

**St. John Vianney Home & School Association
General Membership Meeting
Wednesday, January 19, 2011
Final – Approved 3/16/11**

Present:

Executive Board Members: JoAnn Cekanor, Amy Durst, Karen Price, Gina Tegge

Advisors: Mary Cunniff, Christine Keyes

Ex Officio Members: Pam Pyzyk

Committee Chairs & Members: Terri Gross, Janet Fisher, Kate Lilek, Karen Parks, Marita Walters

The meeting was called to order at 9:30 a.m. after an opening prayer.

Meeting Minutes – JoAnn Cekanor

- Minutes from the December meeting were reviewed and approved.

Treasurer's Report – Gina Tegge

- The December Treasurer's Report was reviewed and approved.
- December Excess Revenues over Expenses = \$10,384.27; a plus or minus in either direction is not unusual, the amount is dependent on what activities have happened or will be happening.
- Key revenue for month of December – Bids Underwriting, Market Day, Pick 'n Save We care Program, Secret Santa Shop, Scrip (half way through the year we book an estimate of the profit)
- Note about Pick 'n Save We Care Program – as mentioned last month they are disbanding the program and will go with Scrip. With this change, we'll lose about \$4500 of donations we usually get.
- Key expenses for month of December – Donations-General (includes a small Christmas "thank you" for teachers/staff); Donations-Bids Projects (expenditures from last Bids' allocations), Scrip and Market Day Tuition Credits Payable (estimated amount)
- Big swing this month; not unusual especially in a Bids year
- Cash on Hand as of 12/31/10 is \$105,334.43; Unrestricted Funds available as of 12/31/10 is \$57,634.02 (Cash on Hand less approved and pending items)
- Update on Pending Items:
 - Religious books for library – still planning to spend this
 - iMac computers & software – still on hold as Mr. Stemper evaluates computer needs; will probably be a re-evaluation and revote for these funds; there is a need for additional laptops for COWs (computers on wheels)
 - Spanish resources materials – purchased materials; remaining \$1600 isn't needed, will be put back into H&S funds
 - All-school art project – teachers are starting the project
- We'll see big fluctuations in January and February with Bids for Kids

School Board Liaison's Report

- Karen reported
- We have ordered the SJV table cloths; getting two of those; getting within three weeks; H&S is funding these; also looking for a podium stand banner
- Pam appreciates H&S stepping up to fund these much needed presentation materials. They will be used for many events.

Principal's Report – Pam Pyzyk

- Pam reported
- Lengthy school board meeting on Monday
- Update on Advancement – had two successful open houses; postcard to 176 parishioners; personal calls by h&s exec board made a difference in reservations
- Friday morning – 25-30 people, tours, slide show, individual presentations;
- Monday evening – 25-30 people
- Between two open houses about 25 people filled out request for enrollment
- Additional tours since the open houses, mostly K4 & K5; twin 3rd graders; 5th grader from another school
- Sent thank you letters to attendees of the open houses
- Participated in the mother and more preschool education fair; mannequin with school uniform; school slide show; Eileen carter and Matt Fricker helped; gave out water bottles and chocolates; wasn't as well attended as last year
- Next big open house is CSW
- Current families have until 1/20 to return commitment for registration; will have firm numbers and see what openings we have
- Banner has changed to "Enrolling Now"
- New signage – worked with B&G; has a cost proposal; shared with Father, staff
- SJV Parish and School; has letters you can put up with plastic covering; its illuminated; adding black aluminum letters "school entrance"; letter on gym that has "Athletic Center or Activity Center"
- Larry Francione worked with Pam for projection for next year, estimate is 469 students; if the open houses were successful as we think they are then the numbers will go up
- Discussion of registration fee being changed to stop people leaving the week before school; we don't want to penalize families that do follow
- Need to increase the cost of tuition by approximately 5%; calculated off the projected enrollment of 469; any increase in numbers will help offset tuition increase
- A lot of Pam's time is being spent right now on marketing the school and enrollment; wanted to make sure we knew that she is not ignoring her other roles or the faculty and curriculum needs
- Discussed discernment process for new school board members
- They attended Session 3 of Leadership Training for School Board at Archdiocese. They mentioned only 30% of school board should be parents. Doing this will bring in networking and businesses and broadens the relationship between school and parish
- Talked about long range survey; committee hasn't had the chance to meet but has done there work via email; parts of it fell flat and didn't work well so Susan Koehn will be reworking the survey; they are reviewing the history of needing to do the survey
- Had a technology committee meeting; took the specs of the computer and all the members were going to contact 3-4 contacts to get it bidded out; COW only has 23, should be 28; will look at specs of laptops and what it will cost to add five more. Took a software inventory in lab; put together a survey to see what software the faculty are using
- On 12/14, Dianne McGinn did a presentation to the staff about the new Journeys Reading Series; meeting with each grade level team to get their input, feedback and response to the reading series. Dan Demeter attended a presentation for a middle school program
- District 4 Principals - 3 out of the 4 schools looking to change their reading series are leaning to this series; if they all went with this series it would lead to great pooling of resources for professional development
- Thank you for press coverage for wheelchair assembly
- One activity coming up for CSW that is unique for press coverage – Quad Parish Mass
 - SJV will host grades 4-8; St. Dominic's will host grades 5K-3;

