

**St. Maria Goretti**  
**Home & School Association Meeting Minutes**  
**November 16, 2016**

**Members Present**

Anne Hutton, President  
Malina Banyai Piontek, Secretary  
Katie Reuhl, Treasurer  
Holly Benson, Social  
Melissa Bourgeois, VP/Enrichment  
Christine Hammond, Public Relations  
Lorrie Lipe, Social  
Sheila Wenger, Room Parent  
Liz Young, Principal  
Ann Martinelli, Asst. Principal  
Beth Wilson

**Members Absent**

Sarah Lawn, Room Parent Coord.  
Amy Conlon, Development  
Anne Mortensen, Teacher Rep.

- I. Call to Order & Opening Prayer
- II. Secretary's Report - Approve minutes from October 12 meeting  
Katie Reuhl moved that the minutes be approved. Christine Hammond seconded the motion. Motion passed.
- III. Principal's Report - Liz Young
  - The gift mass is Dec. 2, 2016. Ann Mortenson was one of 3 teachers chosen to be on the accreditation team. It is a good opportunity for our teachers to see what other schools are doing and to give our blessings to those schools. Kris Quackenbush's milk carton art is up – it is a ferris wheel, and quite unbelievable! She did a great job putting it together with the students.
  - The Grades 5-7 Christmas concert is Dec. 15 and the K-1 concert is Dec. 16.
  - The Book Fair is the week of Dec. 12 – 16.
  - Our Cardinal Ambassadors formulated a theme for Advent, which is “Be the Light,” which also incorporates our wellness “Be” theme. The students will also be assisting with providing food and cards to specific families in need. This will be coordinated through St. Vincent DePaul.
- IV. Teacher's Report - Anne Mortensen  
No report.
- V. Treasurer's Report  
The Treasurer shared the monthly statement with the Board.
- VI. Committee Reports
  - A. Social Committee Report

The Committee met last week. It will be reaching out to the K-2 teachers to provide ideas for the K-2 CSW activity in addition to the blanket project. The Committee is also looking at the date for 3-5 activity and is hoping to do so in February, possibly the 17<sup>th</sup> or 18<sup>th</sup>. The Committee is also beginning to plan the Open House, and are looking at how the Open House is funded.

B. Enrichment Report

The Committee reported that the First Act Theater came and presented *Lucy and the Big Lie* to students in pre-school through 2<sup>nd</sup> grade. The 7<sup>th</sup> and 8<sup>th</sup> graders listened to the Director of Communications from Edgewood College who presented on the topic of Social Media. After the start of the new year, the Committee will begin to plan Career Day. Ms. Martinelli reported that there was a karate presentation last year that was well-received both in terms of physical activity that it promoted as well as the positive message in it, and suggested that the Committee explore that as an Enrichment Activity.

C. Development Committee Report

The Committee suggested that other Board members reach out to parents for assistance with identifying and obtaining grants for the school. The Committee will coordinate with Mrs. Young and Mrs. Martinelli. The Committee is also working on collaborating with the Scrip team to have a SMG night at a restaurant, preferably one that accepts Scrip. It was suggested that we get a grant writing group together to pursue grants. There is still an open Board position on the Development Committee which needs to be filled.

D. Public Relations Report

The Committee is working on getting quotes for signage for the property. It was suggested that we contact AlphaGraphics who will come out and give free estimates. The Committee showed the Board the enrollment marketing materials which looked fabulous! We may be able to purchase a list of 7000 leads for the new enrollment post card list depending on the cost. We have plenty of bags for the t-shirt distribution so there is no need to order more. Funds for the new enrollment Open House post cards will be provided partially by the Board and partially by enrollment fees. There is currently \$3,000 budgeted for PR, and the priority is the post cards and the signage.

E. Room Parent Coordinator Report

The Committee reported that it is intending to hold the Christmas Staff Luncheon on December 7, 2016. Volunteers will be needed.

To celebrate staff birthdays, the Committee gives a helium balloon and a gift card to Chocolate Shoppe ice cream with a note that says "You're a Scoop Above the Rest." Very creative, and the staff love it!

