

August 18, 2004
[Revised August 24, 2004](#)

From: Amy Kerkman

Subject: School Advisory Board and Family & School Association - August Minutes

Date of Meeting: August 17, 2004

Participants:

Jeanne Rattenbury, Aggie Atkins, Gian Luca Ferme, Geoff Grove, Tony Miranda, Amy Kerkman, Marianne Johnson (distributed by email)
Fr. Richard (distributed by the office) and Wesley Orllowski (distributed by the office)

Copies after participant approval: Kelly McElhanie-email, Mary Ann Montesanto-email, Julie Moody-Freeman-email, Luz Miranda-email, Daniela Giralt-email

The FSA meeting was held at 7:00 p.m. at the school. Amy Kerkman coordinated the agenda.

1. Under officer reports the June FSA meeting minutes and June school branding minutes were approved as written. Geoff Grove presented the treasurer's report. The FSA account has a balance of \$2,264.21. This included some known expenses that were encumbered but not yet paid for as well as some banner sponsor and gym clothes monies not yet deposited. He presented a summary by project and by date.
2. Fr. Richard reported that they are preparing for the parish feast. He is working on the 90th anniversary mass. There was a brief discussion on communication between the parish council and the SAB-FSA. Fr. Richard and Marianne felt that communication was good. Aggie is the liaison between the SAB and the parish council. It was suggested that Aggie take FSA minutes to the parish council meetings.
3. Under principal's report, Marianne reported that enrollment is currently at 188. "Hold the date" letters for the 90th Anniversary celebrations were sent to many alumni and community members. 52 alumni have responded. Information about the events has been running in the bulletin all summer. There will be a new aide in Kindergarten. There is all new furniture in the kindergarten and gently used furniture coming from other schools for other rooms. The \$1000 grant secured by the Miranda family will be used for chairs that are needed. Deloitte Corporation, who helped with Chicago Cares, will be returning to St. Helen School on October 8. They may help further organize the library, work on computer networking and work with children on activities. The PIE conference is October 2. Marianne will send out information for parents. The school improvement review is in December. This is a collective effort. A letter to all new families recently

was sent out. Pre-k handbooks were mailed. Marianne suggested that the athletic committee have a representative to the SAB. A date needs to be set for Grandparents day. Marianne's future wish list items include adding more aides and adding Spanish to the curriculum. The summer program went well.

4. Under the Chicago Cares follow up, there are a few stairwells that need to be painted up high and a wall that needs to be patched on the 2nd floor. Overall, the Chicago Cares event was a success.

5. Under FSA fundraising project reports, Gian Luca will recommend a sound system for purchase with the ice cream cart money from last spring. Amy has reordered coffee cups. They mimic the 90th anniversary banners. Geoff reported on the St. Helen Gymwear. When all inventory of the first order is sold, there will be a profit of \$550. This a fundraising project and also a service for the parents because the gymwear is cheaper and easier to acquire. This new gymwear should look exactly like our current gymwear. Geoff would also like to promote gymwear for parents. There are probably 24 lbs of coffee left. Geoff will reorder coffee as needed. There are 3 cabinets that can be used for FSA storage. An FSA sale could possibly happen on a routine basis for gymwear, cups, coffee, CD's etc. Marianne gave Amy a list of bake sale dates so that an overview flyer could be made and given to parents and parishioners. She will run this by the Miranda's for review. Fr. Richard mentioned that there is bulletin board in the church entrance where flyers can be posted about bake sales etc. Amy will look into how the Schoolpop Visa money gets transferred to the school. Geoff suggested having these charge applications available at parish bake sales.

6. Under the 90th Anniversary celebration, Gian Luca stated that he has drywalled over the black boards for presentation areas in the museum room. He asked if the students could do some projects for the room like take pictures of the neighborhood. Time capsules were also suggested. Marianne will review this with the teachers. Money is coming in for the tiles. A plaque will be purchased to dedicate the museum room and tiles. Jeanne and Marianne will work on the verbiage for this. Profit from the tiles will go to reimburse the tile and museum room expenses. Jeanne reported that about 12 banner sponsorships have been sold at \$250, [generating enough revenue to cover the costs of hanging 20 banners](#). The cut-off is August 20. ([This was later extended to August 27.](#)) Jeanne will submit the banners for production and follow up with renewing the application for the banners every 2 months. Marianne is working on invitations to the celebration. On September 7, all the school children will be in the courtyard for the ringing of the bell. A reception and tours of the school will follow. A reception will follow the mass on September 12.

7. For the potluck dinner on August 28, Marianne will provide 100 servings of chicken and paper goods. Jeanne will provide the beer and wine. The FSA will reimburse for these items. An rsvp will go home on August 26 [to families](#) to be returned Friday August 27. We are planning for 75. The SAB-FSA will bring a meat dish in addition to their other scheduled items. Marianne will have school children set up the round tables and chairs Friday afternoon.

8. Amy distributed an updated support flyer and FSA survey. Marianne said this could go home to parents in their Thursday folder late in September. These forms will be available at the potluck dinner. Marianne approved going ahead with the new school sign. It will not have photos.

9. Sr. Joanne is signing parents up for bingo on a calendar in the office. Geoff felt that a letter needed to go home to parents explaining the process for this year. Then every month a letter will go to the families in the grades that are required to work bingo that month. At the end of the month a follow up letter will go to those who did not work and they will be assigned make up dates. Marianne said the Sr. Joanne could manage these letters. Geoff offered to draft a template letter. Geoff had been approached about switching to another brand of coffee that is produced by an organization called "Equal Exchange". It was felt that we should stick with Dunkin' Donuts coffee at this time.

Geoff suggested having a soccer get together at the beginning of the season as well as at the end. He also thought we should look for ways to embellish the family Sunday's. The FSA will give announcements after family Sunday, but business meetings will continue on the second Monday fo the month.

10. There was a brief discussion about a possible summer carnival. Geoff brought the program from St. Josphat's Summerfest. Jeanne mentioned the possibility of working with St. Nicholas School. Marianne mentioned that the WickerPark Festival had been organized by Star Events (www.starevents.com) and the Wicker Park Chamber of Commerce found that to be very helpful. The possibility of having a carnival on Augusta Blvd vs. a side street was discussed.

The foregoing constitutes Amy Kerkman's understanding of the matters discussed and conclusions reached. Participants are requested to review these minutes and advise the undersigned of any errors or omissions by August 24, 2004 via email so that I can forwad them on to board members who were not able to attend.