the students have been taught a new song about mission and faith; students from each school will a role in the Mass

- Each of the four schools are doing different service projects; students from each school will be offering their service project during the Mass
- First time we've brought the four schools together for Mass
- Priests from the schools will be concelebrating
- Another CSW activity that is unique for press coverage – Tim Hannig assembly (day time school assembly and evening family assembly)
- SJV is one of the schools participating in theology and faith formation – Lafond, fisher, albright, knopp, and pam opportunity for prayer, etc.
- Develop a yearlong faith formation for our staff – the people involved in our faith formation of our children; additional training at Cardinal Stritch; in May present the plan at a conference.
- Discussion occurred as to who was going to be responsible for the letters and changing the messages on the new sign. A system will be set up, Bob is going to be responsible for actually changing the sign; more information to come

Chairperson's Report – Karen Price

- Karen reported
- CSW is all set; schedule posted in the Weekly
- Need donations and helpers for the reception
- Play is under way; new enthusiasm among the students
- Uniform closet – Scott Gibson (1st grade parent) put up some extra shelves; we now have the t-shirt and short inventory in a small section; Karen is still cleaning out the closet ; if you need to store anything please ask Karen; if you are using something, put it back in the place you took it (boiler room, back stage or closet); please store things away appropriately – this is not a junk closet
- Display cases – go to Laurie Post if you would like to have a display and will communicate with Kate lilek; they are in charge of the schedule and placement of the displays (committees and faculty)
- Walk by Faith committee – working with Pam and teacher representatives; going back to theme of the month; morning prayer written by middle school students in color groups; a parent letter will be going out with more information.
- Trying to have a Parent Information session; in the meantime a valuable resource is the Common Sense Media web site
- Bids donor forms are due no later than January 28; get it in as soon as possible.; Get table reservations in by February 2
- Using Volunteer Spot to sign up for volunteer shifts for Bids; contact Kim with any questions
- Help Wanted Notices:
 - Market Day is in need of helpers (students and parents) for the next sale which is Monday, February 7th. Please contact Janet Fisher if you are able to help.
 - HID (High Interest Day) Committee is in need of helpers to organize this event. Please contact Tina Orgeman or Amy Baisden if you are able to help. There are several new class ideas for this year and instructors are needed. We have the materials, instructions and format...we need you to teach it!

