

St James PTA Minutes
Wednesday, December 16, 2015
8:15 AM in the School Library

Jeanne O'Connor called the meeting to order.

Opening Prayer: Dana Franznick

Principal's Report: Mrs. Giordano

The Ladies Night Out was well-received and well-attended. Approximately \$5,000 was raised. This is an event we would like to do again next year. One suggestion for next time would be to reach out to the Saint James community of family business owners specifically and have more take part.

The Christmas Show took place Tuesday, December 15. The children really practiced and did a great job!

At this point in the school year, things are winding down to Christmas break. They are getting ready for the School Mass and Christmas parties next Wednesday, December 23.

In the New Year, we will be looking ahead to Catholic Schools Week, and the plan is to tie it in with Pope Francis' Year of Mercy. There will be a School Mass to start off the week. The week will also include a Teacher Appreciation Day, a Student Appreciation Day (student will be able to wear SJS spirit or sports attire), and an Open House (Friday, February 5, 2016 from 9-11am).

It was mentioned that the person who previously handled Saint James School spirit wear is no longer doing it, so someone will need to step up to handle it. That person coordinates with Athletes Alley on ordering both spirit wear and sports team wear. This will need to be handled by SJAA.

President's Report: Jeanne O'Connor

- Fall Fundraiser – All items were distributed on Wednesday, November 18. It went fairly well as most people remembered to pick up their items. Some people were shorted on their cookie orders, so Jeanne followed up with the fundraising company to resolve it. Another issue that came up was that some of the cookies were recalled, which affected 8 families in the school. Jeanne is also working with the fundraising company to find out if those cookies will be replaced, or if the families will be reimbursed instead. As a result, Jeanne posed the question as to whether it is time to do away with the Fall Fundraiser all together as there have been some issues in dealing with the company over the past few years. We now get the \$300 PTA Commitment Fees from families who opt not to fundraise or volunteer over the summer, so we have money to kick off the events at the beginning of the year. Some of the thoughts discussed included finding a new fundraising company, pushing and broadening the Ladies Night Out, or possibly selling Saint James School spirit items instead (ie. water bottles, spirit wear, etc.) This will be discussed further in the coming months.

- Vendor of the Month Program – Jeanne would like to reinvent this program, which had existed in the past. Many Saint James family-owned businesses have reached out to host promotions where they give back a percentage of their sales to the school (ie. Restaurant Night with 15% of the bill going back to Saint James School). Tricia Wilson volunteered to coordinate.

Vice-President's Report: Dana Franznick and Robert Lowe

- Parent and Student Volunteers – (Dana Franznick) – Volunteers have been stepping up, so Dana thanked the Grade Parents for communicating the needs. We need to keep getting the word out that all volunteers MUST be VIRTUS trained and fingerprinted. We were audited by the Diocese, so they have followed up on those records. Mrs. Fallon is also keeping track of the records and our volunteers. Student volunteers must remember to have their hours signed off on, either by a faculty member, PTA member, or volunteer coordinator.
- Polar Plunge – (Rob Lowe) – The t-shirts have been designed and look great! The cost is completely covered by sponsors, so we will be receiving the shirts free of charge. The order is in for processing, so the shirts will be ready for Basketball Blowout.
- "A Little Taste of Broadway" Fundraiser – (Robert Lowe) - The date has been set for Saturday, February 20, 2016 from 6-9pm at the Two River Theater. The cost will be \$75 per ticket, which will include a cocktail hour (beer and wine), food (provided by area restaurants) and a two-set performance by the Broadway Dolls. This will be an Advancement Fundraiser, with proceeds going toward retiling and classroom restoration, among other projects. Rob is working with Liz Coscia and Molly Cimini to create sponsorship packages to find corporate sponsors to advertise in the Playbill. The event is open to the community at large, and will bring visibility to St. James School. We will need to sell 200 tickets to break even (without any sponsorships, which will also bring in money). The room can hold 372 people, so we stand to fundraise quite a bit if we can sell it out. The tickets will be sold at the Two River Theater box office and online. Another idea to supplement the cost of the Playbill is to offer out baby picture ads for the 8th Graders. Mrs. Giordano and Mrs. Golden would like to meet with Rob Lowe to review the contracts for the Two River Theater and the Broadway Dolls before they are signed. Once signed, a \$1500 deposit is needed to hold the Two River Theater, \$750 security deposit for the theater (will be returned once there is no damage post-show), and \$3750 to book the Broadway Dolls (50% of their fee). A total of \$6000 was requested, approved by Jeanne O'Connor and Lisa Noonan.

