

**St. James PTA Meeting**  
**Wednesday November 10, 2010**  
**8:15 AM Cafeteria**

Jill Kozack  
Mary Jane Manners  
Ellen Meehan  
Denise Burke  
Jackie Mazzucco  
Kathleen Robinson  
Lisa Swabsin  
Sandy Thuel  
Elizabeth Mancuso  
Linda Murphy  
Debbie Ryerson  
Ann Mazza  
Tina Catapano  
Cathy Sherry  
Adrienne Lamanno  
Yvonne Ciconne  
Kate Niesz  
Kathy Cleary

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**8:15 AM Cafeteria**

**Opening:**

**Opening Prayer:** Spirituality Committee: Ann Mazza

**Recording Secretary's Report:** Karen Cronk- Minutes Approved by Elizabeth Mancuso and Linda Murphy

**President's Remarks:** Mary Jane Manners and Denise Burke- Royal Reporter lacked articles in the last issue. Mary Jane encouraged everyone to email herself, Denise or Myra Fleming after an event has been completed. This will help get the word out about events. You can even write up an article before the event to get them included in the issue. Please submit all articles for the next issue by early December (15<sup>th</sup>). All December events should be submitted by that time. We will have this issue completed for the new registration packet. It will be distributed the second week of January. Mrs. Dolan asked that the office be notified, specifically, Joanne, so they can plan ahead.

The Royals will be sending out emails for upcoming events. The January speaker will be the Development committee and they will discuss all new and upcoming events. Denise and Mary Jane asked to have all flyers for the WIN folders approved prior to going out. They are seeing papers that have not been approved first. Everything needs to be approved by Mary Jane, Denise, and Mrs. Dolan.

A building procedures form needs to be completed prior to the event. Forms are in the office. It is very important that these forms be completed far in advance of an event.- this is for any event that takes place in the school. Mrs. Dolan stated that these forms will tell you how to leave the cafeteria and also let the cafeteria know what they need to do as well. Please remember to shut off the lights. Any requests for money should be made very early as well. Please use tax exempt forms. Adrienne Lamanno asked if she will get her form back, as she filled one out awhile ago. Check mailboxes for returned paperwork.

**Principal's Remarks:** Mrs. Dolan spoke about the need of families to register online for the Honeywell System. She noted that there are many families that have not done so to date. This is a back-up year (for receiving phone calls), but next year they will not be notified, except from Honeywell. Families will need to register to get information from the school. This discussion continued and Elizabeth Mancuso added that this would be a good article for the Royal Reporter, it may help to get the word out. Debbie Ryerson asked if there was another way to register, or is online the only way? She added that some people may not be comfortable putting their personal information on the computer. Elizabeth Mancuso asked if registration could go in the re- registration packet. She also wanted to know what happens with the information after students leave the school? Mrs. Dolan stated that the information would be deleted.

Mrs. Dolan stated that we are having a problem staffing playground monitors on Thursday. Currently, we only have 2 people. Gina Guminski , who is in charge, was going to start filling in on Thursday's. Please ask all families to help out if they can.

**Vice President's Remarks:** Elizabeth Mancuso, Peggy Mucerino, and Stephanie Murray

**Corresponding Secretaries Report:** Jill Kozack

**Treasurer's Report:** Debbie Ryerson- please see attachment for detailed expense report and deposits and expenses of note.

**Executive Board:**

**Development:** Update provided by Paula Pangilinan

Tuition Raffle- this is now live and the winner will be drawn at 1pm on Wednesday December 22<sup>nd</sup>. Winner will receive \$4800 paid tuition directly to a school of their choice. This can be school, college, university or day care facility. Tickets are \$25 each or 5 for \$100. Any SJS family purchasing \$100 worth of tickets will receive a family dress down pass. Tickets were sent home with the youngest child on Monday November 8<sup>th</sup>. Each family received 10 tickets and more are available in the office or by contacting Sandy Abadir. A downloadable form is available on the SJS website to send to family and

friends anywhere.

**Brother's Night:** The next Brother's night is Monday, November 15<sup>th</sup>. Please be sure to tell your server you are from SJS. Meet classmates and dine together... the kids have a blast and SJS benefits!

**S.H.O.P. Program:** A Holiday shopping guide is being created to outline all the retailers, online and in stores, that support SJS. This guide will be specific to the holidays and will be distributed in the coming weeks. We have a few new offers coming. Please check the guide and support those vendors.

**Foodtown Program:** Watch the WIN folders for our next Foodtown Gift Card purchasing cycle. Purchase gift cards for Foodtown at their full value and we receive a percentage of the sale.

Reminder that Foodtown has asked that our school coordinate our donation requests. Please contact Christine Lombardo for guidelines.

The Development Committee will be presenting at the January PTA meeting explaining how everyone can make their shopping dollars work for SJS. Goodies and door prizes will be offered. Watch the WIN folders for details.

**Spirituality Committee:** Ann Mazza Today is the last day for Advent wreaths. This was a success this year. We sold 12, as of last week. We received a few more papers today so we are up from last year.

