ALL SAINTS CATHOLIC SCHOOL
PARENT NETWORK
"Helping our small school achieve big things"

MEETING MINUTES

Meeting Date: Monday, October 24, 2011
Time: 6:30-7:30PM
Location: 6TH Grade Classroom at All Saints Catholic School

1. **Call to order** – Meeting was called to order by Jen Buttke at 6:35pm
2. **Opening Prayer** – conducted by Jen Buttke
3. **Attendance** – Sectary Hostak noted the attendance as follows:

   Present: Co-President Jen Buttke, Treasurer Nancy Trochinski-Becker, Secretary Jolene Hostak, Susan Cason, Jamie Bartol, Stacy Budde, Lucinda Kujawa, Catherine Kujawa, Mandy Lindeman, Carolyn Redington, Michelle Sonnentag, Chrissy Sonnentag, and ASCS Principal Steve Zangl

   Absent: Angela Johnson, Deana Ceman, Sue Derleth, Robyn McAllister, Ashley Sirrell, Carmen Schmidt, Co-President Mary Ann Saiyed

4. **Proper notice of meeting** – Co-President Buttke stated the meeting notice had been included in the 10/19 eCommunication sent by Mr. Zangl.
5. **Approval of Agenda** – (M) Jolene Hostak (S) Michelle Sonnentag. Motion Carried.
6. **Approval of Minutes from the September 26, 2011** – Co-President Buttke noted the following edits to the 09/26/2011 meeting minutes: (1) Laurie Busse should no longer be marked as 'Absent '. Since Laurie's child no longer attends ASCS she is no longer eligible to be on the PN board. (2) The proper notice of meeting was sent in the eCommunication from Mr Zangl the week prior. (3) The Approval of Minutes for the August 2011 meeting was motioned by Angie Johnson and seconded by Michelle Sonnentag. (4) Remove "Annual Membership" from the Meeting Adjournment section. A motion was made by Jamie Bartol and seconded by Susan Cason to approve the August 2011 minutes with the edits noted by Co-President Buttke.
7. **Review and approval of financials** – Treasurer Nancy Trochinski-Becker reported the only expenditure since the last meeting was from the Teacher Honorarium. A motion was made by Lucinda Kujawa to approve the financials as presented. Michelle Sonnetag seconded the motion. Motion carried.
8. **Principal's Report** – Principal Zangl reported that since the last PN meeting the visitors of the playground were met by the Berlin Police Dept and the issue seems to have been resolved. At this time he is not pursuing the deer camera idea. Principal Zangl questioned the PN board on how the eCommunication was working for each of them… stating going paperless was really saving the school money on paper and ink costs. He also stated he enjoys the ability to utilize a working document each time he receives something for the eCommunication. Many of the board members present expressed their appreciation for receiving the information electronically.
9. **Commission Reports**
   Parent Teacher Conferences (Michelle, Susan, Robyn, Sue) – Susan reported Parent Teacher Conferences went well. The group was able to secure some help from parents outside the PN which she really appreciated. Carolyn Redington voiced her gratitude for having dinner available for the teaching staff during Parent/Teacher conferences.

Math-a-thon (Sue, Ashley, Deana, Catherine) – Catherine Kujawa reported the information sheets had gone out with students and the pledge forms are due back October 31st. The prizes for this year are an ice cream party for the class that raises the most money and a trip to the YMCA for the school.

Holiday Parade (Carolyn, Deana, Mandy, Mary Ann will help) – Carolyn Redington reported they are looking to change things up a bit this year. They are considering asking each class, rather than just the Kindergarten class, to decorate a wagon to pull in the parade to encourage better school participation. Carolyn will explore at the staff meeting on Wednesday whether or not it is feasible to do this during school hours. Suggestions were made to use Art time or religion class time as a way of explaining to students about giving back to the community.

St. Nick's (Sue, Lucinda, Ashley) – Lucinda reported the group will make sure the gifts are delivered the night of St. Nick.

Santa's Workshop (Angie, Mandy, Lucinda, Stacy, Jen, Jolene) – Co-President Buttke reported that the dates had been chosen and they are December 19th & 20th.

Family Fun Day (Lucinda, Ashley, Carmen, Jolene, Catherine, Angie) – Lucinda reported City Inn has been reserved for the event and the date is January 29th, 2012.

10. **New Business**

Christmas Party as our December Meeting – Co-President Buttke asked the board members present if a holiday party for the December meeting would be acceptable by the group. Those present agreed this would be a nice idea. Co-President Buttke stated she and Co-President Mary Ann Saiyed would work to put something together. The date will be December 19th (the same day as the first day of Santa's Workshop).