Treasurer's Report: Lisa Noonan

Lisa is working on getting back all receipts and reimbursement paperwork for Breakfast With Santa and Grandparent's Tea. She has received the reimbursement paperwork for the deposit to Beacon Hill Country Club for the Father-Daughter Dance.

Recording Secretary's Report: Laurie Williams

Attendance of Executive Officers:

Jeanne O'Connor – present
Dana Franznick – present
Robert Lowe - present
Lisa Noonan – present
Laurie Williams - present
Fay Eigenrauch – not present

November 11, 2015 Executive Meeting Minutes approved by Dana Franznick and Liz Coscia.

Corresponding Secretary's Report: Jeanne O'Connor (reporting for Fay Eigenrauch)

Miss Nelson is taking care of the thank-yous for the Royals Ladies Night Out donations.

Marketing/Legislative Affairs: Liz Coscia

Liz has an active list of businesses who have donated to our events, as well as a list of businesses who have been approached but chose not to donate. This list will be continually updated and sent out to the volunteers running events so as to avoid asking the same businesses to support all events. Liz will also create a form for the volunteers to fill out in order to properly thank all businesses that support our events. This form will be included with a reimbursement form from the Treasurer so that volunteers will have what they need following their event.

The Facebook page has been updated to include the Polar Plunge information. This will encourage both participation and sharing of the event for others to participate and support.

Mrs. Giordano stated that Christmas cards have been ordered and will be going out to all of the vendors who have supported Saint James events this year.

Hospitality: Jeanne O'Connor (reporting for Ann Mazza)

Nothing to report at this time. The next event will be the Teachers Lunch during Catholic Schools Week in February.

Technology: Maria Rimmele

Directory – A few more families have approved their information for the directory.

Secret Santa Shop – The Shop is truly loved by the students to pick out gifts for their family and friends. Unfortunately, it is a lot of work, and not a lot of volunteers to help. A total of \$541 was raised. This shop is more of a service to the students as opposed to a fundraiser, so the small amount of money is not the issue as much as the need for volunteers. The Grade Parents will need to promote the online signups more in their communications, so there is a need to prioritize the information that is being sent out. The idea going forward will be for each Grade Parent to secure 2 volunteers for the events as needed. It was also discussed that there is too much going on for the weekend with Breakfast With Santa, Grandparents Tea, Secret Santa Shop and Book Fair, so it may be condensed down to one big day going forward.

Stocking Stuffers – a total of 57 have been ordered, for a total of \$570.

Spirituality: Maria Rimmele (reporting for Christian Buckman)

Advent Wreath Sale – A few were sold, as well as a few sets of replacement candles.

Mother's Retreat – will be held on Saturday, March 19, 2016.

PFE Commitments: Jeanne O'Connor (for Mary Asfendis)

Mary is keeping track for those who agreed to fulfill their \$300 commitment through fundraising. She is also following up with those who committed to paying the \$300 fee upfront and have not yet done so.

Royals: Jeanne O'Connor (for Ken Keyes and Craig Seba)

Basketball Blowout: Will take place on Friday, January 8 in the Gym. The Royals requested \$200 to pay the referees, which was approved by Dana Franznick and Robert Lowe.

Polar Plunge: Will take place on Sunday, January 10 in Long Branch. The kickoff assembly on November 20 went really well. There are 11 teachers committed to plunging. 150 t-shirts have been ordered and will be available on a first come, first served basis. A \$2000 request was made to cover the shirt order, which was approved by Laurie Williams and Liz Coscia. That money will be coming back to the school once the event sponsors submit their payments as there were enough sponsors to cover the cost of the shirts. The shirts will be available for pick up the night of Basketball Blowout. Participants and supporters will be invited to celebrate Mass together at St. James Church, and then gather for light refreshments in the school cafeteria prior to the Plunge. People can still sign up that morning, so registration sheets, shirts, and some décor should be available that morning. This year we will also need to communicate more specifically where Saint James School will be, and to look for the green flags with our name on them. There will also be a specific meeting place at Rooney's for before and after the Plunge.

