

September 15, 2004

From: Amy Kerkman

Subject: Family & School Association

Date of Meeting: September 13, 2004

Participants: Geoff Grove, Tony Miranda, Amy Kerkman, Marianne Johnson, Linda Schmidt-(distributed by email) [Bernadette Knup-\(through office\)](#)

Copies: Kelly McElhanie, Mary Ann Montesanto, Julie Moody-Freeman, Luz Miranda, Daniela Giralt, Gian Luca Ferme, Jeanne Rattenbury, Aggie Atkins (distributed by email) - [Wesley Orlowski \(through office\)](#), [Fr. Richard \(through office\)](#)

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

1. Under officer reports the August FSA meeting minutes were approved as written. Geoff Grove presented the treasurer's report. The FSA account has a balance of \$2615.12. Geoff gave Amy the FSA surveys. She will produce a summary and list of parents so that chairpersons can contact those parents interested in helping with events/activities.
2. Under principal's report, Marianne reported that enrollment is currently at 230 which is a 15% increase from last year. The Northside Parents Network has marketing events on October 16 for elementary schools and November 13 for preschools at St. Andrews Gym. Marianne plans to staff the table. **Others interested in helping staff the table should contact Marianne Johnson.** Marianne will have "St Helen" pencils and brochures and may need a new poster printed. An aide has been hired for first grade in the afternoon. The athletic committee met last week. Members are Ms. Mickey, Ben Montesanto, Gian Luca Ferme, Ms. Liss, and Joanne Rizzo. There are 150 children in sports. They have two fundraisers planned: shop and share and a dinner/bowling night for adults. Athletics also receives profits from concession sales at games and entrance fees for basketball. Marianne asked if the FSA would help fund athletics. Everyone thought this was a good idea. **An amount needs to be determined.** Marianne suggested that the FSA and athletic committee have a joint meeting next June to coordinate fundraising. Starting in October, classrooms will have new energy efficient lights and ballasts installed.
3. Under 90th Anniversary conclusion, Marianne stated that 40 alumni were present last Sunday. 26 cups and several tiles were sold. Tiles will continue to be sold through the website. Geoff stated that banners can still be sold to businesses. Jeanne is working on this.

4. Under FSA fundraising project reports, the ice cream cart is being used by the athletic committee during September. A second order for Gymwear was placed. In a few weeks a note in the Thursday folder will list what gymwear sizes are remaining. A monthly order form to sell FSA product (cups, coffee, CD's, etc) will go home in a Thursday folder. This will occur with the bake sales and be part of the same form. Amy will send information on the FSA products for the form to Luz. There will not be a September bake sale. Tony will send home an order form for Taffy Apples every week in October. A few taffy apples will be available cash and carry and sold after school. Amy emailed Schoolpop Visa to find out when St. Helen should receive their contribution but has not received a response.

5. Under new fundraising projects, Amy asked if parents were interested in hearing about Star Events services in regard to a summer festival. She will contact them and see if they can come to a meeting in January. Tony is also researching this event. Geoff is interested in getting other "St Helen" items for the Christmas Fair like jackets and hats. Tony is researching corporations to sponsor raffle items at the fair. Amy discussed the gift calendar project and Marianne said it was fine to send home a flyer asking for input on the subject that Daniela had written. Marianne said recipe books have sold well at other schools. Amy and Daniela will give Marianne a list of items to discuss with the teachers about the fair. This includes making ornaments etc. in the classes again. The FSA will purchase the materials. Another idea is a "class project" . These are sold at a silent auction. Class project ideas include decorating a chair, painting a stool, making a book, handprints on an apron etc. . Linda mentioned that another school auctions off parents' professional services like 2 hours of plumbing services or 2 hours of legal services etc. Marianne mentioned tuition raffles and 50/50 raffles.

6. Under school publicity, the sign company stated that the school sign is done but still needs to be installed. Amy has not heard any more about the Bingo sign content from the Bingo Committee. If the school needs additional signage, Linda has a contact with a sign company. Amy has a few updates for the website that she will give Gian Luca.

7. A flyer will sent home to recruit room parents. These parents can help teachers with parties etc and can be used to phone classroom parents and remind them about things like Bingo.

8. The new computers for the school have arrived. Linda said she may know someone that could advise on networking options. Grandparents day is October 15. Marianne has researched security system options for the school.

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.