

**ATTENDANCE 9-15-10**

Mary Jane Manners  
Denise Burke  
Derry Becker  
Kate Niesz  
Cathy Sherry  
Ann Mazza  
Debbie Ryerson  
Linda Murphy  
Tina Catapano  
Maria Tamburri  
Elizabeth Mancuso  
Jackie Mazzucco  
Kim Cottell  
Peggy Mucerino  
Maura Attardi  
Julia Bongarzone  
Theresa Lawson  
Jill Kozack  
Sarah Nazario  
Supreet Kana  
Kathy Cleary  
Courtney Zatorski  
Christine Longo  
Maria Rimmele  
Stephanie Murray  
Janet Dolan

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

**OPENING:**

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

**Recording Secretary: Jill Kozack for Karen Cronk**

**President's Remarks: Mary Jane Manners and Denise Burke**

All attending the meeting are asked to introduce themselves. SJS will not be participating in the Halloween Parade this year. The Royals had participated last year- but it does not seem as if they are going to this year. Turn out was not strong. The PTA is not responsible for this event.

We are trying to move away from papers in the WIN folders this year - using the SJS website. Please send all forms to Mary Jane or Denise an electronic form of the flyer to be approved. After they approve it they will forward it to Marie Rimmele for website posting. We do not want to loose attendance at events, so flyers will still be included in the WIN folder but families may only receive 1 copy per event.

All points for events are to be approved by the presidents prior to speaking to parents. Do not promise points for an event unless it has been approved by Mary Jane or Denise. This can lead to problems getting volunteers for other events.

When planning events please plan in advance for cashboxes, reservation of the cafeteria and supplies, &/ or classroom reservation.

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

Elizabeth Mancuso asked if we were still interested in continuing the planting in front of the school. Many members agreed to continue this project. She asked for a yearly budget of \$150. Linda Murphy and Peggy Mucerino approved. The new directory is moving along and coming out soon, as per Elizabeth.

Stephanie Murray stated that "Step up for St. James" will be run by Lina Zazza and Carolyn Polo this year. They will be meeting in the beginning of November- volunteers are needed. Two new families - Cathy Sherry and Maura Attardi stated they are looking for points and will help - please contact them for events.

Christine Hill has submitted a job description for "Game Night Chairman" that needs approval. Peggy Mucerino and Elizabeth Mancuso approved the job. See addendum for complete description.

**Treasurer's Report: Debbie Ryerson**

Current PTA balance given. Please see addendum. Debbie passed out paperwork for "PTA Treasurer's Procedure and Guidelines for chairing and coordinating activities and events" for the current year, as well as a PTA Voucher / payment schedule. Copies are in the addendum. Debbie asks that everyone please plan events in a timely manner and ask for prior approval of funding at a PTA meeting 1 month prior to your event. There will be NO EXCEPTIONS. When shopping for supplies use a tax exempt form- you will not be paid out for tax if you do not use the form. Forms are in the office see Mrs. Schimpf or look in the treasurers box. Reimbursement forms are also in the treasurers box.

Following the Payment Voucher schedule you will receive reimbursement 4-5 days after you submit the form.

Cash advances can be given out, but we generally try not to do that unless we have to because then we cannot approve other money until the amount is reimbursed. The rectory gives out the cash advance.

Please try to use vendors we have accounts with- contact Debbie with questions about vendors we use- they will bill the school directly.

Cashboxes- please contact Debbie prior to the event and let her know you need a box. **NO MONEY LEAVES THE EVENT.** Money needs to be deposited in the rectory ASAP. Fill out a deposit form in triplicate and drop off in the rectory box immediately after the event. Mrs. Dolan added that this includes if you are covering a door- with paid admission- you need to put the money in the rectory immediately- you do not leave with the money. It is safe in the rectory- use their mailbox- door is locked.

Debbie encouraged anyone with questions to contact her- she will answer all questions.

#### **EXECUTIVE BOARD:**

##### **Development: Tina Catapano for Paula Pangilinan**

First "Brother's Night" will be held on Monday September 27<sup>th</sup>. We will be partnering with Pizza Fusion and Ricky's Ice Cream on the nights of the 7<sup>th</sup> and 8<sup>th</sup> grade dance on Oct. 8<sup>th</sup> and 5<sup>th</sup> and 6<sup>th</sup> grade dance on Oct. 15<sup>th</sup>. The kids can go before the dance for pizza and/or after the dance for ice cream and a percentage of the sales will be donated to SJS. Or, parents might want to go for dinner at Pizza Fusion while the kids are at the dance.