Royals Movie Night – No update.

Presentations by Committees:

Care Steps: Jeanne O'Connor (for Tina Catapano and Lisa Goga) – Students and parents of Saint James are invited to sing Christmas Carols together for the residents at Chelsea Senior Living in Tinton Falls on Saturday, December 19 from 2-3:30pm. 190 boxes were filled for Operation Christmas Child. The donated food from the Thanksgiving Food Drive will be delivered next week. Souper Bowl will take place during Catholic Schools Week in February. Caring Cooks for The Ronald McDonald House will take place Tuesday, February 16. The Pajama Program will be in March/April 2016. The Student Day of Service will be in May 2016.

Book Fair: Meghan Lupo – The fair went very smoothly, and Meghan had a good network of volunteers. Sales were a bit down from last year, but Saint James has about \$1400 in the bank with Scholastic for either merchandise or cash.

Red Bank Rotary: Robert Lowe – The Rotary would like to paint the classrooms as their service to the community. We just need to let them know when we would like for them to come.

Ice Skating Party – Jeanne O'Connor (for Tina Catapano) - The event will take place on Wednesday, January 20 from 12:30-3pm (1/2 day at school), and is moving to Middletown Ice World this year. Tickets will cost \$6 each, and there is more ample parking than at the Red Bank Armory. The flyer is complete, and just needs to be approved by Mrs. Giordano before it is put on the website.

Progressive Raffle: Jeanne O'Connor (for Paula Pangilinan) – It will begin Monday, February 1, 2016 (the first day of Catholic Schools Week) and end Friday, March 11, 2016 at noon, when Mrs. Giordano will pick the winner. Paula has everything ready to go. We will work on having someone coordinate with Paula in order to transfer the knowledge of running the event for the future.

After-School Clubs: - Jeanne O'Connor – They are scheduled to kick off on February 23. We are in need of a chair to coordinate. Janine Lowe co-chaired last year, so we will check-in with her to see if she can do it again. We have many businesses interested in offering clubs. We will be in need of many volunteers to help on the club days.

Father-Daughter Dance: Tiffany Havard – The theme is “Hollywood”, and it will take place on Sunday, March 6, 2016 at Beacon Hill Country Club. The Save the Date has been created and needs to be distributed. Arcara Photography will run the photo booth again, and Mr. Gray will take father-daughter portraits. Sarah Forsyth is co-chair, and they could also use another chair to help out, so Tricia Wilson agreed. To make the day special for the 8th Grade, they would like to put the girls’ names on stars on the walkway in, like the Mann Chinese Theater in Hollywood. The capacity for this event is 225 and it will sell out. The event chairs would like to get RSVPs sooner in order to better work out tables, seating, meals etc.

Open Discussion

Tricia Wilson requested consideration for “Race for Education”, which is a 1 mile fun run for students (1/4 mile for the little ones), to promote healthy living. The students would send letters to family and friends asking them to sponsor their run to fundraise for the school. “Race For Education” does all of the marketing, and take a small percentage of the funds raised. In order to avoid a conflict with the Run With the Royals 5K, we should consider having it the Friday before Columbus Day Weekend (fall event), or tie it into Field Day in June.

The next Open PTA Meeting will be Wednesday, January 13, 2016.

PTA Meeting December 16, 2015 Attendance

JoAnn Giordano
Catherine Golden
Jeanne O'Connor
Dana Franznick
Robert Lowe
Laurie Williams
Lisa Noonan
Liz Coscia
Maria Rimmele
Colleen Caulfield – 8th Grade
Jennifer Hall – 4th Grade
Jackie Mazzuco – 7th Grade
Meghan Lupo – 1st Grade
Tiffany Havard – 2nd Grade
Tricia Wilson – 6th Grade
Julie Traynor – 7th Grade