Committee Reports

Bids for Kids, February 19, 2011 – Terri Gross, Michelle Paloucek

- Terri reported
- One month from today
- Deadlines for acquisitions and underwriting is January 28

- Weekly had a nice presentation of Bids information
- Need volunteers to help, go to volunteer spot to sign up (email sent)
- Met with MC and went over everything
- Had several meetings with the chair people

Market Day – Janet Fisher

- Janet reported
- January 10th Sale - 82 customers; Profit of \$687.32 (15% tier); not enough for Borders Gift Card
- Next month sale is February 7th; deadline for orders is February 3rd
- February is Gourmet Cookie Dough Bonus Days
- Suggestion was made to have a cookie booth with samples at CSW Open House; with order blanks

Public Relations – Karen Parks, Kathy Adamson, Lori Yordan

- Karen reported
- Karen attended the Parish communications meeting; one of the topics discussed was the Parish Facebook page; maybe we could set one up for school; discussed pros and cons; pros – internal communication, not everyone is on it, they thought this would fall under H&S, it would be controlled; cons would be the separation of school and parish, concern of having someone to take this on
- Karen Price has concerns this may be too soon; getting people use to technology (more email communication); but not sold on this idea right now
- Discussion continued about pros and cons; can't become our main source of information; we always have good intentions on some of these things; we need to have people committed to doing this; H&S will continue to review the idea
- A Facebook page could also be set up for Alumni, this could be a good way to keep in touch with Alumni once they graduate (the Alumni Newsletter had to be discontinued due to budget constraints)
- Suggestion was made to put an article in the SJV Weekly with a quick yes or no survey if people would be interested in having a Facebook page where information would be posted; this would be a supplemental means of communication

Updates submitted by Committee Chairs unable to attend the meeting:

Assemblies – Camille Fernandes, Nancy Arena

- Come celebrate Catholic Schools' Week with St. John Vianney School and Tim Hannig's Pro-Kids Show. St. John Vianney Home and School is delighted to invite all SJV parish families for a night of magic, music, motivation, and more. Tim Hannig has been featured at the White House and Six Flags. Come join us Tuesday, February 1st, 2011 from 6:30-7:30 pm in the school gym.

Teacher Luncheons – Cami Adel, Amy DiPiazza

- Last luncheon went well. We have been having a tricky time accurately preparing the right amount of food. Lately, we would notice a lot of leftovers and then someone would inform us after the fact that all of Christian Formation was at an off-site meeting or that there was some other conflicting event of which we were not aware. In an effort to more accurately prepare, we will be sending out an Evite for the next luncheon. The numbers we get in RSVPs will guide us in planning. We do want to make it clear that the RSVPs are not in stone...we still want people to come even if they haven't RSVP'd or RSVP'd no and suddenly are able to attend. We also still want to welcome any visitors to the luncheon as well. This is only to get a rough indication of any major conflicts so we don't waste any food. This will be a trial. If it doesn't work or people don't like it...we will reconsider.
- Next luncheon is on Feb 2nd. It will be a brunch with a Breakfast at Tiffany's theme to coincide with the Upcoming Bids event.

Upcoming Events

January 19th, Cousins Subs Night
January 21st, NO School
January 29th, Bids Kick off Cocktail Party 7:00 - 10:00pm
January 30th, SJV Open House 12:00 - 1:30pm
January 31st, Pajama day at school
February 1st, Trivia contest (5-8), Tim Hanning Assembly (K4-4) / 6:30 - 7:30pm Tim Hanning Family Assembly
February 2nd, Quad Parish combined liturgies / Teacher Luncheon
February 3rd, Buddy Activity to make Valentine's Day cards for our troops
February 4th, Green and White Day (non-uniform day) 8th Grade vs. Staff Volleyball game @1:00pm
February 7th, Market Day Sale Pick-up
February 19th, BIDS FOR KIDS

New Business

- February meeting will be suspended due to the fact that members will be busy working on Bids for Kids.

Next Meeting: Wednesday, March 16, 2011 at 9:30 a.m.; Lower Church Hall

The meeting was adjourned at 11:07 a.m. following a closing prayer.

Respectfully submitted,

JoAnn M. Cekanor

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Secretary