

St James PTA Minutes
Wednesday, February 17, 2016
8:15 AM in the RBC Meeting Room

Dana Franznick called the meeting to order.

Opening Prayer: Ann Mazza

Principal's Report: Mrs. Giordano

Catholic Schools Week went very well, despite the snow storm on Friday. The Open House was rescheduled for the following Friday. Unfortunately, the time had to be cut shorter due to the half day, but many parents were still able to come into the school and see their children in the classroom.

The Open House for prospective families was held on the Tuesday of Catholic Schools Week and many families attended, especially preschool families. Mrs. Giordano stressed that recommendations from current Saint James families are the best advertising and go a long way toward convincing new families to attend. She thanked everyone for their positive attitude. She received great feedback from prospective families on how courteous the students are and how well-behaved and quiet they are in the school.

The Red Bank Rotary Club has offered to help out in any way they can around the school. The week of April 11, they will be teaming up with the Royals Dads to paint classrooms and hallways.

Summer renovations are scheduled to begin on Thursday, June 30. The floors will be redone on the 3rd and 1st floors, as well as retiling in those classrooms that have not already been done. The preschool carpets will come up and those floors will be refinished as well.

Mrs. Giordano will be meeting with the Knights of Columbus to get their scholarship information together in order to make that available.

In order to generate early sales of the Progressive Raffle tickets, Mrs. Giordano has offered a Dress Down Day incentive, which goes a long way towards encouraging the students to participate. She will ask the teachers to encourage the students as well. A Dress Down pass will be given to each child in a family who returns at least 15 sold raffle tickets by Friday, February 19. Preschool incentive is still TBD. Maria will send an eblast reminder.

Taste of Broadway Fundraiser is moving along nicely. She will make sure that the Red Bank Catholic PTA also gets the information to extend the invitation to those families as well.

Mrs. Giordano thanked the parents who volunteered to help with After-School Clubs. Parents are very happy to have something fun for their children to do with their classmates, especially in the lower grades. It is a great selling point for our school, and it is made possible by parents and student volunteers.

Jackie Mazzucco thanked Mrs. Giordano for lowering the re-registration fee to \$100 per student this year. The parents appreciate the lower cost after the holidays. The overall tuition fee is higher, but it makes it more manageable to pay spread across the school year.

President's Report: Dana Franznick (for Jeanne O'Connor)

• 2016-17 Officer and Executive Board – The PTA is already planning for September! Jeanne thanks all of the PTA Board members for their service, and asks all members to please let Jeanne and/or Dana know if you plan to continue on in your role. The Executive positions (President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary) are limited to a two-year term. The President position must be filled by someone who has already served on the PTA Board. Jeanne welcomes anyone with interest to reach out with questions, and encourage people to come to the next Open PTA meeting in March to find out more information on open positions. Job descriptions for each position will be updated to include new/changed responsibilities.

Vice-President's Report: Dana Franznick

• "A Little Taste of Broadway" Fundraiser – The event is moving forward with much excitement! Rob Lowe and the Navesink Business Group are coordinating the marketing of the event. It will take place on Saturday, May 21, 2016 at Two River Theater. Tickets will be \$85 per person, which includes refreshments from many local restaurants and businesses. All proceeds will go toward capital improvements for Saint James Elementary School. Two River Theater is handling all of the ticketing, and will be including the event in all of their general marketing materials and mailings. The maximum capacity is 342 people, and some of those spots will be saved for sponsors. As soon as the tickets are available for purchase, an eblast will be sent to Saint James families in order to purchase tickets. This will be the same as the general public, so if you are interested in attending, you must purchase tickets right away as they will be sold on a first come, first served basis. There will be sponsorship opportunities available for businesses at 4 different pricing levels. This will allow businesses to advertise in the Playbill, give access to the VIP Lounge, and provide scrolling ads on monitors in the theater. Maria Rimmele will look into the possibility of offering a 50/50 Raffle. Due to the potential large sum, it must be processed through the state so that tax can be collected. It will be a process of getting name, address, phone number, etc. for tax purposes, and since it is open to the public, it needs to be done on the spot. The most important piece right now is getting word out on sponsorships to generate interest among advertisers since May 6 is the deadline for all submissions for the Playbill. Molly Cimini and Liz Coscia are working hard in the community to secure sponsorships as well.

Treasurer's Report: Dana Franznick (for Lisa Noonan)

The balance stands at approximately \$31,000.