Macy's Shop for a cause- Oct 16<sup>th</sup>- Parents, friends, relatives can buy a \$5 Macy's voucher through SJS -- 100% of the proceeds goes to SJS. The voucher gets you a 25% discount on one item and a 20% discount on all other purchases at Macy's that day. An order form will be sent home soon.

##### **Spiritual Development: Ann Mazza**

Requesting \$100 for the Mother's retreat, which will take place on 10/26 from 9-2pm at Stella Maris. We are only opening this up to St. James families. There will be a Mass, confessions and luncheon- with ocean views. We are hoping to get 30 moms- we are trying to keep this event alive.

#### **COMMITTEE CHAIRS:**

##### **New Family Social: Christian Buckman**

Invitations were sent out- hope everyone has received theirs. The event will take place Friday September 24<sup>th</sup>. Please RSVP to Christian with your response- via email or phone. Please remember to reach out to all your families and see if they are coming and to just introduce yourself. So far we have 32 new students and 27 new families.

Christian will contact Shannon Cranney from the baking committee for desserts. Please drop off appetizers and/or desserts at the BSA at %:30. We are also looking for things for the gift basket- Denise Burke stated there are some things in the PTA closet and she will help out with that. Mrs. Dolan reminded Christian that she will need a pass for the BSA. Christian should ask for the pass a couple days ahead and Fred will activate it.

Mrs. Dolan requested that anyone planning on using the BSA to remember to request ahead of time. Elizabeth Mancuso stated that her families phone number was

disconnected. Christian stated that she has heard that several people are having a hard time with incorrect numbers as well. Christian will contact the office on this matter. Mrs. Dolan added that all emergency form should be in and that she could check with Ann Coscia in the office.

**Directory: E. Mancuso/ C. Gallagher**

It has not gone to print yet. After the directory comes back from printing copies can be purchased through the office. Mary Jane Manners suggested sending the information to Marie Rimmele to be posted on the website. Mrs. Dolan suggested having it on E- Board on the Business office tab. Elizabeth stated that last year we had a lot left over. Mrs. Dolan suggested selling them at the door at Harvest Social or during the Christmas events. We can also do a pre-sale at the New Family Social. Families can still be added to the directory, information was in the WIN folder. Carolyn Gallagher and Elizabeth have not gotten responses from all families contacted via email. They will reach out again. Theresa Lawson asked if families could just send money into the office now and still receive one- absolutely.

**Adult Programs: M. Reigleman/ E. Mancuso**

These programs run at the evening PTA meetings- usually a guest speaker. We have our first evening PTA meeting October 13<sup>th</sup>, Wednesday. We have two authors scheduled to come. They will speak for approximately 30 minutes prior to the PTA meeting. The topic to be discussed is "Eating Healthy". The information went out in the WIN folders this week. Anyone who attends the evening PTA meeting will received a dress down pass. We do not have a budget for speakers. Elizabeth Mancuso asked if we could give the speakers a gift basket or card for speaking. Cathy Sherry and Derry Becker approved 2 \$25.00 Whole Food gift cards.

**Fall Fundraiser: D. Burke**

This event has kicked off. We have 2 weeks of selling. It is one of the biggest fundraisers for the school. We are hoping to raise extra money to work on getting air conditioning for the school. The event is chaired by Laurie Miller. There are immediate prizes for kids who sell 12 items.

**Father / Daughter Dinner Dance: K. Robinson/ E. Toomey**

The event is scheduled to take place Sunday March 6<sup>th</sup>, 2011 from 1-4pm. "Save the Date" will be posted on the website this year to save on money. Invitations will be sent out close to January 17<sup>th</sup>, 2011. Fathers have requested keeping the event at McCloon's at Pier Village in West Long Branch. Kathleen Robinson requested a deposit of \$500 to hold the date. They are hoping to get the money to them within 30 days. Elizabeth Mancuso and Ann Mazza approved. Kathleen added that girls can certainly bring a mentor if father or guardian is unable to come..