**Committee Chairs:**

**Father/ Daughter Dance:** Kathleen Robinson

This event will be the first Sunday in March, 3/6/2011 at McLoon's in Long Branch. Kate Niesz and Cathy Cleary approved \$1200 for the event (for invitations, video DJ, and decorations). Save the date will be addressed via email and in the Royal Reporter to save money. The theme this year will be "Broadway" - if anyone attends a show please grab some extra playbills for the centerpieces.

**Breakfast with Santa:** Adrienne Lamanno and Yvonne Ciconne

Approval for the funding was completed previously. The event will take place on December 4<sup>th</sup> from 9-11 am in the cafeteria. They will be purchasing 2 toys for raffle- Barbie Camper and a boy item. They will also have other items for raffle including: Ricky's, Red Bank Chocolate Shoppe, and the Car Wash. Carol Guido may DJ the event and Anthony Tamburri will be Santa. They stated they received their volunteer list for students. They have 10 from each grade from grades 6-8. This is too many students (30) due to the fact that parents need points as well and they get first priority. Denise Burke stated that it is their discretion as to determining how many students they need. The teachers did not follow the directions completely- responsible students are needed for these events. Denise asked that event coordinators should call families prior to events. Adrienne will send home permission slips to those attending the event. All others will receive a phone call so they do not show up unnecessarily. Adrienne also stated that she will need a cash box for the raffle. Debbie Ryerson asked her to check with the office on this.

Denise and Mary Jane stated that event chairs should develop a permission slip and obtain phone numbers and specify pick up times.

**Grandparents Tea:** Jackie Mazzuco and Kim Cottell

Jackie stated they are ready to go- Kim has the crafts ready and has already spoken to Ro in the cafeteria. Kids are somewhat of an issue due to sports.

**Kindergarten Social:** Ellen Meehan

This event will take place on January 8, 2011. The building form has been approved. They will pick up the bar swipe card on Friday, the 7<sup>th</sup>. Linda Murphy asked them to check that it is working. Will go over the volunteer list. Ellen asked if a DJ is necessary? Mary Jane stated that last year they had a DJ but the year before they used a boom box and it worked well. Mary Jane advised bringing crafts for the kids and to conduct a dance contest. Confined area works best. Contact bake committee- Shannon

Craney. Coffee and tea for the parents. Juice and water for the kids is good. Flyers will be made for Kindergarten families only and it will go out in December and right after the Christmas break, in January, to give additional opportunities to attend. Ellen asked if they need to offer points for parents? Mary Jane stated that it is not really necessary because parents come with their child.

**Skating Social:** Lisa Swabsin

This event will take place on January 19, 2011, from 1:45-3:15 at the Red Bank Armory. Cost will be \$9.50 per person. The contract is written up already, just need Mrs. Dolan to sign. Requesting approval for \$950. Jill Kozack and Sandy Thuel approved. There will be changing facilities and the food court. Linda Murphy stated that we should plan on having 2 additional people at the door for supervision. She also suggested that the locker rooms be checked for cleanliness when we are finished. Lisa stated she will be sending something in for the Royal Reporter about this event.

**Care Steps:** Sandy Thuel

Sandy is interested in initiating a program called the "Pajama Program." This idea came from Stephanie Murray. A giving tree would be set up in the lobby and students can select a size and gender off the tree. They then donate new pj's and book for their selection. Donations will be delivered to the local chapter at Poricy Park. Mrs. Dolan stated that EDP is doing the same program and it sounds great. The tree will go up the first week of December and a flyer will go out. The event will run for 1 week. SJS will again be caroling on December 12- look for the flyer.

**Entertainment Books:** Denise Burke

This is a new fundraiser we are trying - headed by Tina Catapano. The school will receive \$15 for each book sold. The books are filled with coupons. Teachers received the books for free and the school received incentives just for trying the program. Books will go home with the youngest child. If you buy 4 books you get 1 book for free.

**Royals:** Mary Jane Manners and Denise Burke for Joe Deleo

- **Polar Plunge-** There will be a pub crawl that will fund the Polar Plunge. The event will be December 12<sup>th</sup>. The fee is \$30 - this will cover the bus, drivers tip, and a long sleeve shirt. You are responsible for your own drinks. Snacks are provided. Pick up time is 12 noon. Location was not provided- Joe De Leo will be contacted.
- **Basketball Blowout** -The event will take place Friday January 7, 2011. A cash box will be needed. We also need \$100 for the Red Bank police- for the DARE program. Ellen Meehan and Linda Murphy approved. There is also a \$100 fee for the referee that will be needed. We have pom-poms but will need foam fingers. SJAA was asked to provide the concession stand. Marci Perri will run a 50/50.
- **Game Night**-This event will run January 28<sup>th</sup> 2011. They are asking for \$200 to fund the event. Adrienne Lamanno and Ellen Meehan approved.

**Closing/ Other Business**-Mary Jane Manners and Denise Burke thanked everyone for their support and volunteering efforts. No meeting in December- will resume in January 2011.