Recording Secretary's Report: Laurie Williams

Attendance of Executive Officers:

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

January 13, 2016 Executive Meeting Minutes approved by Ann Mazza and Maria Rimmele.

Corresponding Secretary's Report: Fay Eigenrauch

Fay has received a packet of information from Dearborn Farms that must be reviewed in order to continue to relationship with them in terms of donations to events.

The thank yous from the December events are complete and just need to be signed by Mrs. Giordano before they go out in the mail.

Fay is still waiting on the sponsor information from the Polar Plunge in order to complete those thank yous. Miss Nelson did some already, so Fay will follow up on where that stands.

Marketing/Legislative Affairs: Dana Franznick (for Liz Coscia)

Liz has submitted the approved form over to Jeanne and Dana to help streamline the process of tracking who has donated to events, and then followed up with thank you notes. We just need to make sure the heads of events submit the list of all the companies who donated items, along with what they donated, and the contact person and address for the thank you note. This must all be submitted after the event has happened in one document, rather than piecemeal throughout the planning stages and after, as it gets too confusing to try to keep track. Liz is loading all of the sponsor information into the Google doc, so we don't continue to ask the same businesses, and Fay writes the thank you notes. This format will streamline the process and allow for better record keeping.

Liz is working with Michaela Ferrigine on the Run with Royals 5K. The event page has been created on Facebook, so we ask everyone to please indicate that they are "interested" or "going" to generate some buzz. Also, please invite friends outside of Saint James to the event through the Facebook page in order to help spread the word throughout the community. SJAA is going to strongly encourage the coaches to get their teams running as a group. Since it no longer coincides with Spring Break, there should be no reason why the student athletes cannot get out and run. Maria Rimmele has set up the team registrations online. For those students on multiple athletic teams, they are still figuring out how to track team and classroom participation for prizes.

Fay asked that the Cheer Competition flyer be eblasted. It is being held Saturday, February 20 at St. Leo the Great, and the JV and Varsity Cheer squads are participating and are very excited. There are seven Catholic schools total participating in their first-ever event, and the girls have been working very hard. It would be great to wish them luck and to also ask for attendance to support them.

Once the final art is set for the Taste of Broadway, the Save the Date will begin to be deployed to local social media networks and the press. There will be more to report on this at the next meeting.

The Facebook Page has been extremely active. Liz has been very busy working with Marian Cavanaugh on current events that happening in the school, and then also trying to get all of the WIN folder information posted as well. Posts are scheduled for the Progressive Raffle, with a heavy push over the next few weeks.

Hospitality: Ann Mazza

Ann received great feedback on the Teacher Appreciation Luncheon during Catholic Schools Week. Lunch was purchased from Tavolo Restaurant (approximate cost was \$600) and Ann personally purchased some decorations. Tavolo was great to work with, but may look to work with another restaurant next year to mix things up a bit. Also, we may want to look into doing more in addition to the lunch for the teachers. It should not be anything costly, just thoughtful, such as a sign for their door, cards from the class, etc. This can be coordinated by the Grade Parents.

Technology: Maria Rimmele

Nothing to report at this time.

Spirituality: Dana Franznick (for Christian Buckman)

The Mother's Retreat is all set and scheduled for March 19 from 8am-12pm. Father Mark will be our moderator and the topic is "Merciful Like Mother". The cost will be \$20.00 and the flyer should be in the WIN folder soon. If you know a friend who would like to give it a whirl, pass along the information.

PFE Commitments: Dana Franznick (for Mary Asfendis)

Mary is keeping up to date on fundraising commitments and volunteers.

Royals: Dana Franznick (for Ken Keyes and Craig Seba)

Spring Movie Night is TBD.

The final tally on the Polar Plunge was discussed at the February meeting, which fell just a few hundred dollars below the goal of \$15,000. Some of the dads in attendance stepped up and agreed to put up the difference in order to meet the goal, so those checks are coming in.

The Royals will be helping with traffic control at the Run With The Royals 5K.

SJAA: Dana Franznick (for Michaela Ferrigine)

The Run With the Royals 5K registration is open, and sponsorship opportunities are available and posted on the website. The race is now being held at The Great Lawn, along the Long Branch Promenade. The After-Party will be held at Celtic Cottage in Long Branch. Jersey Shore Running Club has the registration information posted on their website amongst all of their other running events, so the race is open to the public as well. Please encourage your friends and family to participate.

