

St. James PTA Meeting
Wednesday September 9, 2009
St. James School Cafeteria
8:15 AM

Opening:

1. Call to order with opening remarks From Linda Murphy and Beth Coakley.

Opening prayer was said by Ann Mazza.

2. Introduction of new Executive Board and explanation of new Board model. Linda and Beth will be serving for a third year as Presidents due to difficulty in filling the positions. Since the position of President is very consuming changes were made to divide responsibilities among Board members. The 2 secretaries will be splitting the responsibility of recording meeting minutes. Jill Kozack, Corresponding Secretary, will record minutes in the morning. Karen Cronk, Recording Secretary, will take minutes in the evening. There are 4 Vice Presidents. This is helping to spread out responsibilities and seems to be working well, with not one person being responsible for everything. Peggy Mucerino and Elizabeth Mancuso will serve as VP's for activities pertaining to older students. Mary Jane Manners and Denise Burke will serve as VP's for activities/ functions for younger students. Debbie Ryerson will serve as Treasurer.

Linda and Beth are asking that activity updates be completed in writing for future meetings to help with note taking and reference. Additionally, they are reminding everyone to have all forms completed on time for upcoming events.

3. Minutes from May meeting were approved by Christian Buckman and Ann Mazza seconded the motion.

Executive Board/ Event Reports:

1. New Family Social- Christian Buckman is coordinating this event. Scheduled for 9/25/09 at 7-9pm and is to be held at the BSA. Christian is requesting \$250 for the event. Mary Jane Manners and Ann Mazza approved. Set up can begin early at 4. Mrs. Dolan reminded Christian to contact her ahead of time so she can inform the BSA to set up tables and chairs. Mentor families needed. PTA members asked to write down their name and grade of their children to assist with pairing mentor families with new families. Mrs. Dolan will receive letter to be mailed to new families for her approval and with subsequent mailing to new families. Christian asked PTA members to contribute appetizers and desserts that do not need to be heated, please email Christian with contributions. Call Shannon O'Connell for the baking committee assistance. Development to be contacted for centerpieces- Paula Pangilian and Lisa Mayer. IPOD's to be used for music and flowers will be purchased.

2. Reminder: Winter Sports Signups will be held on 9/21 and 9/22 prior to "Back to School Night" (BTSN). This is a great opportunity to promote events- Boy Scouts and Royals will have a booth. BTSN begins at 6:30 - arrive early.

3. Halloween Float- Vacancy still exists for this event. If this position is not filled we will not participate. The Royals will assume this event and use a banner and march in the parade, with a Patriotic theme.

4. Treasurer's Report- Debbi Ryerson. Please See attached Procedures and Guidelines. Since July 1, 2009 we have had deposits in the amount of \$14,857.75 and incurred expenses of

\$2,510.65. As of August 29, 2009 the PTA balance is \$12, 347.10. For complete report please see attached report submitted by Debbi Ryerson. Christian Buckman asked if it would be easier for her to purchase items out of pocket and submit for reimbursement so as not to hold up future money requests/advancements- Linda Murphy stated that she could do that but needs to save her receipts. Linda reminded everyone that if money is advanced we cannot disburse additional money until the advanced money is reimbursed. Credit Card purchases must be approved by Linda or Beth for large purchases. Ask about vendors who will bill St. James directly and/or those who will use a purchase order when ordering items for events. Linda and Beth stated that there are items in the PTA closet in bins with event names on them that can be used as well. Christian Buckman asked if she could obtain "St. James" items for a basket for lottery at the New Family social. Directed to the PTA closet for merchandise.

Debbi asked that those requesting a Cash Box for events contact her at least 1 week in advance. She stated that Deposits and money collected from events go straight to the rectory from events.

Linda and Beth stated that there is no PTA meeting in December- so money requests need to be made in November for January events.

5. Corresponding Secretary Report- Jill Kozack. Please forward all information regarding births, deaths or pertinent information regarding St. James families to Jill. Mrs. Dolan provided much information over the summer pertaining to SJS families. We have accounts at Dearborn Farms and Dean's Florist that bill SJS directly. Baskets were sent to 3 families over the summer for sympathy and sympathy and birthday cards were mailed to staff and families. Debbi Ryerson has received bills in her mailbox for the baskets.

6. Class Parent's- Jeanne O'Connor. Parents contacted - still waiting for responses for some classes. Meeting tentatively planned for 9/25/09- will follow-up.

7. Development- Lisa Mayer. Update provided- Please see attached. Issues include Taste of Red Bank, St. James Holiday Market Madness, Collection Program, Brothers Night discussed. Development stated that for SJ families to receive discount for children for Taste of Red Bank payment should be made directly to the school ahead of time and not to use Pay Pal so money goes directly to SJS. ENS will be sending out information regarding Taste of Red Bank. Additional posters are available for those interested in distributing them at local businesses and in the community.

8. Directory- Elizabeth Mancuso. Directory is coming along well but will not be ready for Back To School Night as anticipated. A copy of a list of all names included in the directory will be available on BTSN so families will know if we have received their information and are included in the current directory. Directory forms will be distributed tonight at Kindergarten Orientation for new families - email addresses are needed from them as well.

