



Parent Association Board

Meeting Minutes
September 20, 2011

President Andy Miller called the meeting to order at 4:09 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
Freia Weisner	Secretary
Barbara Kuhl	Vice Principal
Ralph Valente	Principal
Claudia Ferguson	Past President

Absent: Monsignor Antonio Cacciapuoti

1. Call to order and invocation: Lead by Andy Miller

2. Approval of minutes from last meeting:

- Claudia Ferguson approved 2 minutes, still waiting for June.
- Motion to approve the minutes from the months of July and August by Steve Gorski. The board approved.
- Board meeting minutes due for review by the board members by Friday of the meeting week.
- Board members to send meeting minutes correction to the board secretary by Wednesday of the following week.
- Corrected meeting minutes to be reviewed by the board president by Friday of the week following the meeting week. Sensitive information will be removed prior to posting to the school website.
- Announcement of the members of the Consultative School Board will be in October.

- Since the formation of the Consultative School Board, the Parent School Board is now referred to as the Parent Association Board.

3. Parent Comments:

- New parents expressed their gratitude for the wonderful wine and cheese event on Sept.1, 2011 at Andy and Georgia Miller's home for new parents and their mentor parents.

4. Pastor Update:

- Not present

5. Principal update: Mr. Valente

- Great turn out on the Family Back to School Picnic, Sept. 8, and on the Back to School Night and General Parent Meeting, Sept. 13, events.
- Only 2 families missed the Back to School Night and General Parent Meeting. Both families notified Mr. Valente in advance.
- Claudia Ferguson and Holly Bauer will attend the Marketing seminar on Thursday Sept 22.
- Mr. Valente will attend the Marketing seminar on October 6 and 7.
- There will be a VIRTUS training after this meeting at the church.
- After school programs:
 - i. St. Bede offers many after school programs for the students. There are not enough rooms to accommodate all the programs.
 - ii. After school programs currently offered: drama, dance, cooking, science, chess, sports programs.
 - iii. Great turn out for the new drama program.
 - iv. There is a need for a coordinator for each after school programs to manage communication between the instructors and families. Candidates are families who already signed up for the programs. Board needs to decide to implement this year or next year.
 - v. Responsibilities include providing last minute updates about the program to the students and parents. Should there be an after school board?
 - vi. The Garrity family used to be the contact person for the after school chess program. The family has since moved on from chess.
- After school care:
 - i. Families are happy with CEC's after school services.
- Parking safety:
 - i. Send another e-mail reminder to families about the parking safety. Families need to be reminded to park their cars if they need to get out of their cars. Do not leave the car doors open.
 - ii. Drop-offs in the mornings are better controlled since there is only one lane to manage. There are more concerns at pick-up in the afternoons due to multiple lanes to manage.
 - iii. Remind parents to inform others who will pick up their children of the pick-up protocol.
 - iv. Observe if the same families do not observe the parking safety, if so, Mr. Valente might need to meet with them.
 - v. Morning traffic due to St. Francis traffic on St. Bede campus, St. Bede drop-off and parishioners attending the 8:00 am mass. One option is to

move the 8:00 am mass to 8:15 am. The change in mass time impacts the availability of altar servers from the school.

- vi. St. Bede and St. Francis discussion on traffic issues is still on-going.
- vii. Mrs. Hurlbutt sent requests to Claudia Ferguson and Connie Martin to schedule 5th grade altar servers on Tuesdays only. Other grades made schedule requests as well. Discussion is still on the table. Fr. Kevin wants to push the requests through.
- Mr. Valente's supervisor visited today. They went over some things. The supervisor was impressed on the result on the in-depth study in science and the catholic identity in St. Bede.
- There will be changes on credentialing religious teachers. All St. Bede teachers have their credentials.
- California will adapt in 2014 the common core (road map to excellence 200 days) curriculum, which includes language, arts and math. The idea is for all schools to have the same standard as the national standard. There will be an in-service on Sept. 30th for all faculty members.

