

PTA Meeting Minutes: 9/19/18

In Attendance: Daniele Brown, Stacy Shea, Sheila Campolieto, Kristina Hawes, Helen, Patty Selig, Shannon Hansford, Kim Brock, Brandon DiCesare, Kristin DiCesare, Meg Reiss, Katie Barnum, Mariah DiMarco. Notes By Stacy Shea

Meeting commenced: 7:00PM

Call to Order: DB

Opening Prayer: PS

Presidents Report: DB

- Thank you to all coordinators and volunteers who have helped us start the yr. off. Special thank you to Diane Herrick (family picnic) and Karlyn Alvarado (Bus Vol)
- DB spoke about her leadership focus and discussion of goals for the coming yr.
 1. Need to focus on what PTA has control over
 2. Importance of attending to action items after each meeting including the creation of “short-term committees” to make recommendations regarding observed problems. These committees will be created throughout the year with intention that they will meet/research and report findings/recs @ future meetings.
 3. If you need to communicate with Danielle—send an email or text and send it again if you haven’t heard back in a couple of days!
 4. Goal of creating a shared document drive (DB researching best option Google Drive might not be accessible to those who don’t have Gmail) for parent volunteers, addresses, job descriptions. Essentially a central repository for PTA information. Password protected on website.

VP Report: SS (N/A)

Volunteer Coordinator Report: KB

- Currently reaching out to committee chairs
- Sending out sign-up genius for open spots; if anyone knows or is willing to fill those spots, please contact Katie.

Treasurers Report: SC

- SC updated the budget reporting format to a more user-friendly version (separated by expenses, events, fundraisers, misc., sports/clubs, surplus). Budget is attached.
- Goal is to do a better job of tracking traditions c/o of an updated PO (attached). *(PS/SC)Reminder that when using school CC, you must have new tax exemption form). All will be found on “new” shared document drive.
- New updates coming to budget based total enrollment (240 students including PK)
- No significant budget changes from LY outside of basketball (skewed numbers based on uniform purchase and late court fee charges)
 - o Detailed discussion re: CYO basketball budget- discussion(MD, JT, KD, KH, MG):
 - budget loss year, questions about uniform purchase, age of uniforms
 - re-visiting admission fee for games within rules of diocese

- seton vs. non-seton players (how mixed are the current teams)
 - should basketball parents be making up difference in cost? Should families fundraise for \$ outside of PTA funding
 - changes to registration fees (and how fee is decided- diocese?)
 - additional teams added each yr. lead to more court fees
 - are there donors for funding?
 - revisit concessions within diocese rules
 - how much do uniforms cost, do we need new ones?
 - **Special committee formed to help PTA understand CYO budget; committee will report back at October meeting: Mariah DiMarco & Tina Hawes**
- Budget Line Item Questions/Updates
 - (KB) PK social is happening
 - (MD) 6th grade retreat budget #s
 - (MR) Faculty lunches/teacher appreciation
 - Meg will take charge of lunches each month, liaisons will need to connect with her each month regarding schedule of luncheons. Thanks Meg!
 - Paper products will be purchased in bulk and stored at Seton. Meg suggested a Palmers account to do this.
 - Q's about marketing budget, family breakfast
 - (MD) Why is aftercare in PTA budget? Discussion (MD, PS, KH, DB, MR):
 - PS/DB noted that it is treated like a "classroom" and given the same budget as such
 - Option to have a classroom Wishlist? Supply list like other classrooms? Classroom extras from end of each yr. donated to aftercare?
 - (MR) Streamline snack budget?
 - (PS) Mostly art supplies being purchased; but not sure of the whole \$250. Patty investigating options
- PTA Budget : motion to approve, but not passed.
- A number of items were discussed as the result of the "removed from last year section of the report", as well as ways to increase volunteerism
 - (JT) Revisit Parent Buddy Program
 - (MD) Revisit all of the dropped programs and assess which might prove to be beneficial and how we might get more people to volunteer to help with them.
 - Volunteerism discussed:
 - What are best practices for liaisons post-PTA meetings and throughout the yr.? MD noted that we might find more success in "just asking people to help".
 - (MR) Need to make it fun, via class socials planned by liaisons
 - (DB) Why isn't it fun? Let's figure out why?

