

St James PTA Minutes
Wednesday, November 11, 2015
8:15 AM in the School Cafeteria

Jeanne O'Connor called the meeting to order.

Opening Prayer: Christian Buckman

Principal's Report: Mrs. Giordano

We are in November, and everything is going in a positive direction as we gear up for a number of holiday and winter events for the school and the community.

Mrs. Giordano has been working on getting some quotes on classroom improvements so that work can be scheduled over the summer. She has also secured funds from the state to be used on school security. Those funds will be used to install locks on the interior foyer doors, which will ensure that people are checking into the office and not allow direct access into the school area. Funds will also go toward purchasing a monitor with 16 screens to view each of the entry points of the school.

Mrs. Giordano thanked the PTA and Grade Parents for their support and outstanding outreach to the parents. There seems to be a lot more involvement and volunteerism this year.

Royals Ladies Night Out: Miss Kira Nelson

The event will take place on Friday, November 20 from 6-10pm at Beacon Hill Country Club. Advanced ticket requests are due in by Friday, November 13 for \$60 per ticket. Seating is limited to 100. If it does not sell out prior, tickets can be purchased at the door for \$75. An eblast will be sent out reminding people to buy their tickets. Please bring checks or cash to the event as vendors may not be able to accept credit cards on site. There are currently 40 baskets with great prizes. Grade Parents are reminded to get their theme basket items in by Monday, November 16 so they can be wrapped prior to the event. Volunteers are needed to collect tickets at the door and to sell raffle tickets, so a sign-up sheet will be posted online.

Post-meeting note: This event is SOLD OUT!

President's Report: Jeanne O'Connor

- Fall Fundraiser – Delivery and pickup of items will be Wednesday, November 18. PTA will be there to organize and distribute to the items. Preschool-3rd Grade parents must pick up their items. 4th Grade and up, if they have a small order, it goes home with them. Otherwise, the items must be picked up. It is important for the Grade Parents to communicate the pickup information as all items must go home on 11/18. A beach cruiser was donated through the fundraiser, which will go to SJAA as a grand prize for the Run with the Royals 5K registration. A snowboard was also donated, which will go to the Royals as a grand prize for the Polar Plunge.

- Unit Presidents Meeting: This is a meeting for all PTA Presidents and Vice Presidents for Monmouth and Ocean Counties, which will take place on Thursday, November 12 at Red Bank Catholic. Jeanne O'Connor, Dana Franznick, and Mrs. Giordano will attend.

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

- Preschool Social/Meet-and-Greet – The event took place on Monday, October 19 in the RBC Meeting Room. It was a very nice event, with about 27 parents in attendance. Mrs. Giordano spoke with them about some of the events going on in the school. It was a beneficial way for the parents to meet each other and find out what they may want to participate in. This event was a success and something we should plan to do again in the future.
- Red Ribbon Week – (Mrs. Giordano recapped) – It was a very informative week as all of the teachers had lesson plans that they followed concerning drug and alcohol awareness. The Sheriff's Office put on an assembly for 5th Grade and up with a police dog (due to limits on the working time for the dogs, the assembly could not be extended to the lower grades). The students loved the assembly, which demonstrated the dog's ability to locate drugs in a search.
- Grade Parent Communication – A discussion was opened to brainstorm ideas to streamline communications. It was reiterated that at least one Grade Parent from each grade must attend the monthly PTA meetings, and the Grade Parents also need to read the eblasts and WIN folder items on their own, and then disseminate that information to their grade as necessary. There are a number of upcoming events, so the Grade Parents must promote those volunteer opportunities, not only by email communication, but also with personal phone calls. In order to have these wonderful events, we must have volunteers to help run them.
- Spring Fundraiser - Robert Lowe announced the date has been set for Saturday, February 20, 2016 from 6-9pm at the Two River Theater. The cost will be approximately \$75-\$80 per ticket, which will include a cocktail hour and two-set performance by the Broadway Dolls. This will be an Advancement Fundraiser, with proceeds going toward retiling and classroom restoration. Rob plans to subsidize some of the cost by putting together a Playbill for local businesses to advertise. The event is open to the community at large, and will bring visibility to St. James School. We need to work on coming up with a catchy tagline/name for the event. Rob has a contact who has agreed to work on the art work for marketing materials free of charge. We are also working on creative ideas to fundraise during the event.

