

**St James PTA Minutes**  
**Wednesday, May 11, 2016**  
**7:00 PM in the School Library**

Dana Franznick called the meeting to order.

**Opening Prayer:** Ann Mazza

**Principal's Report:** Mrs. Giordano

Many thanks to the PTA officers for their service this year. The school was able to purchase new text books, technology and improve infrastructure, which would not have been able to happen without the efforts of the PTA. This comes from a strong belief in Catholic education and what is best for the students and the school.

Looking ahead on some purchases to be made this summer, we will be getting new Lenovo laptops for the classrooms to replace the older laptops, which are XP and Vista and no longer supported by the security software. We will also purchase some new Surface tablets as this has been an important item that the teachers have been utilizing in the classrooms. The routers will be updated since they are getting old and the signal is very weak in certain rooms. Mrs. Giordano has met with the teachers and is going to look into a new, phonetically-based reading program for grades K-5. In addition, she is looking into purchasing a new math series for 7<sup>th</sup> grade since the workbook is now out-of-print.

Arcade Day is coming up and will be our final school fundraiser. Class Parents have been in touch with the teachers and have figured out their games and supplies needed. Mrs. Giordano has completed the schedule for the event. We will definitely need parent volunteers on the day of the event.

Mrs. Giordano has been working with Mr. Liffner on planning Field Day. Rain dates will be worked into the schedule, and teams will be divided into colors again. We will also need parent volunteers to assist with Field Day.

Looking ahead to fundraising goals for next year, items needed include new projectors for the Smartboards in the classroom, hallway and stairway tiles, and tiles for the 3<sup>rd</sup> floor. Originally, the library was supposed to be done this summer, but it is going to wait. It takes a lot of work and planning to move the library, and there has been so much going on in the school that it would not be completed in time for the school year to begin.

Monsignor Lowery is celebrating his 40<sup>th</sup> Anniversary as a priest on May 22 at the 12noon Mass, followed by a reception. St. James School has been asked to help out, so we will take part in the celebration. In addition, the students are making him cards.

Mrs. Giordano has been busy working on the 2016-2017 school year calendar. Many thanks to everyone for a great year filled with fun activities!

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

A sincere thank you to the outgoing Executive Officers and Board Members, including Christian Buckman (Spirituality), Ann Mazza (Hospitality) and Mary Asfendis (Partners for Excellence). Remaining in their roles will be Jeanne O'Connor (co-President), Robert Lowe (co-Vice President), Lisa Noonan (Treasurer), Liz Coscia (Marketing/Legislative Affairs), and Maria Rimmele (Technology). Some Executive Officers and Board Members are changing roles, including Dana Franznick (co-Vice President will now be co-President), Laurie Williams (Recording Secretary will now be SJAA Liaison) and Fay Eigenrauch (Corresponding Secretary will now be co-Spirituality). Welcome to our new Officers and Board Members, including Molly Cimini (co-Vice President), Meagan Duke (Recording Secretary), Meghan Lupu (Corresponding Secretary), Lori Dougherty (Hospitality), Deanna Ryan (co-Spirituality), and Ali Farro (Partners For Excellence).

Many thanks also to Miss Nelsen and the teachers for really stepping up this year in both running and attending all of the events. They got the kids really excited to participate and have fun!

- Diocesan Spring Conference – (Mrs. Giordano) Took place on May 4, 2016, hosted by St. Leo the Great. All Monmouth and Ocean County PTA Presidents and Executive Boards come together annually to celebrate and share ideas. Each school is an important piece to the puzzle for the Diocese. The amount of time and effort put forth by the PTA volunteers is amazing and appreciated.
- PTA Officer Installation – Will take place on May 17 on Awards Night before the ceremony. All incoming Officers should plan to attend.

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

• "A Little Taste of Broadway" Fundraiser – (Robert Lowe) The event is coming up! Tickets are \$85 per person and can be purchased through the Two River Theater Company website at [www.tworivertheater.org](http://www.tworivertheater.org). The ticket price includes the Broadway Dolls show (professional Broadway performers) as well as beer, wine, soda, and tastings provided by local restaurants. What an amazing deal! There is also a special promo of \$59 per ticket for seats in Row K, so if you are interested in taking advantage of that deal, please call Two River Theater directly at (732) 345-1400. SWAG bags will be given to all attendees, which include small items from supporting businesses and some desserts to take home. There will also be a Silent Auction during the event with various baskets and items, and credit cards will be accepted. Danny's Steakhouse will be hosting an after-party with ½ price drinks and food. This has been a total community effort, especially by the Navesink Business Group who have been tirelessly been promoting the event. We will also award a plaque at the event to the Red Bank Rotary Club on behalf of Saint James School to thank them for painting the school. We have just one more week to sell the remaining tickets, so please encourage your family, friends and neighbors to attend. ALL proceeds go directly to Saint James School, which is how we are able to purchase new books, curriculum and technology. \$500 was requested for linens, utensils and other items needed for the tasting and silent auction, approved by Laurie Williams and Liz Coscia.

• 2016-17 School Year Monetary Requests – (Dana Franznick) \$400 is requested for the online directory subscription, approved by Ann Mazza and Robert Lowe. \$500 is requested for supplies for the New Family Social in September, approved by Laurie Williams and Liz Coscia.

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

The balance stands at approximately \$40,000. The schedule for reimbursement is off by a week, due to the Easter holiday.

**Recording Secretary's Report:** Laurie Williams

Attendance of Executive Officers:

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

April 13, 2016 Executive Meeting Minutes approved by Dana Franznick and Liz Coscia.