Eileen Toomey asked how to go about calling for volunteers from the PFE forms. She was wondering if she should rotate people looking to help, or call first people who submitted their forms? Mary Jane Manners told her to speak with Jeanne O'Connor regarding the submission of forms. Debbie Ryerson added that she has given new families preferential treatment because they are unable to get the forms in the same as us. They are also looking to get involved in the school. Eileen said that she has tried that and then some families who have been her get upset. Mary Jane Manners stated that you are unable to make promises about what jobs people get from year to year

**Harvest Social: K. Cleary/ C. Zatorski**

Kathy Cleary reported the date as Saturday October 16<sup>th</sup> at 6:30 pm. Information was sent home yesterday in the WIN folder. Kathy had the budget approved at the end of last school year and the DJ is booked. They are trying to make it spookier this year and asked if they could use the wrestling room and the small area in the front of the cafeteria for a haunted house. Mrs. Dolan told her to simply request the wrestling room prior to the event. Kathy also asked if they could use a fog machine. Mrs. Dolan said as long as it does not set off the fire alarm. Ann Mazza stated that it is dry ice so it would be ok. Kathy asked for suggestions as to how they can coordinate with students who are helping. Last year there too many kids. Students whose parents are attending are definitely included (7 & 8<sup>th</sup> graders). Elizabeth Mancuso and Peggy Mucerino suggested having the teachers make recommendations and hand out sign up forms. They suggested giving the teachers a specific number of students they were looking for. Jackie Mazzuco stated that it might be helpful if we had a form with all of the events for the year, with dates and times, and students can sign up now. That way we have them lined up for the year. Mrs. Dolan agreed and stated letters should be sent to their families so they know they are committed to a specific event. Denise Burke will generate the form. Mrs. Dolan reported that the gate will not be open for parking for the Harvest social. There will need to be street parking due to Mass. Mary Jane Manners asked if we could have someone at the front door to let families in. Mrs. Dolan said that they can but no one is permitted to walk around the school. Kathy also requested a cashbox for that night. Debbie Ryerson approved. Mrs. Dolan reminded Kathy to speak with Ro in the cafeteria, Kathy has already done so. Mrs. Dolan reminded anyone using the cafeteria or in need of food to speak with Ro and sign contract with them as well.

**Red Ribbon Week: J. Kozack for C. Hennen**

Requesting \$500 budget- same as previous years- for supplies, give-aways, signage, and prizes. Tina Catapano and Ann Mazza approved budget. Also requesting a date for the "Wear Red Dress Down" - Mrs. Dolan approved Tuesday October 26<sup>th</sup>. Cathy Sherry suggested students donate money that day (Dollar Dress Down) and then donate the money to a charity. She stated this was very successful in her previous school.

**Skating Party: D. Burke for Lisa Swabson**

Denise Burke for Lisa Swabsin. Event to take place November 7<sup>th</sup> or January 19<sup>th</sup> 2011. Date still needs to be confirmed with the Armory. Denise stated that this is a fun day for the family. It takes place on a half day and is open to all families. Lisa Swabsin will send out a form with fees to rent skates and with the time/ date. This event does not need funding/ money approval.

**Children's Programs: K. Niesz**

Kate reported that this year she has 2 assistants- Alicia Loudin and Deanna Ryan. She has met with them already. The first event is the "smokehouse", from St. Barnabas. It will take place on October 18<sup>th</sup>. They have also scheduled Ms. Sherry, of Honeychild music, to perform for grades K-2 in the gym. The kids will sit on the floor and she will perform on the stage. Kate is requesting \$350 for this event. Jill Kozack and Stephanie Murray approved. Event is to take place Oct. 15<sup>th</sup>. Debbie Ryerson asked if she could bill the school directly. Kate said she could.

Kate added they are trying to get Franklin Institute to come back again this year. If we book by October 9<sup>th</sup> we get \$100 off each event. Therefore, the total cost would be

\$1,000.00 for 2 events. This price is with the discount and includes travel expenses. Mary Jane Manners asked for confirmation of the price. Kate is double checking on the discount for each event. Money approved by Kathy Cleary and Elizabeth Mancuso. Elizabeth asked if the events were for the upper grades as well. Kate stated that they were and that they can fit up to 250 students in each show. They are trying to get the "Energy Show" which is new this year- for grades 4-7.