Presentations by Committees:

Care Steps: Dana Franznick (for Lisa Goga and Tina Catapano) – We are looking for someone to co-chair this committee for next year who would like to be involved with charitable work. Please reach out if you are interested. The service afternoon at Ronald McDonald House went very well. They brought and cooked food for the residents, and they got a tour of the facility. The kids really enjoyed their time there and felt great about helping for a good cause. The items from Souper Bowl were dropped off at Calico Cats and they were very appreciative of the generous donations.

Box Tops: Dana Franznick (for Tina Catapano) – Box Tops will still be collected, but Labels For Education are being phased out. Tina would like to make one last submission of LFEs before the end of the school year, so be sure to send those in before they can no longer be credited. Kim Vowteras has asked that Tina add her as a coordinator for Box Tops so she will be able to coordinate those for next school year.

Vendor of the Month Program: Dana Franznick (for Tricia Wilson) – We have had a successful start! Red Bank Chocolate Shoppe hosted the first one on February 11. Amy Dunfee was thrilled with approximately \$900 in sales (SJS gets 20% of that, and she honored it for a few days past 2/11 if the shopper mentioned it). The timing was great right before Valentine's Day! 10th Avenue Burrito hosted on February 15, and we are still waiting to hear back on totals. Unfortunately, the weather did not cooperate, but at least a few families have confirmed that they made it out. The March Vendor will be Jewelry sales over a two week period, and the information will be posted online. If anyone has a business and is interested, please contact Tricia Wilson.

Ice Skating Party: Dana Franznick (for Tina Catapano) - The event went smoothly and was very well-attended with 171 people (95 presale, 76 at the door). A wide range of grades were represented, parking was plentiful, concessions were ready to go and great selection, and tickets cost 1/3 less. We are looking for someone to chair this successful and fun event again next year.

Progressive Raffle: Maria Rimmele is coordinating students K-8 to hand out raffle ticket envelopes to parishioners at Masses the weekend of February 27-28. She will also need adult coordinators at each Mass. Students who participate will receive a Dress Down Pass. Students should wear their school uniform, and they will also take the gifts up at Communion.

After-School Clubs: - Lori Dougherty – They are scheduled to kick off on February 23, 2016. Lori will be submitting a list of clubs that need classrooms to Mrs. Giordano. The clubs being offered are Lego, Ceramics, KidzArt, Build-A-Friend, Puzzles, Pinot's Palette (new), Paint-A-Tee, and Rubix Cube. An eblast will go out with a reminder that the last day to register for clubs is February 18. All parent volunteers will be checked for fingerprinting and VIRTUS training.

Father-Daughter Dance: Tiffany Havard – The dance will take place on Sunday, March 6, 2016 at Beacon Hill Country Club. There are about 180 registered so far. The due date was February 6, but they can still accept some RSVPs. If there are no more, the entire event will be held in one room. Otherwise, everything is falling into place. They are using more Saint James families as vendors, including Arcara Photography for the photo booth and DJ and Red Bank Chocolate Shoppe for the favors. They will begin working on table assignments soon. Tiffany asked for \$500 to go towards decorations, approved by Laurie Williams and Maria Rimmele.

Used Uniform Sale: Kim Vowteras – The drop-off date will be March 22 from 9am-11am. The sale will be March 23 from 8am-11am. Please note that Used Uniforms cannot be dropped off prior to March 22 as there is no room to store them. Volunteers will be needed for set-up, sale, and clean up. Sign-ups will be posted online. Please give your time if you are available as this is an important service that we are able to provide our families.

Book Fair: - Meghan Lupo – The Book Fair will take place April 18-22, 2016. Meghan will confirm the dates with Scholastic. Volunteer sign-ups will be posted online as the dates get closer.

Open Discussion

Carol Sama asked about the 8th Grade events and what needs to be addressed. Mrs. Giordano will be coordinating directly with the 8th Grade parents.

**The next Open PTA Meeting will be on March 9, 2016 at 7pm, and we will have a guest speaker from the Sheriff's Office discussing Children and Internet Safety. We encourage everyone to attend.

PTA Meeting February 17, 2016 Attendance

Mrs. JoAnn Giordano
Mrs. Cathy Golden
Miss Kira Nelson
Dana Franznick
Laurie Williams
Maria Rimmele
Fay Eigenrauch
Ann Mazza
Molly Cimini – 3rd Grade
Jackie Mazzuco – 7th Grade
Carol Sama – 8th Grade
Deanna Ryan – 4th Grade
Meghan Lupo – 1st Grade
Kim Vowteras – 5th Grade
Lori Dougherty – 2nd Grade
Tiffany Havard – 2nd Grade