

# St James PTA Minutes

## Wednesday October 22, 2014

### 7:00 PM in the School Cafeteria

Paula Pangilinan called the meeting to order

**Opening Prayer:** Christian Buckman

**Principal's Report:** Mr. Cardone

- Mr. Cardone thanked everyone for coming out on a rainy night. He also thanked Paula Pangilinan and the PTA for all of their hard work in getting the new PTA system in place.
- Mr. Cardone reported that enrollment is greater than last year, especially in the preschool which currently has 98 students. This is significant in hopes that parents will decide to continue with enrollment at St. James for kindergarten and going forward. The middle school also shows strong enrollment with the increased rigor of the program. The 8th Grade is larger than ever, and the 6th Grade is also very large. The teacher changes that were made are also going very well, and those teachers are happy in their new positions.
- Mrs. Giordano said she is looking forward to an exciting year filled with some new events. She is happy that volunteers are stepping up for the sake of volunteering, without the lure of points.

**President's Report:** Paula Pangilinan

- **Understanding the New PTA Program** - Paula explained that she and Maria Rimmele spent about 9 months working on the development of the program. Surveys were sent out to over 400 families to gauge what parents were looking for in the program. Only about 30 surveys came back, but of those 30, they did take into account what parents had to say. The points system was the biggest change, and only those positions during the school day that are required for the safety of the children are eligible to be exempt from the PTA fee.
- **Grade Parents Program** - The emphasis for these positions was born out of the need for better person-to-person communication. Paula emphasized the need for everyone to know who their Grade Parents are, and for the communication to flow in all forms necessary for parents to be aware of what is going on in the school. Dana Franznick has been instrumental in communicating the needs to the Grade Parents, so they can, in turn, communicate effectively with their grade.
- **Introduction of PTA Board and Executive Committee** - Paula introduced each member with their position and what their position entails, as dictated by Diocesan bi-laws.

- **School Directory Update** - Paula is still working on providing it electronically, so it would be possible to update in real time. The plan is to get it out in the next two weeks. It will either be available through the school website with password protection, or it will be sent out to parents who have had their email approved.
- **Fundraising Suggestions** - A new process will be launched in which fundraising ideas can be submitted via an online form. The person who submits the idea will be invited to present their idea to the Executive Board, and if it is approved, that person will proceed with running the fundraiser.

**Vice Presidents Report** – Jeanne O'Connor and Dana Franznick

**Jeanne O'Connor**

- **Fall Fundraiser** - There was roughly a \$16,000 deposit in sales. St. James gets 40% of the profit, so the school made approximately \$6,500. The items will be in before Thanksgiving. Volunteers will be needed to help sort and distribute the items. The goal is to have all of the items sent home for Thanksgiving. The question was raised about holding a Saturday pickup time, especially for some of the bigger orders, but Ann Mazza went on record stating that she feels it is better for parents to pick items up after school rather than to come in on a weekend.

**Dana Franznick**

- **Trunk-or-Treat Event** - It is a new event this year and will be on October 25 from 7pm-9pm (7pm car arrival, 7:30-8:30 event, 8:30 cleanup & departure). There will be about 20-25 cars, and a lot of tickets have been sold in addition. Walk-ins can also pay to attend on the night of the event. Student volunteers are lined up to help. Royals Dads will handle traffic control. There will be gift card prizes for the best cars and the best costumes.

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

Attendance of Executive Officers:

Paula Pangilinan – present  
 Jeanne O'Connor – present  
 Dana Franznick – present  
 Laurie Williams – present  
 Fay Eigenrauch – present  
 Lisa Noonan – present  
 Mary Asfendis - present

October 7, 2014 Executive Meeting Minutes approved by Lisa Noonan and Dana Franznick.

Paula stated that once minutes have been officially approved, they will be available on the website.

### **Corresponding Secretary Report:** Fay Eigenrauch

Fay reported that it has been a quiet few weeks following some passings at the beginning of the school year. She wants to acknowledge both good and bad news. Paula asked that the PTA be notified via email about passings as soon as possible in order to express condolences in-person when necessary. If unsure of where to send information, [website@mysaintjames.com](mailto:website@mysaintjames.com) goes directly to Paula and Maria Rimmele, so they can review the information and get it to the right person for a faster response.