Treasurer's Report: Lisa Noonan

Lisa reminded anyone submitting for reimbursement to make sure the form is filled out completely, and that a receipt is attached. Otherwise, the form will get kicked back and further delay reimbursement.

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

October 7, 2015 Executive Meeting Minutes approved by Christian Buckman and Liz Coscia.

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

Fay has been busy working on the thank you notes for Trunk-or-Treat donations. They will all be out by Friday, November 13.

The next group of thank yous will be for Royals Ladies Night Out donations, of which there will be many.

Marketing/Legislative Affairs: Liz Coscia

Liz has been tracking donations for our events, so after Royals Ladies Night Out, we will need to regroup and ensure that we are not hitting up the same vendors for our future events. We request that anyone chairing an event please update both Liz and Fay on the vendors they receive donations from so they can be recognized and thanked.

The Facebook page has been frequently updated. Liz posts information from the WIN folder, as well as any pertinent information on school events that parents should be aware of. The page has 288 Likes, and people have been re-sharing the information on their personal pages to further promote the school and events.

Dana Franznick suggested putting together a single page bulleted list of ways to stay in touch with St. James School in order to give parents, especially new parents, an idea of where to start finding out information.

Hospitality: 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

Kid Stuff Books – Some unpurchased books still have not been returned, so Maria will continue to try to track them down.

Directory – There are 315 families total listed on the online directory. Some families still need to go in and confirm their information. So far, the feedback from those using the directory has been great, especially having the app available via mobile device on the go. The software has the ability to have volunteer sign-ups, but we will wait to test it during a less hectic point in the year.

Spirituality: Christian Buckman

Advent Wreath Sale – Advent begins on November 29, 2015. Christian has the order form available, which will be posted in the WIN folder and also send out by eblast. She will be ordering the wreaths through Good Shephard.

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

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

The Visitor sign-in system has been working great since a faulty cable has been replaced. Mary receives a regular report from Mrs. Fallon in order to track which volunteers have been coming for their weekly commitments. It is important that volunteers show up for the commitments as they are needed for the safety of the students.

Mary will also receive a report of those who purchased Kid Stuff books and items from the Fall Fundraiser in order to credit dollars towards those families who committed to fundraising throughout the school year.

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

Basketball Blowout: Will take place on Friday, January 8 in the Gym. More details will be available once the December events information goes out.

Polar Plunge: Will take place on Sunday, January 10 in Long Branch. There will an assembly in school for the students on Friday, November 20 to kick off the fundraising. A Royals Dad will volunteer to dress as the Polar Bear. There will be a Free Dress Down Day for those students who earned a Polar Plunge shirt from last year, either by plunging or sponsoring a plunger. Students may only the long-sleeved green shirt from last year with jeans. If students do not have the green shirt, they may not dress down and must wear their uniform. Nine faculty members are set to plunge, and they will be revealed at the assembly, along with their fundraising thermometers and all pertinent information about the plunge.

****Mr. Flego will be asked to avoid scheduling any games during the Basketball Blowout and Polar Plunge.**

****Post-Meeting Note:** There are now 11 faculty members registered to plunge.

Royals Movie Night – tentatively scheduled for February or March in the school gym.

Presentations by Committees:

Trunk-or-Treat: Molly Cimini – The event was a huge success, with over 300 people attending. Many of those were walk-ins since it is a weather-dependent event. Next year, the committee suggests having a separate line for those who pre-registered, as well as a discounted price for pre-registration to allow for better planning. The committee also recommends having the event on Friday night as opposed to Saturday, which proved to be tough in having to wait for Mass to end before setting up for the event. The Royals volunteers and student volunteers did a great job! The trunks were very creative, which made for a tough time judging. It was a very fun event for all who attended.

