



Parent Association Board

Meeting Minutes

August 23, 2011

President Andy Miller called the meeting to order at order at 4:00 p.m.

In attendance:

Andy Miller	President
Lori Shackel	First Vice-President/Fundraising
Karrie Saydah	Second Vice-President/Volunteer Programs
Holly Bauer	Communications
Steve Gorski	Treasurer
Monsignor Antonio Cacciapuoti	Pastor
Barbara Kuhl	Vice Principal
Ralph Valente	Principal
Claudia Ferguson	Past President

Invocation: Lead by Barbara Kuhl

1. There were no previous Board meeting minutes to approve.
2. **Parent Comments:** None
3. **Principal Update**
 - Mr. Valente outlined several upgrades and maintenance activities on the school's technology platform. A new server was installed but there are problems still being worked out with internet connections, etc. Mrs. Macho is working to resolve those issue before school resumes. A summary of all the technology updates will be distributed to families as well.
 - New computer lab hours will begin this school year to include Tuesday/Thursday from 2:40 - 3:00 pm and Wednesday from 10:10-10:50 am (recess). This will allow more opportunities for student to take accelerated reader tests.
 - The Student Handbook has been updated and revised to include more Archdiocese policies.
 - Mrs. Patti Harrison is out on a medical leave of absence. Mrs. Heather Smith will be substituting during her absence. A letter went out to all incoming Kindergarten families during the summer.

- Two new after-school programs are going to be announced. Mad Science will have 6-8 weeks sessions during the Fall, Winter and Spring. Mrs. Murrans will be offering a cooking class as well.
- The 6th grade homeroom has been moved to the old Math Room to accommodate student and storage better.
- The purchase of new carpets/rugs will need to be made this year in the K-3 grade rooms. Teachers are looking into options that work best for each classroom.
- There will be foreign exchange students in 7th grade and 4th grade this year through the Garrity family.
- There was a financial audit done at the school this summer. Mr. Valente felt it went well and is anticipating the results in the future.
- The CEC program for after-school daycare is getting prepared for the first day of school. Enrollment/registration is going well and looking promising.

4. **Pastoral Update**

- Msgr Antonio welcomed the new board members.
- The Consultative School Board is still being formed and is reaching out to individuals to become members.

5. **Division Updates**

Steve Gorski (Treasurer):

- Mr. Gorski distributed and reviewed bank account summary reports, including checking and investment accounts.
- Reviewed the school's projected budget for the upcoming year, as well as, the fundraising and expense actuals vs. budget for last year. Dance Program and Gift Wrap fundraisers were down from last year.
- Gamble Jones (GJ) discovered that our investment accounts have been paying withholdings on distributions/income erroneously due to the school's tax-exempt status. This occurred because the tax id for the accounts was wrong in their system. Therefore, GJ is closing the accounts and then re-opening with the correct tax id number. They will also work to submit the appropriate paperwork to get the refund of withholdings from prior years.
- The Board approved an increase to the stipend paid to all teachers for school supplies. The stipend was increased from \$200 to \$300 per teacher. Payments will be given to teachers immediately.
- The Board also approved a new expense for this school year to include a \$4,500 budget to pay for the 8th grade graduation breakfast expenses. Printing will be paid by the school's budget. Fundraising or fee collection by the 8th grade families will pay for Disneyland and other miscellaneous activities.
- Expenses for the technology upgrades have been submitted and will be paid by the \$25,000 grant received last year.
- Controllers should be slated for Jog-a-thon and Bedfest to ensure proper tracking and accounting of expenses and income. Lori Shackel and Karrie Saydah will assist in securing volunteers for these roles.
- Reminder that the board will need to pay if the CEC after-school daycare program does not secure the enrollment needed to cover the costs of the program.

- Mr. Gorski will document and post the guidelines for donation tracking to the school's website so that families can better understand what is "counted" towards the annual fundraising target.

Barbara Kuhl: (Vice Principal)

- No comments.

Lori Shackel: (Fundraising/First Vice President)

- Mrs. Shackel discussed the recommended option to replace Sally Foster for our Gift Wrap fundraiser. She recommends Innisbrook which can also provide an additional program to buy school supplies as a fundraiser.
- There is currently no chair for Bedefest.
- Mrs. Shackel would like to change the commitment for the chairs of large fundraisers to be one year as co-chair, then one year as chair. She feels that this change will incent people to volunteer and reduce the intimidation that may exist today in taking on such a large role.

Karrie Saydah (Second Vice President)

- Mrs. Saydah reviewed the volunteer chair assignments and distributed the Room Parent list.
- There still is no eScrip Chair. Lori Shackel and Mrs. Saydah will work together to secure a chair for the program.

Freia Weisner (Secretary)

- Not present.

Holly Bauer (Communications)

- Frank Pastori will be the speaker at our January 2011 General Parent Meeting. His fee will be \$1,500.
- There will be a new ad placed in the Outlook for St. Bede School.
- Mrs. Bauer will be attending the Room Parent meeting to better acquaint herself with that group and ensure that they are aware of what her role is responsible for.
- There will be a wine/cheese social and the home of Georgia and Andy Miller on Sept. 1 for new families and mentor families.
- Mrs. Bauer and Andy Miller are trying to schedule a teacher in-service and/or parent classes to improve communications between teachers/parents.

Andy Miller: (President)

- Mr. Miller asked that Board members attend the Back-to-School coffee on the first day of school.
- All Board members should be prepared to give an overview of their roles and/or responsibilities at the first General Parent meeting.
- Mr. Miller reminded everyone that Board meetings and the information discussed within are confidential. Parents are invited to attend to bring forth or address any questions/comments/concerns during the Parent Comment portion of the agenda.

Meeting Adjourned 5:45 p.m.