### **Treasurer's Report:** Lisa Noonan

The 2013-14 PTA Fund closed at \$27,000. The account goes to \$0 on July 1, so all money raised must be spent within the fiscal year according to Diocesan bi-laws. The funds raised go toward technology and curriculum (ie. new printers, toner, light bulbs for projectors and smart boards). The goal going forward is to give students a controlled environment to log into their tablets and other devices on campus. Mrs. Giordano added that they have worked on increasing the connection speed, so they have contracted with Starnet to troubleshoot the routers. Paula reiterated that PTA funds are also used to pay the Guidance Counselor, and to subsidize the School Nurse after what is paid by the State. She is happy to report that volunteers are showing up to their weekly assigned roles, and thanked everyone for that in order to avoid having to use PTA Funds to hire those positions. She also stated that those families who choose to pay their \$300 PTA fee and the fundraisers at the beginning of the school year are crucial to start the year off from a cash flow standpoint since the PTA account starts out at \$0.

### **Hospitality Committee:** Ann Mazza

- **New Family Social** - Took place on Friday, September 19 from 7pm-9pm in the RBC Meeting Room. It was a fun event with a great turnout. Ann thanked everyone for their contributions as well as those who were able to attend.
- **Catholic Schools Week** - Will take place January 25-31, 2015. There will be all sorts of events during the week, including Student Appreciation Day on Wednesday, Teacher Appreciation Day on Thursday, and Open Classroom for Parents on Friday from 9-11am. Ann will post if/when help is needed.

### **Spirituality:** Christian Buckman

- **Red Ribbon Week** - Will take place October 27-31, 2014. The DiFranco Family will be running it. The program helps to build drug awareness to make them more aware of drugs in their midst, learn to say no, etc. Mr. Cardone added that speakers will be in school from Catholic Charities on Monday and Tuesday. A banner will be hung for the kids to sign and pledge to say no to drugs.
- **Advent Wreaths** - Ann has 15 wreaths leftover from last year, and they will be available next week for \$27 (includes candles). If more orders come in, Christian

will purchase additional wreaths at a comparable look and price as needed. Advent begins on Sunday, November 30, so a flyer will be created and sent by eblast.

- **Mother's Retreat** - Will be held in March. Last year it was held in the RBC Meeting Room, which allowed for less of a financial commitment than in past years when it was held at a Retreat House. At \$20 per person last year, each mother took home a book, and the turnout was much larger.

**Royals:** Ken Keyes and Craig Seba

- **Royals 100 Club** - 60 members, on their way to their goal of 100 dads. They have had two meetings so far, and have had an enthusiastic turnout.
- **Basketball Blowout** - Will be held Friday, January 9, 2015
- **Polar Plunge** - Will be held Sunday, January 11, 2015 in Long Branch. Ken, Craig, Miss Nelsen, Dana Franznick and Jeanne O'Connor had a meeting Tuesday to start working on the details. The kickoff to fundraise for the Polar Plunge will be November 17.

Paula Pangilinan pointed out that there is strong teacher involvement in the events as well (ie. Miss Nelsen with the Polar Plunge, Miss Rose with Trunk-or-Treat). They are 100% involved in what happens at the school, and they, too, have a voice at the table.

**Technology:** Maria Rimmele

- **St. James Website, eBlasts & Communications** - Maria is working on the eBlast list with 670 emails registered. Unfortunately, only about 60% of those are actually viewing the eBlasts. She is working on setting up a volunteer list for events, as well as a form to sign up to volunteer to avoid miscommunication. Dana Franznick stressed that there are events coming up that need volunteers. In order to continue the events, volunteers are needed to run them. Grade Parents will also reach out to parents to let them know where the needs are. Dana also reminded everyone that all volunteers must complete their VIRTUS training and fingerprinting, which will be reimbursed.
- **Kids Stuff Books** - The fundraiser netted about \$2,100. There are still about 40 books out that have not been bought or sent back, so Maria is will working on following up on those. Paula Pangilinan acknowledged that the attempt to avoid sending them home via backpack, and instead putting them on the desks at Back to School Night did not work as planned, so there will be a better distribution plan going forward.
- **Pie Sale** - Dearborn Markets will have a variety of pies for sale. They will provide 10 sample pies for people to try at Trunk-or-Treat. Orders will be due by November 14. 10% of the purchase will come back to St. James. Pies will be available for pickup the Tuesday before Thanksgiving.

## **Marketing/Legislative Affairs:** Liz Coscia

Liz had nothing to report at this time. Paula Pangilinan stressed that if anyone has a press release, they should give it to Liz and she will follow up.

A question was raised about fundraising, and whether there are monetary goals set for each fundraiser. Jeanne O'Connor pointed out that Polar Plunge does have a goal, and they create a poster that is hung in the lobby to mark out the money raised in accordance with the goal. The Taste of Red Bank event was brought up, and questioned why that event is no longer held. Paula Pangilinan explained that it was a very successful event, but a problem arose with splitting the profits. St. James did all of the work, but the restaurants wanted other schools in Red Bank to see some money too. It was also voiced that some people didn't want to give support to a Catholic school. Other fundraiser ideas were brought up, and Paula stressed the need to keep ticket costs reasonable so all families can participate.