**Corresponding Secretary's Report:** Fay Eigenrauch

Fay is organizing her records to pass along to Meghan Lupu. She looks forward to working with Deanna Ryan on Spirituality.

**Marketing/Legislative Affairs:** Liz Coscia

Liz continues to work with Mrs. Cavanaugh on Facebook posts for the school, especially to promote the upcoming "A Little Taste of Broadway" event.

On the Legislative side, it is important to follow up with the Senators and Congressmen on issues concerning school funding. These issues are sent out to everyone via eblast and they are on the school website. The process is very simple as you click on the link provided, enter your zip code, and then the form automatically populates with the necessary information. These correspondences do make an impact for us. The PTA has to make up any funding deficits in the budget, so the more we can get from the state, the better.

**Hospitality:** Ann Mazza

Ann will be taking care of whatever is needed for Monsignor Lowery's reception, and has been in contact with the people running the event.

**Technology:** Maria Rimmele

Maria will be making changes to the website over the summer in order to streamline information and make the homepage less crowded. She will also be working with TD Bank to provide an online payment option for certain fees, including school registration and EDP. Also, the new school year packet will now be online. A letter will go home to let parents know where they can find the forms, and that way only the necessary papers will be printed out and sent back, resulting in less paper waste. If necessary, forms can still be sent home by request.

**Spirituality:**

Nothing to report at this time.

**Partners For Excellence:** Dana Franznick (for Mary Asfendis)

Mary is working on updating her records in time for Arcade Day so those who need to complete their PTA Commitment know how much they need to donate.

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

The Royals last meeting was on May 2. The Red Bank Rotary Club did a great job painting the school. If we have any more projects, just let them know as they are happy to help.

The Royals would like to look into renting out a bowling alley for a fun, family night. It is low cost and easy to do, so it is something they would like to explore as an event for next school year.

**SJAA:** Dana Franznick (for Michaela Ferrigine)

The Run With the Royals 5K fundraising goal of \$15,000 was reached. 2<sup>nd</sup> Grade won the contest for Class Participation, so they will need to schedule their pizza party before the end of the school year.

#### **Presentations by Committees:**

Care Steps: Dana Franznick (for Lisa Goga and Tina Catapano) – There will be a Pajama Drive on May 19, collecting only new children's pajamas (especially teenage sizes) and books. Checks are also accepted and welcome.

Vendor of the Month Program: Dana Franznick (for Tricia Wilson) – The next event will be Barnes & Noble Night on Wednesday, June 1 in Holmdel from 3:30-5:30pm and 6:30-7:30pm. It will coincide with the release of the summer reading list, and a percentage of sales will go back to Saint James School. During the event times, there will be poetry readings and a choral performance by Saint James students in order to bring in traffic. Gifts, toys, café items (including a Saint James-themed drink) will all be included in the percentage of sales. If you are unable to make it to the event on June 1, Barnes & Noble will honor the percentage of sales during the week to follow if you identify yourself with Saint James at checkout.

Book Fair: - Meghan Lupu – The Book Fair went well with approximately \$5900 in sales. Co-chair Bridget Manfredi is happy to continue managing the Book Fair next year.

Arcade Day – Meagan Duke, Tiffany Havard and Carol Sama – It will take place on Friday, June 3 from 8:15-11:15am in the school parking lot (school gym if it rains). The booths/games are all squared away, just need to ensure that teachers and parents are all on the same page with supplies needed. The suggested donation will be \$10 per child/\$30 per family, preferred donation is \$25 per child. There will be no extra money for food items this year, everything is included in the donation. Students can wear gym uniforms that day. Grade Parents need to make sure that the booth/game has at least 2 volunteers for the duration of the event, so they should work out a schedule, if necessary.

### **Open Discussion:**

The Fee-Exempt positions will remain the same for next year (playground, lunch, AM monitor, nurse's office), and those people filling those positions will be finalized over the summer. Otherwise, the options are to pay \$300 PTA Commitment Fee upfront, or agree to fundraise \$300 through the school year. The fiscal year end on June 30, so beginning on July 1, 2016, the PTA budget goes back to \$0. The PTA Commitment Fee is important in getting the school year budget started.

Mrs. Giordano would like to start a Teacher Wish List. If any parents would be interested in donating a needed item for the classroom, this will make them aware of what is needed.

Ideas were discussed for a potential Mother-Son Event next year since there was none this year. Ideas include a Monmouth Men's Basketball Game, Pinball Museum in Asbury Park, Yestercades, and Bowling (if Royals do not have their family event).

Kim Vowteras would like for the school to consider hosting a Wizards Night in late fall as a major fundraiser. The Wizards are like the Harlem Globetrotters, so they put on a show, and the kids and parents also come out to play with them. In talking with people from other schools who have done this, Kim said these nights bring in a lot of money between ticket sales to event itself and concessions.

\*\*The next PTA Executive Meeting will be held on September 7, 2016.

### **PTA Meeting May 11, 2016 Attendance**

Mrs. JoAnn Giordano  
Dana Franznick  
Robert Lowe  
Laurie Williams  
Maria Rimmele  
Liz Coscia  
Ann Mazza  
Fay Eigenrauch  
Miss Kira Nelsen  
Carol Sama – 8<sup>th</sup> Grade  
Deanna Ryan – 4<sup>th</sup> Grade  
Meghan Lupu – 1<sup>st</sup> Grade  
Kim Vowteras – 5<sup>th</sup> Grade  
Tiffany Havard – 2<sup>nd</sup> Grade  
Lori Dougherty – 2<sup>nd</sup> Grade  
Meagan Duke – Preschool  
Kim Phillips - Preschool  
Alexandra Farro  
Jennifer Smiga