- (KD) Need accessible job descriptions so that people know what they are doing
- Liaisons need to get better at emailing parents post meetings
 - Secondary discussion about lack of email list of families. Would be great to get via excel.
 - (MD) also could use the Remind App
- **Special Committee Formed to better understand reasons for low volunteer numbers; committee will report back in October meeting: Sheila C, Katie B, Stacy S**

Principals Report: PS

- Playground committee finished digging out the sandbox. Took out 2 trash cans of mulch. Still have big plans!
- 6th grade retreat planned for 10/11&12 @ sunshine camp
- Would love for Seton Scoop to start again!
 - KB- Could we get McQuaid or Mercy Students to help?
 - SH- WILL DO IT. Will need 2 to 3 people to help though. Discussion about the best timing and how it will run. Hoping last wk. of October- last week in November.
- We have a vendor for hot lunch which is now cold lunch. Thanks Meg!
 - (MR) Foodlink, \$3 per student. Well rounded menu. We can add on milk at a later date or keep our current vendor.
 - Decision to use Foodlink M-Th, and order pizza slices from Pontillos on Friday
 - Menu should be on website b/c online ordering will be basic. Need to get orders in by 9/25 for October.

Yearbook: DB

- Annette is looking for any photos from Seton events. Please send them directly to her. Liaisons, please send reminders to parents.
- Annette is looking for a helper and shadow for next year, ASAP. PLEASE ASK anyone you think might be interested. We are at risk of not having a yearbook next year.

PTA Events

- Family picnic (DB): thank you to Diane. DB has received feedback regarding menu and other items. If you have more regarding the event, please send them to her. - -
 - Diane is also looking for a helper and shadow for next year.
- Marathon (SC): Forms sent out via email and hardcopy last and this week;
 - sending out sign-up genius in addition to hard copy volunteer form
 - (DB) question about whether donations can be electronic?
- Family breakfast (MR): October 11th, Free, RSVP, same day as 6th grade retreat
- Faculty/Staff Luncheons: Meg Reiss will work with the class liaisons to coordinate these this year.

Athletic Reports

- (SH) Running Club- 1st day last week. 36 K-2, 31 3-6. 11 K-2 Parent Volunteers; getting hats for spirit wear

- Soccer- practices started, special thanks to Kelly Ahern for coaching the Little Angels!
- Basketball (MD)- looking for someone to run program this year, MD sending emails.

