

St. Mary's School H&S Executive Board Minutes

Date, Time, and Location: August 30, 2018; 6:30pm; St. Mary's Rectory Conference Room

Meeting Called to order by President Mary Sasek at 6:35pm

In Attendance: Mary Sasek, Joe Mlnarik, Liz Wessling, Lisa Schneider, Craig Ames

Absent: Joe Mlnarik

1. Agenda items for the General Meeting

Financials

Budget synopsis given by Craig. Potential items to point out at the general meeting since Craig will be out of town. Mary will present this at the general meeting on his behalf.

Two new voting requests came in since last meeting, for a total of four times to vote on:

light bulbs, still no approx.. total as of yet, chairs for computer room, 5th grade request, gaga ball pit permanent fix

Craig is still in talks with Dr. Wallinger about a technology plan that H&S could assist financially.

Score board update from Craig. He got a bid from Varsity who put in the other score board. Score board will be installed at time of new lights in the gym.

At the general meeting, bringing up funding requests and how to find the forms.

Reimbursement vs. Funding request forms difference between them. If your event is a line item budget fill out reimbursement form and attach receipts. If your event or request is not a line item on the budget fill out a funding request. Requests under \$500 can be voted on by the executive board. Funding requests over \$500 require a vote of members at a general meeting.

Parish Picnic

Have clean up person take spinner and bring to school with child. Several have signed up for donations. Liz will get spinner from school and give to Mary who will be there to help set up cake walk.

Spirit Day

Craig has the pizza ordered and ready to go. He will tell Dr. Wallinger that we will be bringing them food so all teachers are aware that lunch will be supplied, Monday Sept. 10th.

Room Parent 101

Lisa has talking points for room parent meeting. Mary will assist at the meeting to answer any questions that might arise.

Fall fundraiser

Tasks were outlined in a letter set to us from Janet Yale, who ran the Fall Fundraiser last year. Letter is attached after the minutes.

Mary will check with Janet as to whether we need a kick off assembly and then coordinate with Dr. Wallinger. As well as, if there are going to be pig races each Friday. Liz will take the lead on weekly pig races and coordinate this with Dr. Wallinger.

Liz will be in charge of getting packets from school and sorting them by classes for delivery to students on Friday Sept. 14th. Mary will be in charge of the prize program and coordinate with Cathy to hand out weekly "pig" prizes and collection of tickets for items sold. Craig will handle the actual orders and money collected. Lisa will coordinate with Dr. Wallinger when it is time to organized delivery/pick up of items. Volunteers will be needed to help with pick up day. Lisa will put together a sign up genius for help with this task.

Halloween Fun Night Tasks

Games, Food, Trick or Treat Village, Door Competition, Decorations, Back room/Old 8th grade room could be a dance room

Next meeting: Sept. 25th at 6:30pm in St. Mary's Rectory Conference Room

Items for next meeting: Halloween Fun Night Planning Meeting

Meeting adjourned at 7:00 pm

Minutes compiled by Elizabeth Wessling, Secretary

Appendix A

Fall Fundraiser Letter to Families from Janet Yale

Hello!

The Fall Fundraiser has been Kicked-off!! Packets went home with your children today. Dates for the fundraiser are Wednesday, September 13, 2017 thru Wednesday, October 4, 2017. Delivery date will be determined after our order has been submitted; however it will occur prior to Thanksgiving.

We are asking each family to sell at least 20 items or participate in the \$250 buy out option (you will receive a tax deductible receipt if you participate in this option). Please have all checks made out to **St. Mary's Home & School**.

Online Ordering is simple! Please see the insert in the packet on how to complete the set-up. This is a great way to get family and friends involved that don't live nearby. The items will be sent directly to them if you order online.

The students were very excited regarding the potential for prizes, there is detailed information in the packet regarding the prizes, here is a bit more information when it comes to them as well:

- We have the ticket system again to get the lanyards and this year the Pigster Pals, per Dr. Wallinger these will be able to be worn on Fridays only and not to be taken out on recess.
- Tickets will be processed on Mondays and Thursdays and their Pigster Pals will be handed out on Tuesdays and Fridays.
- The internet prize will also be handed out on Tuesdays and Fridays.
- The top 5 sellers will be selected to compete in the Pig Race. The winner of the race will receive a "Pig Out Party" hosted by H&S.
- Individual prizes will be top seller \$100 Visa Gift Card, 2nd – 5th top seller will each get \$25 Visa Gift Card.

We encourage all families to participate as this is one of our biggest fundraisers of the year and every little bit helps. I appreciate your support through the fundraiser and if you have any questions or feedback please don't hesitate to contact me.

Janet Yale

402.250.7190

jmyale10@gmail.com

Extra Info. About Fall Fundraiser Tasks sent by Janet Yale

(red notes indicate who volunteered for this task)

Kick off:

- You will receive the packets, they will be sent to the school. **Liz will do this and give a packet to Jullian**
- You will need to separate by grade and then have them distributed the day of the kick off.
- Coordinate the kick off with Dr. Wallinger **Mary will do this**
- You will want to review the prize program as well as determine any budget that is needed (individual prizes, class prize, last year it was as following: The top 5 sellers will be selected to compete in the Pig Race. The winner of the race will receive a "Pig Out Party" hosted by H&S. Individual prizes will be top seller \$100 Visa Gift Card, 2nd – 5th top seller will each get \$25 Visa Gift Card. **Mary will do this**
- There were prizes for # of items sold, last year it was the pigs. You will need to coordinate this with Dr. Wallinger also. Last year the kids were only allowed to wear the lanyards on Friday. This should be coordinated before hand so it is clearly communicated to the students and parents. **Mary will coordinate with Cathy to help**

Handing out rewards:

- Again, not knowing what the reward system is this year, you will want to communicate when they will be handed out. The kids appreciate the instant gratification. This is what I did last year: Tickets will be processed on Mondays and Thursdays and their Pigster Pals will be handed out on Tuesdays and Fridays. **Mary will do this**
- You will want to let Cathy and Dr. Wallinger what you plan is as well.
- I would suggest having everything done through whoever is in charge of the program and not have school do anything. The first year, Cathy helped with some of the prize handling and it got a bit confusing at time.

Order Forms/Reconciliation: **Craig will do orders and money**

- I would suggest completing these as they come in. Otherwise they get quite overwhelming at the end of the timeframe.

- You just have to verify the number of items sold as well as the amount sold. I would also verify the amount of money collected.
- You will have some that were a bit over and some that were a bit under. If it was not totally outrageous, I usually let it go as it would be even at the end.
- You want to get these all reconciled as soon as possible as the sooner you get the information to Charleston the sooner you can get the order date secured.
- They will send you a file for reconciliation. Again, most of these are small.
- Joanna from Charleston will be able to help you with any of these issues as well or be your advocate as you walk through the process.
- You will also want to deposit checks as soon as you can, some of the people wrote checks 1 month prior and they are awaiting for them to go through, they get nervous when it has not hit their bank for a while.

Delivery Date/Pick-up: Lisa will put on signup genius to ask for help once we know when this will be.

- Once determined, coordinate with Dr. Wallinger.
- Make sure that sports know as well
- This can be somewhat stressful, ask for volunteers to help separate and then hand out
- Have a plan for what you are going to do for anything that does not get picked up that day. Some parents reached out in advanced and asked to leave in the office.

Just some thoughts: you will always have people not happy about things, just go with it and try to please everyone the best you can. Again, I suggest keeping this in house in regards to H&S, and leave the school office out it.

I plan on attending Monday's H&S Meeting, so if you have questions I can meet before or after as well.