

St. Bernadette School PTO Executive Board Meeting November 30, 2010

7:00 pm

Meeting Minutes

Attendance:

President	Geoff Bacino	Present
Vice President	Erin Moore	Present
Secretary	Andrea O'Grady	Present
Treasurer	Mike Hickman	Absent
Ways and Means	Joe Bury	Present
Principal	Mrs. Beeks	Present
Vice Principal	Mrs. Richard	Present
Faculty Representative	Sandy Barrick	Absent
Grade Representative	Tracey Pilone	Present

Copy to: Donna Feerst Church

Fr. Larson

Fr. Pollard

All Committee Members

The following constitutes our understanding of the matters discussed and conclusions reached. If there are any errors or omissions in the basic discussions, please notify the writer.

MEETING NOTES:

Opening Prayer--Geoff Bacino

President's Report—Geoff Bacino

Upcoming Events:

Santa's workshop is coming up this weekend December 4, 2010. Mrs. Clark has done a super job! Mrs. Vogel has also worked hard on this. Norma Salvatori has helped them as well—she has 7 years of experience doing this.

We also have the Christmas play Saturday night.

We have a handful of basketball games this weekend. www.nvjcyo.org will take you to the site that has information about the games. We have 17 teams this year. There are 2 boys teams in each grade 4-8 and all the girls have at least one team per grade.

We put in a request for kitchen equipment—we budgeted \$10,000. We need a new commercial grade microwave. The kitchen tech guys were in here 2 weeks ago and they also cleaned our two ovens and recalibrated it and ordered new knobs. Erin says maybe we can put \$250-500 in the kitchen staff budget to clean the ovens yearly. Geoff says we should put some money in the budget annually to have the kitchen tech people come out to clean.

Mrs. Beeks asks about the leg on the refrigerator that is still sitting on blocks. Geoff says it was fixed or will be fixed. He will check on this.

Joe asks if we have a Capital Improvement plan. Mrs. Beeks says yes, Father Kevin handles that—the next major problem here may be windows and bathroom stalls. Mrs. Beeks says Fr. Kevin oversees this for the entire parish. Many months ago when she talked with him they discussed windows.

Mrs. Beeks says money set aside for the kitchen shouldn't all be used this year. Geoff says we also need a stove—single or double.

Ways and Means –Joe Bury

Poinsettia sales will be taking place at the Santa's workshop and at the masses this weekend.

He would like to work more on the project discussed at the last meeting.

Mrs. Beeks says the Diocese is hoping that each school will establish an Annual fund—develop a committee of 11 or 15 people. They also have a committee for enrollment management but Mrs. Beeks does not see the need yet since our enrollment increases each year. There may be a time when we will plateau but right now we have good practices in place to increase or maintain our enrollment.

Geoff asks Erin about discussion at the last diocese meeting. Many parishes have had enrollment declines, we were one of 5 schools that had increases. They recognized us saying St. Bernadette's has done a good job.

Mrs. Beeks says we had the two open houses in November and had a good turnout.

We lost 40 students last year but gained that many and 10 more—military families moving, etc...

Mrs. Beeks says the sessions for the meetings for Annual Fund will soon end and then we can talk about it later.

Grade Rep Report: Tracey Pilone

Sock Hock/Auction will be May 6.
Spring Dance –April 20

Volunteers:

Fall Festival was troublesome from an organization standpoint because of getting volunteers. She has gotten a lot of feedback from volunteers who are feeling squeezed. There is unhappiness. Lots of jobs to do—less and less people to do them and people are feeling burned out.

Can we do a survey for the school for parents to see how they feel about volunteering, how many hours then can give, would they be willing to pay to hire extra aides?

Mrs. Beeks asks what are people burned out on? Tracey says its not donations, its man-hours. For example, at the Fall Festival, no one signed up for the moon bounce and she was scrambling to find people to help. Cafeteria parents who are volunteering are feeling the pressure too. Mrs. Beeks says Theresa Heaney is overseeing getting more people into the kitchen and it seems to be ok now. Maybe the PTO has to hire someone to run the service line in the cafeteria but then the fees will go up.

Geoff says he has no problem hiring but feedback at the final PTO meeting last year was not positive.

Mrs. Beeks says we recognize 3 years ago that we did not have the manpower we had years ago. There are more 2 parent families now than before and we put measures in place but now getting volunteers to get people to run the service line in the kitchen should be a paid position. She has said if we can't get the people to run it then we don't have it. If we don't have people to run programs then we don't have it.

Tracey says we need to have a conversation with parents to say—here's the list, if we can't do all of the programs then we need to pull something.

Mrs. Beeks says several years ago it was the same people putting on the teacher appreciation luncheons—then she made the suggestion that each month a different grade level do the luncheons—its in place now and it works. The conversations have come up for these different events and if we don't have the manpower to do a sock hop and a mini auction then we can't do it and we have to have that approach.

Mrs. Beeks says the only expectation for parents is playground duty. Joe Bury says if we have a plan in place that we have so many hours that are expected, it gets everyone involved and if they can't give time maybe they can give dollars.

