

# September PSF Meeting Minutes

September 8, 2011

Meeting called to order by Sara Kowalski at 8:20am  
Meeting attendance recorded at 30 by attendance sheet  
Sara Kowalski led opening prayer

**Introduction of PSF Officers:** President-Sara Kowalski, Vice President-Tracy Anderman, Treasurer-Lynn Hyde, PR-Cathy Fleck and Kathy Valenti and Secretary-Adrienne Reinhart.

**Meeting Protocol:** Issues to be brought up in the meetings are asked to be sent to any PSF officer in order to get them on the agenda. There is a PSF box in the school office to place any questions or comments or agenda items. The agenda will be put out either the Friday or Monday before the PSF meetings which are the 2nd Thursday of every month. If someone is speaking on an agenda item (while at the PSF meeting) please allow them to finish speaking before raising a hand to ask a question. This is out of respect and allows all in attendance to hear what the current speaker is saying. Out of turn speaking or talking over one another will not be tolerated.

**PSF Budget:** Lynn Hyde presented the updated budget based on the new students who had not been accounted for in the previous budget. Several people asked if the budget would be amended if more students are added. Maureen said that if there was an issue the PSF board, Julie Roberts, Fr. Ben and herself would meet and discuss how to amend the budget. A question of how much of our SCRIP dollars goes to the PSF budget arose. Cheryl Morgan guessed 50/50 and Maureen agreed that this was a close assumption but did not have the school budget with her. Mary Giobbi questioned if whether the teachers appreciation budget was enough. Both Donna Hodson and Tracy Anderman agreed that the budget is tight and that it should be enough to carry through for this year. It was noted that in order for budgets to be correct that everyone needs to turn in their receipts in a timely fashion. If no money is reported spent then it is assumed that the budget created is not needed. Transparency is needed with administration. They need to know what is spent in order to create the budget for next year. Kurt Bomke brought up asking more people to sign up on escrip/Safeway club cards. He asked if we could do something at masses and to ask our friends and neighbors and do harder selling on the program. Gale Rivera let him know that there is a SCRIP committee and she would mention this to the SCRIP coordinator. Rosemary Gaines questioned how the field trip monies are calculated. Lynn Hyde explained that there is a certain dollar amount assigned to each grade/per student. It gets progressively higher year after year. It was asked if box tops were still accepted, Maureen said yes and maybe there should be some competitions in order to get more. Sara K motioned for the budget to be accepted. Donna Hodson seconded the motion and the budget was approved.

Father Ben was introduced and told the group a little of his back ground. He was principle of a school with 3200 children. He is enjoying his time here and is impressed with the number of parent volunteers. He is here to assist Julie Roberts with whatever is needed.

**Annual Giving:** Crystal Young explained that the goal for this and every year is 100% participation. There are grants that the school can apply for but only if we have the participation of every family at school. *Grandparents day* is Friday, September 16 and she needs RSVP's and volunteers to work the event. Bingo is Friday, September 30th and volunteers are needed to work. Proceeds are to benefit Annual Giving. Donna Hodson mentioned that there is a bake sale after masses on Saturday, September 24 and Sunday, September 25th. Families get hours for baked goods. This is a good way for middle schoolers to get community service hours in as well.

**Development:** Gale Rivera says she is focusing on the 75th anniversary of St. Francis school this year. There is a big celebration planned for June 9 & 10th. She is trying to push for alumni to attend. She is also planning a fun run and is working on grant writing. She spoke about SCRIP and said the focus this year is to get the word out and sell at different functions as well as after Sunday masses.

Head teacher Julie Roberts spoke about the great energy the school has this year and that we are headed in the right direction. It all begins with the parents and respect. If everyone heeds the expectations that were sent out via email then this year will be great. The pick up and drop off map was explained. In order to keep our children safe we need the cars to keep moving or park (by the church) and walk children in/out. We have 206 students enrolled. SIMS is the new computer system that will be rolled out sometime in October to keep communication and information open between the school and parents.

**SAC Update:** Toni Peters explained that SAC is an advisory board to Julie Roberts and administration. They meet every 2nd Tuesday of the month in the school library at 6pm. Everyone is invited to attend. Public comments are allowed at the end of the meetings. They discuss items such as marketing, finance and general items pertaining to the school. Toni mentioned that 90-95% of our students meet or exceed OAKS testing. This year we have Brenda Raven as our reading specialist. The minutes of the meetings are located online [www.saintfrancisschool.net](http://www.saintfrancisschool.net) Parents are able to help or give advice to members of the different committees within the SAC. It was requested that the SAC agenda be given out in advance.

**Introductions:** *Art*-Kathy Shelton, *Music*-Colleen Rastovich (not in attendance), *Student teachers* in 3/4-Sarah Pierch and Samantha Chain (not in attendance, both from Western Governors University, online, and they both requested to do their student teaching at St. Francis). *Foss science/kits*-Cheryl Morgen, Julie Renn who asked for volunteers to help in the elementary grades especially Mrs. Grube & Ms. Hughes. The kits are self explanatory and have dvds and step by step instructions. They should take about 2 hours per week and are 20 weeks. It is up to the teachers when the classes

should be held and the parent volunteers may need to restock the kits with the appropriate supplies.

We now have a *Parents of Saint Francis Facebook* page that Tracy Anderman is updating regularly, please “Like” the page to have the information show on your news feed. There is also a PSF *bulletin board* outside the school office which will be updated regularly and a PSF page is to be added to the weekly Newsnotes.

**Welcome Committee:** Julie Galivan is planning a Buddy family reception at her home on October 2nd tentatively. It will be pot luck in the early evening. Julie will also coordinate the father/daughter dance

**Parish Picnic:** is Sunday, September 18 and PSF has a fishing booth that needs volunteers (1 student and 2 adults) in blocks of 2 hours since it runs from 11am until 7pm. Great way for middle school to get service hours. Rosy Wyllie and Kurt Bomke mentioned that the church isn't getting enough volunteers and that the school should step up and attend/support as well as volunteer.

**Volunteers** are needed to coordinate the **Running Club** for at least 1 month in the fall and 1 month in the spring. Lunchroom help is needed, please contact Kristine Mclean. Playground supervision is requested. The Scholastic Book Fair needs a chair, it is a 4 day event the beginning of November.

**Room Parents:** are needed in Mrs. Davis, Mrs. Manion, Mrs. Rode, Mrs. Petersen, Mr. Buchholz, Mrs. Roe and Mrs. Grube's classrooms. Some “specials” have also requested parent help: Spanish, middle school science, PE and the reading specialist.

Some ideas such as a lap-a-thon, kids run and high tea were mentioned. Gale said she is always available in room E12 during school hours to hear everyone's ideas.

There is a **Pastini-pasta-thon** Monday-Wednesday September 19-21. A portion of the Lunch and dinner sales will be given back to the school. Please try to buy Old Mill scrip to use and tell friends and family to attend. Carry out and catering also is available and counts towards the fundraiser.

Kurt Bomke noted the lack of male attendance and mentioned that maybe the time of the meeting could be the reason. Sara K explained that the by-laws state that the current board chooses the time the meetings are held and this year's board agreed upon the 8:15 am time.

**Nacho Lunch:** Donna Hodson noted that there will be nacho lunches every Friday in September with 2 going towards the 6th grade outdoor school and 2 going toward the general fund. She needs volunteers.

Meeting adjourned at 9:40am