Care Steps: Jeanne O'Connor (for Tina Catapano and Lisa Goga) – Operation Christmas Child boxes are due by Friday, November 13. Adult volunteers are needed to transport the boxes to the drop-off point in Colts Neck on Monday, November 16. Tina is still working to confirm the date for Christmas Caroling for the Senior Citizens. Care Steps is interested in adding another committee member who would be interested in taking over next year.

Book Fair: Meghan Lupo – The fair will be held from Monday, November 30-Sunday, December 6, 2015 (Grandparent's Tea). Meghan will be looking for volunteers to help throughout the week, and sign-ups will be posted online. Teachers will also be signing up for their time slots throughout the week.

Breakfast With Santa/Grandparents Tea: Jackie Hines – Breakfast With Santa will take place on Saturday, December 5 from 9-11am. Grandparents Tea will take place on Sunday, December 6 from 1-3pm. Jackie and Lauren Gallagher are working on a volunteer list to post online for food contributions and event volunteers. Lauren created an invitation for Breakfast With Santa to be approved and posted to the St. James website. Mrs. Giordano will coordinate with the teachers to have the students create personal invitations to their “grandfriends” for Grandparents Tea. \$500 was requested for Breakfast With Santa, approved by Liz Coscia and Laurie Williams. \$500 was requested for Grandparents Tea, approved by Christian Buckman and Ann Mazza. This money will be a safety in case more food, decorations and crafts are needed. The Grandparents Tea will include different ornament craft stations for the students to choose to create with their grandfriends. Jackie Hines’ husband will play guitar and lead the students and grandparents in a sing along.

Secret Santa Shop – Maria Rimmele – Set up will be on Friday, December 4. All PTA Board members will be needed that day in order to set up the shop as well as decorate for Breakfast With Santa and Grandparents Tea. Secret Santa Shop will be open Saturday December 5 during Breakfast With Santa, and Sunday, December 6 during Grandparents Tea. It will also be open the following week on Monday, December 7, Wednesday, December 9, and Thursday, December 10 for the students to make gift purchases. The hallway to the Book Fair and Secret Santa Shop will be decorated in “The stockings were hung by the chimney with care...” theme, with the students decorating stockings. Jeanne requested \$300 for the cost of brick-patterned paper to line the hallway for hanging the stockings, which was approved by Liz Coscia and Laurie Williams.

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.

Box Tops/Labels For Education/Funding Factory: Jeanne O’Connor (for Tina Catapano) – 3rd Grade won the Halloween Box Top Contest, 5th Grade came in second place. The Middle School contest is going on now. Kim Vowteras is working on setting up an Amazon Smiles account for Saint James so it will be available in time for Christmas shopping. There is no additional fee to shop under Amazon Smiles, and it is another easy way for some money to come back to the school.

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. \$500 was requested for printing of tickets and other marketing materials, which was approved by Christian Buckman and Jeanne O’Connor.

The next Executive PTA Meeting will be Wednesday, December 16, 2015 at 8:15am. The next Open PTA Meeting will be Wednesday, January 13, 2016.

PTA Meeting November 11, 2015 Attendance

JoAnn Giordano
Jeanne O'Connor
Dana Franznick
Robert Lowe
Laurie Williams
Lisa Noonan
Liz Coscia
Ann Mazza
Christian Buckman
Maria Rimmele
Kira Nelson
Molly Cimini – 3rd Grade
Heather Doherty – 5th Grade
Kim Vowteras – 5th Grade
Lauren Gallagher
Jackie Hines - Preschool
Jackie Mazzuco – 7th Grade
Meghan Lupo – 1st Grade
Carol Sama – 8th Grade