

SMT Home and School
Board Meeting Minutes: June 17, 2009
7:00 PM SMT Teachers Lounge

Board Members:

Present: Father Kindon, Mrs. Florian, Chris Hageman, Patty Janoch, Diane Meyer, Melody Kozar, Viktoria O'Donnell

Absent: Barbara Martinez, Michelle Rooney, Peter Gollmer, Kris Gotschal

Quorum present? Yes

Others Present:

Ginny Schlussel, Scrip

Laurieann Tebben, Scrip

Proceedings:

Father Kindon gave opening prayer

Meeting called to order at 7:05 p.m. by Diane Meyer

· Scrip Report -Marketing:Ginny Schlussel

- Recommends continuing to educate parish and school families using YTD numbers for Scrip Corner in bulletin and News from Principal on website. The scrip office plans to develop Scrip section of parish website. Discussion took place around publishing information on website, and mass email marketing. Ginny will get website password from Father Kindon. After brief discussion, Board agreed.

- Kitty Formica spoke with PREP families at the June 11 meeting about using SCRIP

- Scrip office will speak at opening sessions of PREP and School

- Contests will resume in October. Prior contests have not shown increase in sales, plan to reevaluate contest performance after the holidays SCRIP season

- Mrs. Sharon Seaver has offered her design services to create a SCRIP magnet with information about the program. Patty Janoch asked if she could provide a logo to be used in marketing materials. Ginny and Laurieann will check and show samples to board before ordering

-Currently 30 school families and 12 parish families utilize SCRIP consistently

-Surveys indicate the remaining 70% of school families do not utilize scrip because of their shopping habits, mindset, they do not use checks and inability to use credit cards

Scrip Report -Budget: Laurieann Tebben

-Budget was provided including the 50/50 and 60/40 split scenarios, all agreed that families will continue to receive 40% of SCRIP profits as tuition

-Estimated credit card fees were included in budget. Credit Cards will be accepted September 1, 2009. Purchases made with credit card must have a minimum of \$200.

-Patty Janoch asked that deposits be made 3 times per week as per archdiocese guidelines. Ginny and Laurieann stated that sales are slow over the summer and they will begin more frequent deposits in September.

-Laurieann noted that if sales were to be over \$700,000 revenue will need to be used to support inventory/cash flow

Laurieann and Ginny concluded their report and left the meeting at 7:30 p.m.

Father Kindon's report:

- Father expressed concern about responsible spending habits and safety of new equipment. Board agreed to return basketball system and tetherball system. Viktoria O'Donnell will pursue return procedures.
- Parish and school will be using the Town Planner Calendar. This calendar reaches 10,000 households. All calendar entries must be submitted by September covering September 2009 through December 2010. Every calendar entry results in more advertising for the school.

Mrs. Florian's report:

- Mrs. Florian expressed the faculty and staffs' appreciation for all of the lunches and gifts provided by the Home and School. The lunches are a treat for the staff as one of the few times they all can sit down together.
- Joan Gross has been hired as the new Kindergarten teacher. She comes from Queen of the Universe and has over 32 years teaching experience, 14 in Kindergarten.
- Mrs. Saracino will not be returning, Mrs. LaRocca will continue as music teacher and take over library as well
- Mrs. Monaco will move up to be the Kindergarten aide.

Vice President Report- Chris Hageman

- Election Results- Peter Gollmer, Vice President; Viktoria O'Donnell, Secretary; Kris Gotschal, Event Coordinator.
- Chris expressed appreciation to outgoing board members, Diane Meyer, Melody Kozar and Michelle Rooney

Financial Report- Patty Janoch

- Account currently has \$49,000. Patty will reconcile account and have accurate numbers next week. Account needs to be closed by June 30, 2009 for year. Outstanding items include art tables/chairs, teacher stipends, field day, etc.
- Patty asked for permission for the board to meet informally to discuss budget and calendar for next year. Father Kindon and Mrs. Florian agreed. Tentative meeting scheduled for Wednesday, June 24th at 3:00 p.m.
- Mrs. Florian will get figures for art tables/chairs, possible textbook needs and future school needs that Home and School can assist with.
- Board will consider an unrestricted reserve fund to provide for school necessities

Volunteer Coordinator Report- Viktoria O'Donnell

- 7 families have not completed/turned in hours. Diane Meyer will draft letter asking for opt out payment. Patty and Diane will work to resolve this.

Other business:

- Viktoria O'Donnell requested consideration of a rebuilt Macintosh for the computer lab to allow for 26 students in the lab,

- Meeting adjourned at 8:55 p.m.
- Minutes submitted by Secretary, Viktoria O'Donnell.