

St. Francis of Assisi School
Home and School Meeting
September 19, 2011

I. Opening Prayer.

H & S President, Lisa Fraizer, who opened with a prayer, called the meeting to order.

II. Approval of Prior Minutes.

Kara Pollpeter made a Motion to Amend the Prior Minutes to correctly reflect her Motion that Home and School tithing, excluding the gala, be used for financial assistance for SFA families in need of such assistance.

With the correction made, Laurie Cosgrove made a motion to approve the minutes of the May meeting, which was seconded by Brenda Klein.

III. Principal's Report by Vice Principal, Adam Tjerdsma

We are off to a great start this year and the students have been demonstrating excellent behavior. The addition of new staff has been seamless. Mass has been moved to Wednesday mornings from Friday mornings at the request of Father Hoefler. The 8th graders participated in a Leadership Reaction Course at Camp Dodge, which was well received. The school held a short prayer service on September 12th in memory of the events of 9/11. The PBS Cart is up and running smoothly. There will be no school on Monday, September 26th for a Diocesan Meeting to be held at SFA. Iowa Assessments will be administered the week of October 3rd. The test has been revised to evaluate 21st century learning. Grades 3-8 will be taking the tests. The CE committee has made arrangements for the Renaissance actors to put on a performance for the 7th grade class, which is studying that period. St. Francis will be receiving Cash for Class funds from Valley West Mall on Wednesday September 21st. The 8th graders awarded the H & S scholarships to Dowling were Anna Wisnieski and Adam Goodman.

Aimee Jackman provided a marketing report. She sits on the Diocesan Marketing Committee with representatives from the other schools in the Diocese. SFA is in the process of forming a marketing committee and anyone interested should contact Aimee Jackman. In connection with administration, Aimee prepared a questionnaire that has been submitted to all staff at SFA schools. Each morning facts about a particular staff member will be read with announcements in an effort to help the students get to know the staff and create more of a smaller community feeling.

IV. Treasurer's Report by Katherine Hedrick.

We have not received the final reconciliation from the Diocese for the fiscal year ending June 30, 2011. The special funding requests approved in May have been paid. Curriculum Enhancement Committee has begun using their funds for projects. The teachers have been accessing their classroom "set-up" funds as well. We received \$3,000 from Target through their rewards program.

V. Communication Secretary's Report by Laurie Cosgrove.

Laurie circulated many "thank you" cards that had been received over the summer by H & S for special funding requests and from staff.

VI. Committee Reports:

a. Fundraising

- i. Entertainment Books Report by Kelly Ryan. The books are out, orders were due September 16th and the committee is still collecting orders. Kelly circulated a new coupon book (Best DM Coupon Book) sold by local vendors who approached her on using their books for our fundraising. Samples of the coupon book were circulated for those in attendance to view. The books would sell for \$25 and SFA would receive \$15 per book. Our current entertainment books are \$25 and half of the proceeds are retained by SFA. Discussion was had with respect to the option of making a change.
- ii. Gala/Auction Report by Heather Nahas. The executive committee for the auction has had their first planning meeting, received their list of volunteers and is working on sub-committee assignments. The event has been slightly re-named to Bid for the Kids. It will remain scaled back and focused on the purpose. The committee intends to increase communication with staff on gifts, fixed bid items and decrease the number of live auction items (quality vs. quantity). They are also working with those who have hosted pre-auction parties and collected wine. We have had some legal issues with licensing where we sell those bottles as part of a basket/gift. Moving away from those items. The next mailing will be a save the date in October. Family packets will be distributed in November and solicitation of gifts will begin soon. The committee meets on the 3rd Sunday of each month at 6 pm and all are welcome.
- iii. SCRIP Report by Laura Krejchi (read by Lisa Fraizer). The committee will be making an effort to market the online option for ordering SCRIP. The possibility of allowing preschool families to participate was raised and discussed. There will be a SCRIP jeans day promotion the week of October 10th. There was a discussion on whether families can use a credit card to charge their SCRIP purchases. The executive committee of H & S will look into the online ordering options and the credit card option.
- iv. Box Tops Report by Andi Hallman (read by Lisa Fraizer). There will be a new contest next week with a PJ day as the reward.

- v. School Spirit Report by Lori Miller and Brenda Klein. The committee has very little inventory left from the initial order and sales have been good. Any remaining items ordered by families should be delivered next week.