#### **CLOSING/ OTHER BUSINESS:**

##### **Corresponding Secretary Report: Jill Kozack**

Expenses incurred over the summer were reported as \$22.25 (included staff birthday and congratulations cards). Request was made for everyone to try to remember to contact the Corresponding Sec. with deaths, births, and/ or a special occasion so that the event could be acknowledged by the PTA in some way (card, basket, donation- as appropriate).

There was no reported information over the summer and am sure events took place that needed some form of acknowledgment. We feel badly if things go unnoted or families are not acknowledged the same as others. Please call or email- [jkozack1@verizon.net](mailto:jkozack1@verizon.net) to inform any pertinent information. Also, in the future, if you are planning on being on the agenda for the PTA meeting send notes to either Karen Cronk or Jill Kozack. Notes prior to the meeting greatly helps in the note taking. It does not need to be fancy- it can be just an email with main points. Reminders will be sent prior to the meeting.

##### **Principal's Remark's- Janet Dolan**

Mrs. Dolan thanked everyone for coming, especially new families. She stated that money left over from last year was used to finish off the remaining classroom windows. The last room will be 4B, which will be done in December. The only remaining rooms to be done are the Nurse's office, Business office and Mrs. Dolan's office. The next project the board is looking into is air conditioning. The installation of the Smart Boards came from state funding. Boards were \$1100.00 to install. A new copier was also purchased with the remaining money.

The Honeywell alert system will be implemented this year. Mrs. Dolan is requesting keeping the class parent phone chain in place this year to make sure no one falls through the cracks. Mary Jane Manners stated that Joan Hallman, class parent chair, will have a meeting next Thursday at 8:15am.

Mrs. Dolan noted that she did not see the Royal Reporter as yet. Myra Fleming will be doing this for this year. Vera Hough has been in touch and has requested any articles to be included in the first issue to Myra Fleming by September 30<sup>th</sup>. This would include all fall events. Denise Burke asked Kathy Cleary and Colleen Hennen to write as if the event has already taken place, as their events take place at the end of October. Mrs. Dolan stated there are 4 editions per year- Fall, Winter, Early Spring and End of the Year.

We have our first "\$1 Dress Down" on September 29<sup>th</sup> for a former CBA student who is in a coma from a skateboarding accident in 2009. Maryann Hennessy asked if we could do this event.

Mrs. Dolan discussed the new playground. She stated that new gates will be up on Thursday. She has requested a new black fence on our side toward the back of the playground. This is to keep the children away from a hole in the existing fence. Students through first grade and EDP use the playground.

**Other Business:**

Debbie Ryerson asked if we were participating in Crop Walk this year. Mary Jane Manners and Denise Burke stated that there is no committee for this event this year. Debbie expressed her concern over not participating in an event that is directly related to the town of Red Bank and that we should be doing more to be a part of the community. Debbie will look into what is involved in participating in this event, but thinks it may be too late.

Elizabeth Mancuso voiced concern about the need for shadowing of current event leaders. She feels this would be very helpful for new people who are taking over existing events. Handing over folders is really ineffective. Marie Rimmele agreed, adding that you would want the new person to be able to go through the event with you prior to taking it over. It was suggested she could contact the PFE coordinator to new people with current event chairs. Elizabeth stated that she has asked several times for this and has gotten no information back on this matter. Mrs. Dolan stated that this could be done in February when the new forms start coming back.

Mary Jane and Denise stated that this year will end their term, as they are completing the end of Beth Coakley and Linda Murphy's extended term. They reminded everyone most chair positions are 16 points, but some are not- such as the mother/ son outing and the skating party (which is 12 points). Mary Jane noted that the PFE forms state how much each job is worth. Denise stated that 1 ½ hours of service is equal to 1 point.

Mary Jane and Denise reminded everyone to email all information for the website to them for prior approval and they will forward it to Marie Rimmele. Marie added she will get any forms approved by Mrs. Dolan and the presidents, if they are sent to her directly.

Denise Burke stated that there are still openings in the playground and the nurse's office for points.