pies that are offered to us at a 10% discount if we provide a pre-order of 100 pies. We sell them at the full price, keep 10% for the school. Pie pickup would be the Tuesday before Thanksgiving. Will also check with Delicious Orchards to see what type of discount they can offer if better than Dearborn, but will probably stick with Dearborn.
- **Used Uniform Sale** - First one held on August 25 at New Family Orientation and made \$1,000. Going forward it will be managed by Laurie Williams and Kim Vowteras. Uniform drop-off will be once a month on a designated date to help keep it clean and managed. Paula thanked all who helped organize and run the August sale.

- **Calendar Events for 2014-2015 School Year** (others are listed further below under Officers who are handling the event)
 - **Breakfast With Santa** - Theresa Crespo has offered to work on it and will mentor a volunteer parent willing to take it over for next year.
 - **Grandparents Tea** - looking for someone to volunteer
 - **Secret Santa Shop** - will be held in the EDP Room. This is loved by the children, parents and teachers.
 - **Book Fair** - Megan Lupo will manage.
 - **Progressive Raffle** - will run from Catholic Schools Week until St. Patrick's Day
 - **Polar Plunge** (will be handled by Royals)
 - **Arcade Event** - in place of the Dance-A-Thon and will be managed by the teachers. It will take place in the school, and it will raise money for the building fund.
 - **Care Steps** - will be managed by Elaine Goumas along with Dulce Arce and Lisa Goga. They will be working on Operation Christmas Child.
 - **Advent Wreath Sale** - Ann Mazza still has 15 wreaths left from last year that should be sold first before ordering more.
 - **Ice Skating Party** - Lisa Swabsin will manage it. She is already negotiating with the Red Bank Armory. She will also check with the rink in Middletown to see if they can offer a better rate since they have parking available.
 - **Other Events we want to have if we get Volunteers** - include Father-Daughter Dance, Mother-Daughter Tea, Mother-Son Outing (Lisa Goga and Dulce Arce will probably manage again).

Next month there will be a form available on the website for ideas and plans for events, as well as to sign up as a volunteer to manage events. The goal is to get people used to going to the website for all information and sign-ups. Dana suggested posting an Events Calendar

(which is being worked on) which notes the events as well as where volunteers are still needed.

Vice Presidents Report – Jeanne O'Connor and Dana Franznick

Jeanne O'Connor

- **Fall Fundraiser** - will kick off on Monday September 22. Flyers and order forms have already been delivered to the homerooms. The fundraiser ends October 7.
- **Kid Stuff Books** (w/Maria Rimmele) - there was a miscommunication where the books were supposed to be left on the desks for Back To School Night, but some were sent home, others were not out at all. Maria keeps track of which ones come back in order to manage the money generated. It made \$3,000 last year, a good bit of revenue that seems to go up each year. We will try to figure out a better system to manage the books in the middle school. The books go to the preschool too. Mr. Cardone stressed that the preschool is treated like part of the school, which the parents like. Therefore, all fundraisers also go to the preschool, and they are invited to the social events as well.
- **St. Patrick's Day Social** - no date is set yet since the event was bumped from the BSA and there are no dates available there in March. The possibility of partitioning the gym or the cafeteria were discussed since both spaces are quite large and it would be better to keep the event intimate. Christian raised the idea of the upstairs room in the RBC Cultural Center, which will be explored. Another issue is that Confirmation will be held on St. Patrick's Day this year. The ideal date to have the social is March 7, so venues will continue to be explored.
- **50/50** (w/Maria Rimmele) - looking for someone to spearhead the management, which Jeanne volunteered to do. Maria has the forms ready, so Jeanne would be responsible for attending the events, handling the money, and filing the paperwork with the

state. The rest of the PTA will volunteer to help sell the tickets at events, but Jeanne will be the point person to manage it.

Dana Franznick

- **Class Parents Update** (w/Paula Pangilinan) - All are on board after several meetings held in August. The parent list went out last week, so the Class Parents are in the process of reaching out now. Class Parents will be reminded to not rely solely on email, so it will be reiterated that phone calls are ideal for direct contact and less misinterpretation of, or ignoring information. Mr. Cardone pointed out that we need to empower the Class Parents to get things done, so if they are successful with email, that is fine, but if needs aren't being met, phone calls will be necessary. Facebook is never an acceptable way to communicate official school information. If someone prefers phone to email, then the Class Parent must follow up in the preferred method.