6. Vice Principal: Barbara Kuhl

- No update

7. Division updates:

- **Volunteer: Karrie Saydah**
 - i. Karrie Saydah is looking for a box top chair.
 - ii. Karrie Saydah needs a list of jobs that need volunteers.
 - iii. Karrie Saydah is looking for a person to chair the Student art auction. This is a lot of work and we should not expect the art room moms to lead. The art room moms do a lot of work in the classroom. Lori Shackel is discussing with Head Art and Head Room Mom for possible options. It was confirmed via e-mail that Monica Davitt will be the controller for the Jogathon. She will do it for 2 years.
 - iv. Monica Davitt is also slated to take over Tammy Miller's job of fundraising donation tracking.
- **Fundraising: Lori Shackel**
 - i. Lori Shackel received an e-mail from Grete Gryzwana, the after-school dance instructor, requesting to approve the purchase of free-standing ballet barres.
 - a) The barres cost \$325.00 each with an additional \$20.00 delivery charge. Total cost is \$842.00. The cost will be deducted from the dance program donation to St. Bede.
 - b) The enrollment in the dance after school program is expected to increase in the 2nd semester when there are less scheduling conflicts for students. Last year, the after school dance program donated \$3500.00. The barres will be school property and can be resold. Barres can be used in the long term.
 - c) The Board approved the request to purchase. The Board needs to know the gross cost and net cost of the purchase and would like to see the receipts.

- d) The Board would like to know when Grete Gryzwana will send the Board the check for each session (Fall and Spring) and suggests it not be too long after the session has begun.
- ii. Lori Shackel received input from parents upset about how the Jogathon options were communicated and that children should not be singled out for not meeting the sponsorship levels. It is not a question of supporting the school with fund raising, but does not feel it is being done in a Christian way.
 - a) Other Board members mentioned this issue was on the survey last year. Since Rose Banich left, the former fundraising board members, this issue was not addressed last year.
 - b) Lori Shackel felt that the Board should respond since somebody made the effort to call the Board.
 - c) The Board discussed what can be modified from the current practices during Jogathon so all children feel part of the event. In past years, Jogathon Chairs have been sensitive to students who did not meet the sponsorship levels and worked with families so every child felt included.
 - d) The Board was concerned about removing the Jogathon raffles and prizes because of the potential for less excitement for the Jogathon by students and therefore parents to support it financially.
 - e) Jogathon is the top earning fundraising event at St. Bede. The only Jogathon practice that visibly separates students who do not meet the sponsorship request is the free dress privilege after each rally. In response to the concern for the students, the practice to wear free dress on Thursday after each rally will be removed. **Alternate practice will be discussed.**
 - f) There is a need to improve how the Jogathon options are communicated without changing the current process so certain students don't feel excluded. Lori Shackel will work with Jogathon Chairs on resolution. Any additional changes would be **implemented next year**; to be led by the new chairs Mark and Laura Scarsi.
- iii. Reminder to send a letter to the families about the required \$1,500.00 annual donation per family to St. Bede. This information will be included in the next newsletter. Andy Miller will submit the letter to Ava Susank by Friday.
- iv. Inform families that the adjusted budget to send their child to St. Bede is \$5300.00/child. Parents pay \$3950 per child. Emphasize the savings per child and additional discount with multiple kids and the tax deductibility of a donation versus the tuition.
- v. The deadline for the next newsletter was 9/19th (3rd Monday of the month). Submit the October letter to Ava Susank this Friday.
- vi. BedeFest:
 - a) Remove the bulk of business solicitations, for the silent auction, due to both the economy and the volume of work required; make up any lost revenues in sponsorship/underwriting/other. Possibly bring in student art auction, to make it more student-oriented.

- b) There is a need for: event Co-Chair; an auction Chair and co-Chair; Finance/Controller; graphic design. These positions are a lot of work so trying to simplify as much as possible.
- c) Increase participation in Texas Hold'em tournament.
- d) Possible pre BedeFest poker tournament in the parish hall. Contact families are Schafer and Dinger.
- e) For next Board meeting, evaluate the BedeFest volunteers.
- vii. St. Bede families need to maximize e-scrip and box top. Marilyn Bednar signing parents up for these to increase volume. St. Bede earned \$400.00 last year for box top program. Think we can increase with added promotion. Karrie Saydah has someone in mind to be the chair for box top and will keep us advised.
- viii. Lori Shackel is looking into other turn key ways to fundraise.