- b. Hospitality Report by Michelle Sheridan (read by Lisa Fraizer). Coffee and donuts on the first day of school was not as well attended perhaps because it followed Mass and was later in the morning. Discussion was held about options for next year to enhance attendance. Sunday November 20th is H & S Mass to provide coffee and donuts. Teacher conference meals will be the next event.
- c. Curriculum Enhancement (CE) Report by Liz Bedia (read by Lisa Fraizer). Chess Club has started with its new coach and 54 students have signed up. There will be monthly tournaments. Talking Canvas begins in October and class assignments have been made. CE will pay busing costs for all Talking Canvas field trips. The committee has set up an authors and Skype program where students will be able to interact with authors after reading their books. The 7th grade Renaissance Fair is coming up. Literature Circles will also be starting.
- d. Special Projects
 - i. Yearbook. No report.
 - ii. Playground Report by Molly Eliason and Jenny Annexsted (read by Lisa Fraizer). More mulch is being delivered this week for the playground. The Scouts and Knight of Columbus have agreed to spread the mulch. The committee is working with Tom Nolan to re-paint the map, 4 square and hopscotch on the concrete. They will also be buying new equipment for each classroom. Discussion was held regarding a possibility for swings to be added to the playground or North of Woodland as well as the possibility of additional playground equipment. The committee is continuing to research those issues and may present a proposal at a future meeting.
- e. Homeroom Parent Report by Ann Spellman (read by Lisa Fraizer). The committee is in the process of appointing representatives for each of the classes. The informational meeting for homeroom parents will be September 26th. Mr. Tjerdma reported that the Iowa Healthy Kids Act precludes sweets of any kind at the Halloween and Valentine's Parties.
- f. Resource Parent Report by Molly Sweetman. Molly reported receiving the list of incoming kindergartners/new families earlier this year and was able to match up resource parents earlier to allow questions to be presented before school actually starts. Molly is going to ask for feedback from the families involved to see if anything could/should be done more efficiently/better.
- g. Board of Education Update by John Lensing. Members of the H & S executive committee and Julie Matternas appeared at the last Board of Education meeting and their report was very well received. Julie made a

report about accumulated funds at H & S and a proposal for distribution and use of the same. The Board of Education is reviewing their Bylaws as well and may be amending them.

VII. New Business

- a. H & S Financial Proposal by Julie Matternas. H & S has been accumulating funds over the course of the last eight years as a result of effective fundraising and budgeted funds not being fully spent. This accumulation has reached approximately \$108,000. Julie Matternas met with Administration at SFA, the Technology Committee, Tom Nolan, the Board of Education, representatives of the Endowment Fund and its investment advisor and the manager of the Financial Assistance Funds at SFA to determine the needs of the School. SFA has three revenue streams: tuition, parish support and the Endowment Fund (which contributes roughly four percent of the value of its assets to SFA School most often the funds have been used for technology needs). Julie presented a two-pronged approach for the accumulated H & S Funds: immediate needs (Maintenance needs, laptop carts for middle school, music risers, spotlight and elementary science supplies) and investment in the future (technology fund, Endowment, Financial Assistance Fund, Building Maintenance Fund). The proposal endorsed by the executive committee of H & S is attached. There was discussion among members present regarding alternative needs and the proposal. The proposal will be considered for a vote at the October meeting.
- b. Bylaws Revisions Report by Kara Pollpeter. An ad hoc committee has been formed to consider and propose amendments to the H & S Bylaws. The Committee is in process and hopes to have a set of amended bylaws ready to be considered at H & S before Christmas.
- c. Streamlining H & S Meetings/Committee Reports by Laurie Cosgrove. Laurie made a proposal that in the future regular committee reports be submitted to the President of H & S a week in advance of the meeting so they can be combined into a Consent Agenda which can be approved without the need for discussion in the event that there is no request for further discussion. The H & S meetings have stretched to 2 hours several times in the last few meetings. This would allow more time for discussion of New Business and Old Business Items while allowing the members to review the content of the reports and address concerns, if any, on an as needed basis. The executive committee will be trying this approach at the October meeting.

VIII. Adjournment. The motion to adjourn the meeting was made by Molly Sweetman and seconded by Cindy Hurley.

Respectfully submitted by Cindy Hurley, Recording Secretary