VII. Bylaws Approval

There are no changes to the Bylaws, but the Bylaws must be approved annually. The Board members were charged with reviewing the Bylaws prior to the meeting. Having done so, no changes were suggested. Malina Banyai Piontek moved to approve the Bylaws. Lorrie Lipe seconded. Motion passed.

VIII. Review of Long Range Plan (See Attachment A)

The President presented the Long Range Plan. The shade awning for the playground has been removed due to the cost. The school is exploring moving to having desks at first grade instead of the tables. If that is something that will be pursued, the financial assistance of the Board will be needed. Technology will continue to be both a wish and a need, as administration is already hearing this year from staff whose tech needs to be replaced.

IX. Open Discussion

The SLATE (School Leaders Advancing Technology in Education) convention is coming up December 5 and 6. The school is fortunate to have 2 staff members are signed up to attend. Due to the popularity of the conference, 2 other staff members are on the waiting list to attend.

The President must step down this year, therefore a Board member must volunteer to assume the Presidency.

X. Close - Next Meeting - December 14, 2016, 6:30 PM

Malina Banyai Piontek moved to adjourn. Christine Hammond seconded. Motion approved.

## ATTACHMENT A

### Long Range Plan Updated October 2017

The St. Maria Goretti Home & School Board will utilize its funds to ensure maximum benefits to its students, teachers, and families. Our primary goals are to fund our annual Home and School budget, to offer support in the enrichment of our school curriculum, and to encourage a sense of community. This Long Range Plan will be reviewed annually with input and directions from administration and school staff, Each year the allocation of funds will be determined by a quorum vote as stated in Article IX of the Home & School By-Laws. We consider it an honor to help maintain the high expectations for spiritual and academic growth both in the present and for the future of St. Maria Goretti school.

The Long Range Plan (**LRP**) includes the following categories:

Home & School Budget

Technology

Building Improvements

Grounds Improvements

Classroom Improvements

Miscellaneous

*Note: Items with a check mark have been purchased by the Board.*

#### **Home & School 3-year Long Range Plan**

##### **2014-15**

#### **Home & School Budget for Operating Expenses \$22,150**

Technology - Goal is 1 cart of devices/grade level — \$10,000.00/per grade level

- SMART Board Projectors - \$700/each

√ Security System - \$10,000+ (possible grant funding/auction open appeal)

√ Desks for 5th Grade - \$8500.00

√ Cabinets for the Art Room - \$5000.00

√ Mat for Spinami - \$2000.00

√ Cases and Carts for iPad mini donation — \$5,600.00

√ Science Lab Tables - \$8500.00

Teacher/Student Enrichment Fund - TBD

Misc/Teacher's wish list items-TBD as needed per grade during the school year

##### **2015-16**

#### **Home & School Budget for Operating Expenses \$24,150**

Technology:

√- 2 carts of devices (one for Gr 3/4 and one for Middle School Wing) — approx.  
\$10,000/cart

-fund for maintenance/replacement of devices as needed

Playground Updates:

- √-Mat for smaller spinning piece of playground equipment — \$TBD
- Shade Feature - \$TBD
- Other - \$TBD

Teacher/Student Enrichment Fund - TBD

Misc/Teacher's wish list items - TBD as needed per grade during the school year

- Rugs for Kindergarten Rooms: \$1,500.00 for 3
- √-3 Replacement Projectors for Older SMART Boards
- √-Mat for Small Spinner on Playground
- √-2 Bookcases for 4th Grade (4C)
- √-Rolling Whiteboard for Kindergarten (KG)
- √-Wooden Cubby Shelf for Kindergarten (KR),(KC)
- √-5 Rain Barrels
- √-New Coffee Maker for Kitchen
- √-New Lights (KG)

**2016-17**

**Home & School Budget for Operating Expenses \$24,150**

Technology:

- \$ for maintenance/replacement of devices as needed

School Renovation/Updates

- √-\$25,000 for renovations for new staff spaces
- √-\$2,500 for furniture/supplies for new spaces
- water fountain for main hall area — \$TBD
- \$ to assist with renovations for 1-4 wing

Teacher/Student Enrichment Fund - TBD

Misc/Teacher's wish list items - TBD as needed per grade during the school year

- set of desks for 1st Grade Classroom - \$TBD