- **Trunk-or-Treat Event** - It will be on October 25 from 7-9pm (7pm car arrival, 7:30-8:30 event, 8:30 cleanup & departure). Event may be on late side for little ones, but had to work with Saturday Mass schedule for the parking lot. There is a need for event volunteers. \$20 donation per car (already have 2 teachers doing a car and many parents interested), small donation for walk-ins. Plan to sell glow sticks and possibly trick-or-treat bags. Paula proposed \$500 budget for refreshments, approved by Christian Buckman and Liz Coscia. The car spots are reserved and will be on a first come, first served basis. May also explore getting decorations (hay bales, pumpkins, mums) donated by Dearborn Farms, to be displayed in the center of the cars with the refreshments. May also be an opportunity to kick off the Thanksgiving Pie Sale with pie samples if Dearborn is on board.

Recording Secretary's Report: Laurie Williams

Attendance of Executive Officers:

Paula Pangilinan – present

Jeanne O'Connor – present

Dana Franznick – present

Laurie Williams – present

Fay Eigenrauch – present

Lisa Noonan – present

May Minutes approved by Christian Buckman and Ann Mazza.

Corresponding Secretary Report: Fay Eigenrauch

There were some passings for which Fay is working on condolence baskets with Dearborn Farms. PTA should send a basket to any staff member who loses an immediate family member. Fay will get a tax-exempt form from Mrs. Schimpf for Dearborn to have on file. Baskets will go to Mrs. Fleming who lost her husband, Mrs. Semliatschenko who lost her mother and Mrs. Seslar who lost her father. A card was sent to Mrs. Serricchio who lost her father-in-law.

Treasurer's Report: Lisa Noonan

Nothing to report since last year's records were just received and still need to be reconciled. Will be up-to-date at next meeting in October.

Hospitality Committee: Ann Mazza

- **New Family Social** - will take place on Friday September 19 from 7-9pm in the RBC Meeting Room. Paula proposed \$500 budget for the event which was approved by Lisa Noonan and Liz Coscia. There are 25 people confirmed, but there could be walk-ins who do not RSVP. Paula asked each Board member to call 2 families and ask them to come and chat with the new families. All Board members are asked to attend, and to coordinate with Ann on bringing refreshments.

Spirituality: Christian Buckman

- **Red Ribbon Week** - takes place at the end of October. The information usually comes late, which makes it tough for the teachers to plan. Since it is already organized for this year, Christian will reach out to the DeFrancos to try to get the information earlier for planning purposes.
- **Catholic Schools Week** - last week in January

Royals: Paula Pangilinan reporting for Ken Keyes and Craig Seba

- **Royals 100 Club** - trying to get 100 members. Had a lot sign up at Back To School Night. The first meeting will be Tuesday September 23 at 7pm at Brothers.
- **Polar Plunge** - will be working closely with Miss Nelsen to facilitate the event. Miss Nelsen will be drumming up excitement in the school.

Technology: Maria Rimmele

- **Directory** - trying to make it available online, so it needs to be password protected. It should be available early/mid October. For

print copies, it will be a minimum of \$10 per directory to print, which covers printing only (it is not a fundraiser), and there will be at least a three week lag time to print once the directory is finalized.

•**Website Photos** - The office received approval with the media forms that were signed by parents, so Maria will update the school website photos soon. There will also be a new Gallery tab on the website with photos from each of the school events.

Marketing/Legislative Affairs: Liz Coscia

Read, Rock and Roll will be posted onto the local promotional media sites.

Voting on Hulafrog for Best Preschool and Most Loved School - need to launch a campaign through the WIN folder to get parents voting for St. James.

PTA Meeting September 17, 2014 Attendance

Mr. William Cardone
Mrs. JoAnn Giordano
Paula Pangilinan
Jeanne O'Connor
Dana Franznick
Laurie Williams
Fay Eigenrauch
Lisa Noonan
Ann Mazza
Christian Buckman
Maria Rimmele
Liz Coscia
Mary Asfendis