9. Harvest Social- Kathy Cleary and Courtney Zatorski. Event to take place on Saturday October 17, 2009 with a Medieval Knight and Royal Masquerade Ball theme. \$250 approved by Denise Burke, she also stated that money was approved in the Spring for Harvest Social. Boy Scout Pack meeting in cafeteria scheduled same time as set up. Kathy stated they have people lined up for set up this day and asked if the Pack meeting could be moved to Gymnasium. Mrs. Dolan stated that Gymnastics equipment will be set up in the Gym so they have to use the café. Will set up around them and ask them to sit in front of the cafeteria where less set up is required. Beth and Linda told Kathy and Courtney to contact Joe DeLeo to assist with help. They have already been in contact with him. Students can get their Community Service hours for helping

set up and assisting night of the event. Parents need to give permission before the event. It was suggested to set up booth at BTSN to obtain permission and sign up for event. Casola Farms will deliver approximately 3 pm to the back entrance of the cafeteria and place against wall.

10. Newsletter/ Royal Reporter- Vera Hough. We are looking to get first issue out in mid- October. Articles need to be submitted for events in September and if you want an event occurring in October to be publicized please submit by October 1. Please submit articles to Vera at vera.hough@gmail.com.

11. SJAA: Kris Rovel- 9/21 and 9/22 Winter sports sign ups at 6 pm in cafeteria. Golf Outing (Sept. 14th)- Tee Ads and Golfers are still needed. Funds raised completely support all sports at SJS. Volunteers are also needed for that day- contact Laura Shroba.

12. ENS- Beth Coakley for Elizabeth Bouchard/ Diane Horbacz- This is a free program and largely works great. Parents will get multiple emails because it works by class lists. We apologize for the multiple emails but that is part of the system and we have to go with it. Also system can only send out 4 mass emails at one time then there is a 24 hour hold before additional emails can be sent. We will be more conservative with the amount of re-emailing to overcome this issue. Also names are wiped out at the beginning of the year- so all information needed to be reloaded into the system. If you are signed up for the Directory you are signed up for ENS- they are working together.

13. Fall Fundraiser- Carol Van Severen/ Laurie Miller- Kick off is next Monday. Proceeds were down last year from the previous year- we are really pushing classes to get motivated to get going. Classes with 100% participation will get a dress down pass. Pizza party also awarded for highest sales. Packets will be reviewed at BTSN. Distribution of items sold will be the same as last year.

14. Playground- Gina Guminski- we are in need of additional monitors Mondays, Thursdays, and Fridays. Volunteers can piggyback.

15. Red Ribbon Week- Jill Kozack for Colleen Hennen- Peggy Mucerino and Vera Hough approved \$250 for additional supplies. Grant used at the end of last year to purchase bookmarks, bracelets, pencils, posters, and ribbon for outside. Items have been received. Dress down day approved for Tuesday October 27th by Mrs. Dolan.

16. Basketball Blow-out scheduled for November 6th- \$250 approved by Mary Jane Manners and Peggy Mucerino for referees and merchandise.

Closing/ Other Business

1. Front Entrance of School Maintenance-Elizabeth Mancuso reported the local Girl Scout troop had planted and Joanna Bouchard and family watered all summer. Troop money was used initially. Elizabeth Mancuso requested money to keep up their great work. Peggy Mucerino and Mary Jane Manners approved \$150 for winter- supplies can be used from the Harvest Social as well. Casola Farms to bill SJS directly.

2. Father/ Daughter Dinner Dance- \$500 deposit needed to secure McLoone's for the event. Linda Murphy and Mary Jane Manners approved.

3. PFE points- Beth Coakley- Please note that any position not on the current PFE contract list will not be recognized as eligible for PFE points. Any job not listed needs to be presented with a job description and number of hours to do the job- then Linda and Beth will assign points. Parents should not be going to Mrs. Dolan and asking for points- it is the responsibility of the Executive Board to place a value on it so it is equitable. Points are given based on time commitment, desirability of the job and degree to which it needs to be completed.

4. Closing Remarks Mrs. Dolan-New website will be introduced at BTSN. SJS is utilizing the computer more and more this year. We are really trying to reduce use of paper moving to more computerized updates. She stated the school is full and we have received new equipment this year. Our school Board is now in place. A great team was assembled for Strategic Planning and have plans in place for the next 5 years. She stated that grades 6,7, and 8 Royal Ambassadors will be helping with Taste of Red Bank. She has reminded them that they are a nice presentation of SJS. She added that they all volunteer very easily and are willing to help in any way they can. This has come from a job well done by all, and that it was established as young children. She thanked all families for volunteering their time to the school and their continued commitment.

Attendance:

Mary Jane Manners
Jill Kozack
Peggy Mucerino
Elizabeth Mancuso
Maria Tamburri
Josie Cook
Tina Catapano
Linda Murphy
Beth Coakley
Denise Burke
Vera Hough
Debbi Ryerson
Carol Van Severen
Kim Cottell
Christian Buckman
Ellen Meehan
Ann Mazza
Courtney Zatorski
Kathy Cleary