Mrs. Beeks says there was a lot of talk about it last year at the board meetings--then at the general meeting it was determined it was not the plan to do and Geoff said we would look at it again this year. If we look at the year, we need volunteers for the Fall Festival, Sock Hop/Auction, Feast of St. Bernadette, Science Fair Brunch, Santa's Workshop, Race for Education, First Communion Reception, Spring Dance, Graduation, Donuts with Dads, Mommy Mass.

Mrs. Beeks says the Grade Rep system started with Sr. Maureen about 8 years ago.

Grade Reps Responsibilities:

Fall Festival—money went to the band—maybe the band and band parents should be the ones manning the Fall Festival.

Sock Hop—last year money went to the 8th grade and the 8th grade does all the food at the event.

Auction—if we don't have an auction, would we be able to pay the bills?

Geoff says we may not have a new library, a new science lab, etc...or it may

take you 2 or 3 years to get it. If we don't have these things, it should not affect our bottom line. It's all about what do you want to do? Do you want a new art room, do you want a new science lab then Geoff says he does not have a problem saying you have to pitch in if we want to have these things. Feast of St. Bernadette—parents handing out ice cream—we could have a grade do this such as 5th grade.

Science Fair Brunch—a grade could take care of this as well.

Spring Dance—why couldn't 6-8 grade take over the Spring Dance?

Graduation—done by the 4th and 7th grade

Donuts with Dad and Mommy Mass

First Communion Reception—3rd grade parents can handle.

Mrs. Beeks says some of these things can be set aside for the grade reps like Fall Festival, Auction and the Race for Education where you need the huge manpower. Santa's Secret Shop too—this is where we need the manpower.

Mrs. Beeks says she is all for the survey but we all seem to be having the same conversations but it comes down to the major events where we need the manpower.

Geoff says he understands why the grade reps were put in but as we go on, does it make sense to still have grade reps. Tracey says we need one person to coral all these events. Geoff says if one person takes one event it would work and then someone to oversee the grade parents—one grade rep.

Mrs. Beeks says we could do away with some of these fundraisers if we go full force with Scrip cards—Mary Fedorochko has been doing a great job raising money with Scrip. If we did no fundraising, we would not be able to have a renovated art room, science lab, etc...

Tracey asks how much would we have to increase tuition if we did away with these fundraisers...Geoff says we don't have to raise tuition, but we would have to let parents know it will take longer to renovate. Geoff says if we're not going to go mandatory hours maybe we can go to parents and ask them to purchase a minimum Scrip purchase per year—such as \$300.

Mrs. Beeks says if we cut out the auction and the Race for Education, we save a lot of manpower. We can not cut out the Fall Festival, it is not a fundraiser, it's a community event. We need to preserve events where the community is coming together such as the Sock Hop and the Donuts with Dad and Mommy Mass.

Mrs. Beeks says the survey is a wonderful idea and asks Geoff to send a letter around. We also need to push Scrip. It is a longer, harder haul to do but its less manpower.

Geoff says he would like to not lose Race for Education or the Auction—if there are ways to get people to do events differently—just one event—it might help.

Mrs. Beeks says if some of these events are run by the grade level and some run by the PTO and some run by the Grade rep—it might help.

Tracey will draft survey questions.

Geoff says we need to be blunt to let people know this is what could be coming if we don't have the manpower.

Principal's Report—Mrs. Beeks

Mrs. Beeks would like to know how much money she has to pay for the art room renovation. She still needs to determine the profit from the golf tournament. Maybe the mini-auction will be able to finish a major part of the art room. We're going to need more electrical work—which might be a \$1-2,000.

Mrs. Lent-Tucker is overseeing the teacher's wish list which is different from the teacher's gift card list. The wish list has a cap of \$300. Teachers are saying rather than that, would parents be willing to buy Scrip cards next year instead and this way the teachers can get the items for the classroom. It would save a lot of work.

Mrs. Beeks has been in touch with a software company about the lunch line POS system.

Art Room

Art is closed for a few days while Mrs. Boneo finishes up. She's has wonderful volunteers helping her. The next step is demolition of the inside of the classroom. Next will be flooring and then we wait for the cabinetry to come in.

In January, Fr. Kevin is having a dinner/dance for people employed by the parish but he also wants to invite Eucharistic minister, altar servers, etc..and would like to have the PTO Board come and would like to include other volunteers.

New Business:

St. Bernadette/Nativity Parents Basketball Game

Geoff got a call last week from the Nativity PTO president saying we used to play a basketball game with parents for a fundraiser—would we be willing to consider it?

Bonus for Laurie Candalor

Should we give her a bonus for the work that she does for the drama program. Geoff says Laurie does an amazing job for all the kids for the drama program and she does not have kids here.

We will vote at the next meeting.

Next meeting Jan 4, 2011
7pm.

Closing Prayer---Geoff Bacino

Meeting Adjourned 8:34pm