

Minutes for H&S Meeting

November 10, 2009

Parish Hall

SJB Mission statement:

As part of the St. John the Baptist Catholic Parish Community, our School Mission is to provide opportunities for students to: Grow in knowledge of the Catholic faith; Strive for personal and academic excellence; Serve God and others.

Officers in attendance:

Kristin Strehlow, President

Anne Torrison, Vice President

Tracie Nygaard, Treasurer

Colleen McConnaha, Secretary

Also in attendance:

Parents, teachers, and staff

Principal Jeanne Bitkers

- I. **Welcome & Prayer** – Kristin Strehlow and Colleen McConnaha
- II. **January Meeting Date Change** – Due to basketball the next H&S meeting will be **Jan. 21** instead of Jan. 28.
- III. **Financial Update**
 - a. Tracie Nygaard reports that with ongoing fundraisers, we have raised around \$7,000.00. Calendar sale income is not available yet.
 - b. She reviewed the operating budget and the recent expenses.
 - c. Michael Svitter requests to parents to please avoid stapling checks, due to difficulty processing these at the bank.
- IV. **H&S Activities**

- a. Kristin reports receiving good feedback from everyone on the **Halloween party** during the school day and thanks to all involved especially the social PAT and chair, Peggy Huhn.
- b. **Middle School Dance** is Friday, the 13th. Thanks to Amy Bermke for bringing the cost of the DJ down to meet our budget. Parents should remind students to act appropriately as befitting behavior in our school environment.
- c. **Plymouth Christmas parade is Nov. 27th**, with Beth Olsen coordinating. Our students participating should be at the **St. John Lutheran parking lot at 6:15**.
- d. Kristin would welcome feedback or ideas for H&S to obtain information or speakers regarding parent/school related topics.

V. **PAT Update**

- a. PAT chairs were introduced. No updates at this time.
- b. Volunteer PAT has run its course, and will be dissolved. This group will now be a subgroup of the PR/Marketing group of the School Board. They will be working on marketing strategies, ideas and grant writing.

VI. **SJB email** – (Kristin)

- a. The majority of families use it, and it has saved Ann's time as well as paper. There is some difficulty with a few families wanting the e-mail, but downloading the content of larger pieces (ie. calendar and Jag-wire) is too much for the systems capacity.
- b. Will make extra copies of these forms available in the school office for those families to pick up on their own.

VII. **PR/Marketing Group** – Mary Kay Steckel presents the new marketing group's initial ideas.

- a. First, they will be reviewing and revising the school's website. *Parent recommended our students pictures on the site, easier links to teacher's email/websites and an "Announcements" section.*

- b. Secondly, a Pre- K brochure will be developed that will be separate from the elementary, highlighting our wonderful program.
- c. Thirdly, initiating a “*Refer a Friend*” program where families will receive \$100.00 for a completed new registration/enrollment to our school, when the name of the family is indicated on the registration form.

VIII. Accreditation Review – (Principal Bitkers)

- a. November 30, the Archdiocese will be present to review personnel files.
- b. **On December 8 and 9, a team will come in to review the information compiled in 12 binders which addresses each of the Accreditation Standards.** The team will be interviewing H&S officers, members of the school board, Father, as well as people associated with the school.
- c. At the end of the process, the school will receive a list of things to work on. This feedback will help us set the direction for the next 7 years.

IX. Fundraising –(Kristin)

- a. Regarding ongoing fundraisers (ie. Boxtops, Moolah), we have signed up for the McDonalds fundraiser. Based on each receipt submitted, we will receive a point. Dave and Lucy Majerus have been willing to help us with this. We will review the catalog, and cash in the accrued points for items such as microscopes, etc.
- b. *Ongoing fundraisers have separate receptacles in the SCRIP room.*
- c. Goodsearch raised \$176.86. Good way to shop also using “Goodshop.”
- d. **2010 Raffle Calendar Sale** – 50% of families have requested calendars. 370 calendars to break even. Reminder to complete raffle ticket entirely and send it in with the money. We will be

selling before and after weekend Masses, and on Religious Education nights.

e. Spring fundraiser 2010 –

- i. Parents voice approval with using the SCRIP program for our fundraiser, however, a proposal needs to be drawn up, and approved by Father and the parish council (Parish). It would be difficult to get it done timely, so we will need to plan for a different fundraiser.
- ii. Kristin reviewed the reason for H&S goal of needing to raise \$25000 per calendar year to reduce the need to raise tuition.
- iii. Ideas for consideration include a Fun Run (in-school vs. community), Golf outing, meal type event, chocolate sale. Previous chocolate and flower sale with low sales as well as a decrease in participation.
- iv. Kristin plans to send out a survey for families to indicate their choice.

X. General Announcements –

- a. *Reminders:* Place your name in the fish bowl in the office when you volunteer.
- b. Essay contest information was sent out via e-mail “What Catholic Education Means to Me.”
- c. This Friday is Red Shirt Friday in support of the Veterans.
- d. Lock-in deadline is this week.
- e. Colleen Huibregtse reports that a **7th Grade parent volunteer is needed for organizing the 8th Grade Graduation.**

XI. Final Prayer – Due to the length of the meeting, the meeting was adjourned.

Minutes respectfully, submitted by Colleen McConnaha, H&S Secretary