Liaison Reports

- No significant reports

Meeting Adjourned at 8:25

Seton PTA Event	Who Recruits	Name of Committee Chair(s)	Email Address	# Addtl Volunteers Needed	Timeframe/Date	Approx # of Hours	Req'd During or Outside of School Hours	Name of Shadow?	Names of Volunteers/Notes
Classroom:									
Pre-K Class Liaisons	VC	Megan Montgomery, Kim Brock	megan2018@gmail.com , kimbrock123@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
Kindergarten Class Liaisons	VC	Stacy Shea, Lisa Fleming	stacy.w.shea@gmail.com , lisaflaming78@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
1st Class Liaisons	VC	Christina Therall, Mariah DiMarco	christina.therall@gmail.com , mariahdiarco@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
2nd Class Liaisons	VC	Shannon Handford, Amanda Road	shandford78@yahoo.com , aroad@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
3rd Class Liaisons	VC	Julie Guetz, Tina Howes	julie.guetz@yahoo.com , verlim@yahoo.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
4th Class Liaisons	VC	Allison Clark, Kim Brock	allisonclark@gmail.com , kimbrock123@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
5th Class Liaisons	VC	Meg Reiss, need 1 more person	meg.reiss@yahoo.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
6th Class Liaisons	VC	Meg Reiss, Karen Benacci	meg.reiss@yahoo.com , karenbenacci@gmail.com	0	All year	1 hr/week	Outside		Recruit at end of school year for next year
Junior Achievement in a Day Chair	VC	Need		1/class	April	?	During		
Kindergarten Social	Kindergarten Liaisons	Liaisons		0	Fall	?	Outside		
Pre-K Social	Pre-K Liaisons	Liaisons		0	Fall	?	Outside		
1st Communion	3rd grade Liaisons	3rd grade Liaisons		2-4	May	?	Outside		
Geoboard	5th grade Liaisons	5th grade Liaisons		2-4	May/June	?	Outside		
Kindergarten Celebration	1st grade Liaisons	1st grade Liaisons		4	June	1 hr planning, 3 hrs morning of	Outside		
After School Activities:									
Gless Club Chair	VC & Chair(s)	Sheila Gless	shelag19@gmail.com	2	All year	?	During		Request for volunteers sent in email from the Chair.
Seton Scoop Chair	VC & Chair(s)	Need		2	Fall, Spring, weekly for 6-6 weeks	?	Both		
Yearbook:									
Yearbook Chair	VC & Chair(s)	Annette Weidmann (need a shadow for 19-20 school year)	annetweidmann@gmail.com	2-6	All year	?	Both		Annette provided approx timeline and # of hours per month.
Athletics:									
Athletic Director (AD)	Principal	Daniel Salkowski	dans.salkowski@yahoo.com	0	All year	?	Outside		
CFO Baseball Coach, Boys/3-6	VC & AD	Need		0	Nov-Feb	?	Outside		
CFO Baseball Coach, Boys/3-6	VC & AD	Sarah Milano	sarah_dilado@yahoo.com	0	Nov-Feb	?	Outside		
CFO Soccer Coach, Boys/3-6	VC & AD	Mike Compsi	mcompsi@gmail.com	0	Sep-Oct	?	Outside		
CFO Soccer Coach, Girls/3-6	VC & AD	Need		0	Sep-Oct	?	Outside		
Little Angels Basketball	VC & AD	John Campolieto	john.campolieto@yahoo.com	2-4	Nov-Feb	2 hrs on Sat AM	Outside		
Little Angels Soccer	VC & AD	Parents of players asked to help		2-4	Sep-Oct	2 hrs on Sat AM	Outside		
Running Club Chair	VC & AD	Shannon Handford	shandford78@yahoo.com	listed on form	Sep-Oct, Apr-Jun	?	Outside		Request for volunteers sent in email from the Chair.
PTA Fundraisers:									
Marathon Chair	VC & Chair(s)	Sheila Campolieto, Christina Therall, Karen Benacci	shelag19@gmail.com , christina.therall@gmail.com , karenbenacci@gmail.com	10	Sept, Oct	5 hrs planning, 5-7 hrs day of	During		letter, permission slip, volunteer sign-up, and pledge form went home 9/14.
Book Fairs:									
BM Book Fair Chair	VC & Chair(s)	Sheila Campolieto	shelag19@gmail.com	2	November	3-6 hrs evening of	Outside		
Scholastic Book Fair Chair	VC & Chair(s)	Need		10	February (during CSW)	4 hrs set up, 4 hrs break down, 1.5 hr/day week of	During		Sheila requested email, info, and contact name from Christine Hellerman.
Catholic School's Week:									
CSW Chair	VC & Chair(s)	Sheila Campolieto, Karen Benacci	shelag19@gmail.com , karenbenacci@gmail.com	2-4	January, February	5 hrs planning, 2.5 week of	Both		
Movie at the Green Coordinator	VC & Chair(s)	Tina Howes	verlim@yahoo.com	0	February	2 hrs planning	Outside		
Winter Carnival Chair	VC & Chair(s)	Sheila Gless	shelag19@gmail.com	6	February	5 hrs day of	Outside		
Additional Opportunities:									
Box Top Robot Chair	VC & Chair(s)	Julie Guetz	julie.guetz@yahoo.com	0	All year	2 hrs/week	Outside		Sent email, product list, and form ready to send, needs brainstorm ideas for incentives for each child who completes a form (father than candy or DDD).
Bus Coordinator Chair	VC & Chair(s)	Sheila Campolieto	shelag19@gmail.com	6	September	3 hrs planning, 2 hrs/day 1st week	During		Sheila sent recommendations for next year.
Curriculum Night/Dues Collector	President & VP	PTA President & VP	therall@rit.edu , stacy.w.shea@gmail.com	0	September		During		
Family Breakfast Chair	VC & Chair(s)	Jeanne Compi, Meg Reiss	jeannecomp@gmail.com , meg.reiss@yahoo.com	4	October	4 hrs day of	Outside		
Family Directory Coordinator	Doesn't need	Office handles		0	Fall		Outside		
Family Picnic Chair	VC & Chair(s)	Diane Henrick (need shadow to work with Diane next year)	henrickdiane@gmail.com	2	September	5 hrs planning, 5 hrs day of	Outside		Diane sent recap and recommendations for next year.
Field Days Coordinator	VC & Chair(s)	Someone to help Chris		6	June	2 hrs day of	During		
May Day Celebration	VC	Need		2	May	2 hrs day of	During		
Parent Pack Coordinator	?	?		?	All year	?	Outside		
Playground Chair	VC & Chair(s)	Shaala Waz	shaala.f.waz16@gmail.com	?	All year	?	Outside		
Seabreeze Night Coordinator	Principal	Jen Korman	jenkorman@bkf.org	?	June	?	Outside		
Spirit Wear Coordinator	?	?		?	?	?	During		
Supply Drop-off/Dues Collector	President & VP	PTA President & VP	therall@rit.edu , stacy.w.shea@gmail.com	0	Day before 1st day		During		
Teacher Appreciation Chair	VC	Need			Spring		During		NEW
Teachers Branch Coordinator (BCY & ECV)	President & VP	PTA President & VP	therall@rit.edu , stacy.w.shea@gmail.com	0	September, May	3 hrs day of	During		
Teachers Lunch Coordinator	Class Liaisons	Class Liaisons		4	Monthly	2 hrs day of	During		Monthly
Used Uniform Sale Chair	VC & Chair(s)	Ginny Krutell	krutell@proctester.rn.com	6	Supply Drop-off, Spring	?	During		