School hours/After school assistance – Co-President Buttke explained she had been approached by a parent asking what the school hours were, and that the parent had suggested the school post a sign on the door stating the hours that the school will be open and closed daily. Jolene Hostak stated she had a personal situation occur that day in which her children did not get off the bus as intended and on several attempts to contact the school and the teacher no one could be reached. Hostak added it would be nice to know the hours in which someone would be available after school for such things as emergency needs and after school tutoring and/or just the ability to get in the school if a child forgets something. Many agreed. Principal Zangl added the issue of hours of operation was more a school issue than a PN issue and he would discuss it at the staff meeting on Wednesday. He also added he would go back to adding his personal cell phone contact information to the eCommunication emails for parent emergency situations.

Afternoon Snack – Co-President Buttke reported two parents had approached her separately about the idea of an afternoon snack in addition to the morning snack because their child/children were "starving" by the afternoon. Discussion ensued. Some voiced the opinion that it depends on the child and their eating habits. Some tracking of individual situations should be monitored to see if there is a pattern. Is the morning snack too big or getting in the way of the child's ability to eat or finish lunch? Is the child eating breakfast prior to arriving at school? Principal Zangl expressed he is the lunchroom monitor and he does not require students to finish everything on their tray prior to being excused to recess. He allows them to eat on their own accord. He will discuss the idea of an afternoon snack with the teaching staff on Wednesday. Catherine Kujawa noted lunch is more of a social hour than a lunch hour in that students often talk more than they eat. Not a bad thing at all, just to note that the socializing may be getting in the way of eating.

Website Updating – Co-President Buttke noted information on the website is incorrect and outdated. She questioned if updating the website was something the PN could take on. Principal Zangl explained updating the information is not difficult he just needs to receive the information for posting from a PN representative so he can update the information. He is unable to turn updating over to a PN member since it is the school's website. He and Nathan Hess at FinishLine Studios are the current Administrators. Steve is very happy to update information as long as he receives it. Co-President Buttke stated she and Co-President Saiyed will communicate changes/additions/deletions to Principal Zangl in the future.

Funding Request (smart board, religion books, student agenda) – Principal Zangl explained some funding requests. The purchase of a laptop computer for the library at the cost of $765.00, a smartboard for Mrs. Ahsay's room at the cost of $2950.00, and religion books and student agendas at the cost of $4045.00. Mr Zangl offered the funds could be used from the budgeted Educational Supplies ($3000) and the Teacher Wish List ($4000). Catherine Kujawa explained to the board that though she is in favor of the expenses it means the group will really have to work on fundraising efforts in 2012 to replenish funds. A motion was made by Mandy Lindeman to approve the above named expenses from the budgeted categories noted. The motion was seconded by Lucinda Kujawa. Motion carried.

Concert Refreshments (Sue D) – tabled until the next meeting.

11. **Old Business**

Spirit Wear – Principal Zangl reported he and Sue Derleth had met on Spirit wear. They had decided on a t-shirt, long sleeve t-shirt, polo, and a sweatshirt to start. Sweatshirts may not be available until after the 1st of the year. Jolene Hostak questioned whether or not we were continuing to use Apparel Art for some of the spirit wear, or if we had received pricing to compare the two. Principal Zangl also wondered if we should work with one company exclusively. The board agreed Principal Zangl could make the decision as to whom the school should work with. Samples will be ordered and order forms will be sent home with students prior to year-end.

Parent Books (Chrissy) – Principal Zangl reported he has two templates for creating the Parent contact booklet. He passed around samples. Susan Cason asked to add parent names and email addresses to the directory of contact information. Mr Zangl stated he would include it provided he had the information and parent authorization to do so. Each year it is difficult to create the directories because some parents do not respond either way and he is left not including some that want to be included. Often times he doesn't get back all of the new school year forms until January. He will review the consent form and resend if needed.

Library Update/Laptop (Susan) – Susan Cason explained a computer for the library had been purchased and Mr. Munro is working on building it. A library automation software had been looked at but the group is not making a rush decision. The purchase of the computer did not include the software. Principal Zangl explained library automation software is around $200. The group will take their time and make an informed decision.

Teacher Wish List (Jen) – Co-President Buttke noted the teacher wish list bulletin board had been updated with a fall theme (leaves) and that some bigger ticket items had been listed. Board members were encouraged to check it out.

12. **Communications** – Co-President Buttke reported one "thank you" had been received from Mrs. Cariveau for her teacher honorarium.
13. **Next Meeting Date**: November 28, 2011
14. **Closing Prayer** – conducted by Co-President Buttke
15. **Adjournment** – Motion made to adjourn by Michelle Sonnentag. Seconded by Carolyn Redington. Motion Carried.