## **PRESENTATIONS BY COMMITTEES**

### **Care Steps** - Dulce Arce and Lisa Goga

- **Operation Christmas Child** - This is a very successful program and the students enjoy taking part. Families request a box and fill it with small gifts (suggestions are included) to be sent to a child who would not otherwise receive anything for Christmas. The family pays the \$7 fee to ship the box. If you pay online, the box can be tracked, so it is fun for the kids to see where it goes. The collection will take place between November 11-15. Dulce will hang the posters following the meeting.
- **Lunch Break Volunteering** - available for 6th-8th Graders for their Community Service hours on November 22 from 9am-12pm.
- **Christmas Caroling** - Will take place on Sunday, December 14 at the Chelsea Home in Tinton Falls. This also qualifies as Community Service hours for middle schoolers.

## **EVENTS AND OTHER FUNDRAISERS**

- **Used Uniform Sale** - The next sale will be on Tuesday, November 11 from 1-3pm. Used Uniforms are no longer being accepted until after the sale, when new drop-off dates will be listed.
- **Book Fair** - Megan Lupo will chair, and she needs volunteers. The fair will run from Friday, December 5 - Thursday, December 11 (including Breakfast With Santa and Grandparents Tea).
- **Secret Santa Shop** - will be held Saturday, December 6 through Thursday, December 11, allowing for it to be open during the Breakfast With Santa, Grandparents Tea, and

four days in school. This is very important for the kids. It does not make a lot of money, but it doesn't cost anything, and allows the kids to feel like they are doing their own Christmas shopping.

- **Breakfast With Santa** - will be held on Saturday, December 6 from 9am-11am in the school cafeteria. We are still in need of a 2nd Chair in addition to Theresa Crespo.
- **Grandparents Tea** - will be held on Sunday, December 7 at 1pm. We are still in need of a Chair for this event.
- **Ice Skating Party** - Lisa Swabsin has set the date for Wednesday, February 11 from 1:15pm-2:45pm at the Red Bank Armory. It is a half-day of school. The cost will be \$9.75 per person, and the snack bar will be open.
- **After-School Clubs** - A four-week program on Tuesdays and Thursdays in March, geared for the younger students who don't participate in other after-school activities. Parent volunteers will be needed.
- **St. Patrick's Day Social** - Chaired by Jeanne O'Connor, it will take place on Saturday, March 7, 2015 in the school cafeteria. This is an adults-only party from 8-12pm. It is a social event to build a sense of community.
- **Mother/Son Outing** - Lakewood Blueclaws Game in the spring, chaired by Lisa Goga and Dulce Arce.
- **Career Day** - In need of a volunteer to Chair. It provides the middle school the opportunity to hear about different careers.
- **Field Day** - In need of a Chair to manage the day, as well as parent volunteers throughout the day.
- **Father/Daughter Dance** - will be Chaired by Tiffany Havard, Jamie Monaghan, and Sarah Forsyth.
- **Mother/Daughter Tea** - In need of a Chair.
- **Arcade Day** - Replaces the Dance-A-Thon. It is a fundraiser where each class runs its own game. Funds raised will go toward the Facility Improvement Fund, in an effort to get ahead of any potential building problems as it ages. The teachers are running the event with assistance from the PTA.
- **Progressive Raffle** - This fundraiser provides 100% return on fundraising commitment for PTA. The cost is \$10 per ticket. 50% of the proceeds go to the school, 50% goes into a pot to be distributed amongst four winners. The kickoff to the raffle will be Catholic Schools Week, and the winners will be drawn at the St. Patrick's Day Social (need not be present to win).

**PTA Meeting October 22, 2014 Attendance**

Mr. William Cardone  
Mrs. JoAnn Giordano  
Paula Pangilinan  
Jeanne O'Connor  
Dana Franznick  
Laurie Williams  
Lisa Noonan  
Ann Mazza  
Maria Rimmele  
Liz Coscia  
Mary Asfendis  
Fay Eigenrauch  
Christian Buckman  
Maureen Dolan  
Jane McLaughlin  
Lisa Goga  
Tiffany Havard  
Lori Dougherty  
Robert Lowe  
Melissa Terranova  
Helen Redmond  
Sandy Hayes  
Carol Somer  
Dulce Arce  
Jamie Monaghan  
Marion Corrigan