- **Communication: Holly Bauer**

- i. Holly Bauer will meet with Mr. Valente to collect more Charger Pride input, the new item in the weekly school email. Suggestions included:
 - a) Provide update on Scouts.
 - b) Information on International student.
 - c) Information about the Student Council attending the Leadership CSAC Catholic School and Council.
- ii. The school will be in the weekly church bulletin.
- iii. Holly Bauer brought the Back to School issue of the La Canada Outlook for the board to see the ad and story placed. The Board gave great compliments on the artistic presentation of St. Bede in the paper.
- iv. John Georgopolus designed the ad and Daina Kasputis wrote the story about the school that ran in the paper.
- v. The 8th grade awards will be added in the next church bulletin.
- vi. The Board suggested collecting all the ads and clipping materials in a binder.
- vii. Holly Bauer and Claudia Ferguson will attend the LA Archdiocese Marketing orientation this coming Thursday at the Bishop Alemany.
- viii. The teachers sent thank you cards to the Board for the Teacher Appreciation that Holly Bauer coordinated on the first day of school. The Board would like to do something for the teachers every month and Holly Bauer will lead this. Last year Holly Bauer coordinated a home cooked lunch for the teachers during National Teacher Appreciation Week and it was well received. This year we are expanding teacher appreciation to be monthly.
- ix. Holly Bauer brought up that Daina will complete her tenure as publicity chair at the end of this year and we need to find a replacement. Msgr. would like for Parent Association Board publicity volunteers to work with the parish publicity volunteers, The O'Briens.
- x. The Board agreed that the first time New Parent and Mentor Family wine and cheese event at the Millers was a success.

- **Treasurer: Steve Gorski**

- i. Steve Gorski distributed 2 materials: (a) St. Bede Parent Association Board Checking and Investment Accounts (b) Family Tracking Guidelines.
- ii. Referencing page 1 of the St. Bede Parent Association Board Checking and Investment Accounts:
 - a) The balance on the Technology Upgrade Fund dropped. This is due to the approved upgrades on technology completed this summer.
 - b) The Operating Funds are peaks and valleys on expenses. It will be better once the Jogathon checks are received.
 - c) The Tax ID number for the Parent Association investment accounts managed by Gamble Jones have been corrected. As a result, going forward there will be no further tax withholding from these accounts. Next step is to contact the IRS to get a refund of any past tax withholding from these accounts. Steve will work with Gamble Jones to draft a letter to the IRS and will report back to the Finance Council at the next quarterly meeting.
- iii. Referencing page 2 of the St. Bede Parent Association Board Checking and Investment Accounts:
 - a) Information on the breakdown of school year income and expenses to date.
 - b) The biggest income so far this year is from the hot lunch and teacher appreciation. The checks were deposited after 7/1st.
 - c) The contributions income total is \$2040.00, which includes an undesignated donations made during the summer from families and from families who buy out from volunteer hours. The checks were deposited after July 1st.
- iv. Referencing page 3 of the St. Bede Parent Association Board Checking and Investment Accounts:
 - a) Information on the school expenses by Parent Association and Teachers supplies stipend.
- v. Family tracking guidelines:
 - a) This material will be included in the next newsletter.
 - b) Remove “See’s Candy” from the list of donation that families get tracking credit.
 - c) The Board discussed the examples provided with the material.
 - d) For completeness, provide examples for each item that is being tracked. Make a list of donations that are not being tracked, that are commonly asked by the families.
 - e) This material is a work in progress.
 - f) St. Bede School earned \$723.00, 19% margin, from the Family Back to School Picnic on Sept. 8. There are 449 In-N-Out meals sold.

- **Secretary: Freia Weisner**

- i. No update

8. Presidents Report: Andy Miller

- School Dress code:

- i. A parent reported students wearing short dress and socks. The parent is a boy parent.
 - ii. Handbook for the board: procedures on issues at school point in the handbook first.
 - iii. The Board asked the school to remind parents of dress code including hair length for boys.
- Nutritional Snacks: Rory Olivarez
 - i. Rory Olivarez met with the Board to propose serving healthy snacks for the students. This is in support of the nationwide effort to fight childhood obesity and diabetes epidemic.
 - ii. St. Bede has a contract with Ali Catering to provide hot lunch. The Board suggested that Rory Olivarez could coordinate with DeLaney to work with Elser, owner of Ali Catering.
 - iii. The Board suggested that Rory Olivarez provides a list of healthy snacks that she recommends and present the list to Elser.
 - iv. Mr. Valente mentioned that Ali Catering served fresh fruits in the past and ended up throwing them out everyday.
 - v. The Board and Rory Olivarez acknowledge that it will be a challenge determining what healthy snack to serve since we want to make sure the students would purchase them.
 - vi. The cost of the items could also be higher and would be a factor on how much of the healthy snacks will be purchased.
 - vii. Rory Olivarez will research what the other schools serve.
 - viii. Healthy snacks could be served for a while and observe if students will purchase. If not, pull out that snack and try another healthy snack.
 - ix. The Board approved the proposal and asked Rory Olivarez to keep us posted.
- Handbook
 - i. The dress code is defined in the handbook, including the length of hair for boys.
 - ii. Mr. Valente asked everyone to please refer to the handbook when asked questions by parents.

Meeting Adjourned 5:47 pm