Treasurer's Report	LY Exp	LY Rev	Difference	Recomd Expense	Expcd Revenue	Notes/Recommendations
EXPENSES ONLY						
Brunch for Volunteers (EOY)	\$86	\$0	(86.35)	\$85	\$0	Added line item.
Brunch for Faculty (EOY)	\$0	\$0	0.00	\$100	\$0	Was donated last year.
Brunch for Faculty (EOY)	\$193	\$0	(193.00)	\$100	\$0	Keeping the budget the same.
Classroom Extended Day	\$287	\$0	(287.46)	\$250	\$0	Matched classroom wish list expense.
Classroom Traditions (\$200/8)	\$325	\$0	(325.00)	\$1,600	\$0	Added line items on separate tab for each class.
Classroom Wish List (\$250/21)	\$1,748	\$0	(1748.48)	\$5,250	\$0	Added line items on separate tab for each teacher.
Concerts and Plays	\$1,000	\$0	(1000.00)	\$1,000	\$0	Keeping budget the same.
Directory/Calendar	\$647	\$0	(647.01)	\$0	\$0	No printed calendar this year and directory is usually donated.
Donuts with Dad	\$256	\$0	(255.98)	\$250	\$0	Based on last year.
Faculty Appreciation Week	\$0	\$0	0.00	\$0	\$0	New expense, need to decide on amount.
Faculty Luncheons	\$771	\$0	(770.69)	\$1,000	\$0	Increased expenses.
Family Breakfast	\$393	\$0	(393.21)	\$400	\$0	Based on last year.
Family Movie (week of CSW)	\$407	\$0	(407.00)	\$400	\$0	Based on last year.
Family Picnic	\$797	\$0	(797.35)	\$800	\$0	Keeping the budget the same. \$500 was donated and \$400 spent this year.
Field Days	\$148	\$0	(148.00)	\$100	\$0	Based on last year.
Junior Achievement in a Day	\$0	\$0	0.00	\$120	\$0	Added line item.
Marketing	\$85	\$0	(85.00)	\$500	\$0	Keeping the budget the same.
Scoop	\$0	\$0	0.00	\$2,000	\$0	Need a volunteer.
South Grade Art Gilt	\$400	\$0	(400.00)	\$100	\$0	Keeping the same budget.
South Grade Godspeed	\$418	\$0	(417.83)	\$400	\$0	Based on last year.
Social (Kindergarten)	\$64	\$0	(64.00)	\$100	\$0	Keeping this, not doing Fall Social this year.
Social (Preschool)	\$0	\$0	0.00	\$100	\$0	Keeping this, not doing Fall Social this year.
EVENTS (not fundraisers)						
Catholic Schools Week	\$664	\$704	40.26	\$600	\$700	Based on last year.
Field Trips (\$450x15)	\$6,765	\$1,354	(5411.00)	\$6,750	\$1,300	Added line items on separate tab for each teacher.
Red Wings	\$693	\$681	(12.00)	\$600	\$600	Added line item. Based on last year.
Seabeeze	\$11,649	\$11,703	54.00	\$5,500	\$5,500	Based on last year.
South Grade Retreat	\$1,091	\$810	(281.00)	\$1,000	\$800	Based on last year.
FUNDRAISERS						
Box Tops	\$45	\$788	743.39	\$45	\$1,000	New goal.
Marathon	\$117	\$14,685	14568.04	\$120	\$14,000	Based on last year.
Used Uniform Sale	\$0	\$1,279	1279.00	\$0	\$1,200	Based on last year.
MISC.						
Donations	\$0	\$243	242.73	\$0	\$0	No budget.
Misc. (postage, cards, flowers)	\$934	\$754	(180.58)	\$100	\$0	Keeping the budget the same.
Student Activity Fees	\$0	\$3,371	3371.00	\$0	\$2,400	Based on enrollment.
SPORTS/CLUBS						
Basketball (LA & CYO)	\$13,334	\$8,810	(4524.00)	\$6,000	\$8,000	LY court lease paid out in Oct (2040), uniforms - CYO 3-6 (2100), pinnies - LA (1600).
Chess Club	\$5,824	\$6,040	215.56	\$6,000	\$6,040	Based on last year.
Running Club	\$3,106	\$3,500	394.01	\$3,000	\$3,000	Based on last year.
Soccer (LA & CYO)	\$3,127	\$4,876	1749.46	\$3,000	\$4,000	Based on last year.
SURPLUS						
School Wish List (taken from surplus)	\$718	\$0	(718.00)	\$0	\$0	Combined Technology List with School Wish List based on bylaws.
Total Revenue		\$60,618			\$48,540	
Total Expenses	\$58,026			\$47,370		
LY Surplus			\$2,592			