

Home and School Board Meeting Minutes
August 22, 2007

Principal's Report---Julie Barber

- Staff and Student Wish List
 - This idea was started last year.
 - Julie will discuss this with the teachers during in-service meetings.
 - When this is ready to go home in the family folder, Julie will include a cover letter to the families.
 - Should we consider putting this in the weekly bulletin as well?
- Enrollment
 - Proactive measures are being taken to increase enrollment for the 2007-08 school year.
 - Several tours have been given to help increase enrollment.
 - As of 8/22/07 enrollment is at 213 students.
 - This is down from last year by approximately 20 students.
 - Why are families leaving?
 - The Board of Education completes a survey on this topic.
 - Julie will inform Home and School of the results.
- Middle School Renovations
 - All renovations in the middle school are completed.
 - Teachers have been in the school getting ready for their classes.
- Kindergarten Roundup
 - Includes K4 and K5.
 - Mrs. Reimer and Mrs. Toniazzo are very excited.
- Teacher In-Service
 - Tuesday 8/28 will be an all day retreat for our teachers.
 - Wednesday 8/29 will be a general In-Service day.
 - Thursday 8/30 is "Supply Day".
- Computer Lab
 - Part of the In-Service for our teachers will include a discussion of the new technology.
 - Teachers need to be able to integrate this new technology in each of their classrooms.
- What does Julie want/need from Home and School?
 - Home and School meetings
 - Should be a proactive and positive outlet.
 - Need to include topics that relate to parenting.
 - All parents should have a valued interest in Home and School.
 - How do we accomplish this?
 - Principal Support
 - Julie wants to be as supportive as possible.
 - There needs to be a relationship between parents and the school.
 - This relationship works best when the focus is on the child.
- St. Matthew Website
 - Julie will be working to update the website.
 - Updates will include teacher information and FAQs.

President's Report---Tim Dugan

- What does the board want Home and School to do for the 2007-08 year?
 - Establish a high level of communication between the parents and the school.
 - Provide education for all on several levels.
 - Fund Raising
 - How can we best use the funds?
 - Distinguish between wants and needs.
 - What are some of the biggest needs of the school?
 - How do we determine these needs?
 - How can we help meet those needs?
- Incorporation of "Education" in the Home and School meetings.
 - Suggested "Guest Speakers"
 - September-Mr. Keane
 - Discussion of the Washington D.C. trip
 - October-Shelly Madden
 - Discussion of the mission trip.
 - November-open for discussion
 - January-open for discussion
 - March-open for discussion
 - May-Julie Barber
 - Discussion of the ITBS scores.
 - Julie stated that the Archdiocese offers a program to learn more about what the ITBS scores actually mean.
 - Julie will explore this idea further.
 - Brainstorming of other ideas for meetings
 - High School Principal to discuss what families need to prepare themselves for high school.
 - Love and Logic Parenting
 - Discussion of 10th grade test scores for previous St. Matthew students.
 - This will help us know if we are doing our job.
 - Saving for college
 - Anti-bullying
 - All speakers/seminars should not last for more than 15 minutes.
 - Board members are encouraged to come up with other ideas.
 - The board would like to have the meetings set by the September board meeting.

Treasurer's Report-Debbie Yost

- Discussion of 2006-07 fund carry over
 - Home and School is allowed to carry over \$9000 of funds into the next school year.
 - Home and School has in excess \$9000 of funds to carry over.
 - The excess may be used to help fund the payment of the computer teacher.
 - Home and School may also use a portion of these funds to pay for the new energy efficient dishwasher in the cafeteria.
 - These will need to be approved at the next Home and School meeting.
 - Julie expressed interest in using a portion of these funds to help pay for the computer teacher.
 - A lot of funds to upgrade the computer technology. We need to be sure the technology is utilized.
 - Any remaining excess may go towards offsetting the enrollment decline.

- Fundraising
 - Home and School fell short in several fundraising efforts.
 - There was a discussion about picking up a few new fund raisers and deleting those that were not profitable.
 - The 8th Grade and Kindergarten graduations were over budget.
 - This year, we need to be sure that the 7th grade is keeping better track of expenditures.
 - We may also need to increase the budget for graduations for the 2007-08 year.
 - The school picnic was significantly under budget.
 - This is because Home and School asked the school families to help defray the cost of the bus.
 - Discussion of the teacher gift baskets.
 - Debbie will distribute these on Thursday, August 30.
 - As a board, we decided to not include disposable cameras.
 - Tim mentioned that the 8th grade class had extra funds and was buying the school a new digital camera.
 - Julie will check on the status of this and report back at the next board meeting.

Vice President's Report-Steve Heiges

- 2007-08 Fundraising
 - Steve will compile a month by month fundraising list and submit the fundraising forms to the parish office as soon as possible.
 - There is a need for people to “lead” several fund raising efforts.
 - Steve will compile a fundraising FAQ to distribute and the next Home and School meeting.
 - This will provide education to families about the importance of the following:
 - Scrip
 - Steve will ask Mary Shelton to speak at the September 11 Home and School Meeting
 - PNS Advantage card linked to St. Matthew School
 - General Mills Boxtops
 - We fell behind last year because we did not have a coordinator.
 - Sue Malison helped us over the summer.
 - We will be sure to not overlook this issue this year.
 - Possibility of hosting St. Matthew's Community Building events.
 - Fundraising Survey
 - We need to find out what types of fundraising families would be interested in.
 - Steve will have this prepared to be included in the Friday, September 7 Family Folder.
 - Brief discussion of a Volunteer Appreciation dinner for 2007-08.
 - This will be discussed at future board meetings.

Secretary's Report-Ann Ciombor

- Discussion of the timeline for submitting the minutes to Diane for inclusion in the family folder.