
**January Meeting
School & Family Board
January 11, 2017**

Present: Tracy Wrycha, Sue Dahlen, Mike Zuehlke, Jennifer Baer, Denise Dattamo, Stephanie DuVarney, Monica Johnson, Meg McElgunn, Steve Merckx, Katie Shepherd, Mary Jo Vitale, Amy Hutson, Amanda Kiddoo, Jessica Antosiewicz-Bourget, Kate Bouchard

Absent: Jennifer Knudson, Liz Zorek, Moira Cattapan

Meeting was called to order at 6:30pm.

Opening prayer led by Meg.

New Board Member - The board welcomed our new member, Jessica Antosiewicz-Bourget. She will be replacing Angie Badura.

Pancake Breakfast – Kate Bouchard (Pancake Breakfast Co-Chair) joined the beginning of the meeting to give the board an update on the event planning. The SignUp Genius went live today to recruit volunteers. There will now be three shifts instead of two shifts to help accommodate schedules of the volunteers. Instead of sending Pancake Breakfast tickets home in student backpacks, they will be picked up by parents at registration. There is no theme this year. They are “branding” the event with a logo that will stay the same from year to year. They are still in need of a volunteer chair and there was discussion about recruitment ideas. Mary Jo mentioned that alumni have expressed interest in helping and there was discussion on how to reach out to them. They may use books as prizes for the kids’ games instead of the Oriental Trading prizes.

November Minutes

- Motion was made by Tracy to approve the November minutes, seconded by Stephanie. The minutes were approved with unanimous consent from the board.

Administration Report (Mary Jo)

- State of the School – The event will be held on Jan. 24th. It will include a panel discussion with local high school counselors on how to prepare our kids for success in high school.
- Catholic Schools Week – The week will kick off on Jan. 27th with a mass, Feed My Sheep campaign, pep rally, and the school family dance that night. Other events during the following week include the Sunday Open House for current and prospective families, Principal for the Day, Faith Friends, Early Learning Event with a guest speaker, Grab n Go Lunches (8th grade fundraiser) and a 7th & 8th grade ski trip.

- Marketing – We will be taking part in the “Building a Foundation for a Lifetime” campaign with area Catholic Schools. A video shoot will be taking place to create a marketing ad. QP also will be recruiting new families with postcards, emails, posters and folders.
- Projects – A list of potential projects/purchases was presented to assist the board in spending the money that is currently in our account. Some of the items are already in the budget (white boards, CTM visit for middle school, technology items). Additional potential projects include front of the building beautifications, stage lighting and curtain updates, IXL Program Math & Language Arts, technology items, Accelerator Math program, Leveled Literacy program, assist parish with security camera purchase, assist parish with school bathroom renovations, and a Hallway of History display.

Treasurer’s Report (Mike Z.)

- November Deposits: \$33,533.20; Expenses: \$20,831.80
- December Deposits: \$28,781.81; Expenses: \$16,601.00
- Checkbook Total – We were able to review our actual financial position for the first time in several months. Our current checking account balance is \$101,222.99 less our outstanding budget items for the remainder of the school year (\$50,342.33) leaves us with a total of \$50,880.66. Our total commitments not represented in the annual budget are \$43,346.41 leaving us with a balance of \$7,534.25 prior to the Pancake Breakfast and Fun Run.
- Questions to be answered for the next meeting:
 - What is our final income from SCRIP after the tuition rebates are paid? (Stephanie)
 - Why is the joint sponsorship income listed at \$8,120 when last year it was a much larger amount? (Tracy)

EC Report – No report this month.

Faculty Report (Amanda)

- The teachers expressed their gratitude for the Christmas gifts. They really liked the idea of picking out their own SCRIP card.
- They also really appreciate the field trips. The 5th grade field trip was discussed.
- The teachers expressed concern about the condition of the bathrooms.

President's Report (Tracy)

- Adult Trivia Night – We need to get a date selected for the Adult Trivia Night. Mary Jo will talk to Mike Klubertanz.
- Staff Appreciation Week (w/Stephanie) – This event will take place the week of March 6th-10th. Stacy Merckx is working on a theme. The luncheon will take place on Wednesday instead of Friday due to Lent. Stacy's kids are graduating so we will need a new chair next year.
- April Board Meeting – The second Thursday in April falls during our spring break week so we are looking to move the monthly meeting to Tuesday, Apr. 4th.
- School Supply Kits (w/Stephanie) – We need to determine deadlines for this fundraiser (supply lists from teachers and ordering deadlines). Stephanie will follow up with the company.

Committee Reports

- Book Fair (Jennifer) – The book fair had a strong performance and we raised over \$5,000 in Scholastic Dollars. There was quite a bit of shopping by parish members as the fair coincided with a holy day of obligation. Moving the fair closer to Christmas was a positive change and the book fair will be held in December again next year.
- Winter Newsletter (Sue) – We are looking to send out the Winter Newsletter next week with topics including the Family Dance, Pancake Breakfast, Community Dinner, Teacher Appreciation Week, and a save the date for the Fun Run.
- Artist-in-Residence (Sue) - The primary grades will be participating in "Opera for the Young" (\$790). Mrs. Cantrell will be pre-teaching some of the music and a group of opera performers will put on an interactive show with the kids on April 5th. The intermediate grades will again be participating in ballroom dancing with the Fred Astaire Dance Studio in March (\$2,000). The Middle School will participate in an in-school residency program with the Children's Theater of Madison (\$3,000-\$3,300). CTM artists will come to QP for three consecutive days meeting with each grade daily for one hour to teach Improv. The full middle school will get together on the final day to perform sketches with the tools that they learned.
- SCRIP (Stephanie) – No report.
- Spirit Wear (Monica) – We will be having another sale of spirit wear limited to 3 styles. Orders must be placed by Jan. 28th for delivery at the end of February.

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- Family Dance (Monica) – The SignUp Genius has been posted to recruit volunteers. The dance is moving to the gym due to a space conflict with the cafeteria. Snacks and drinks will be available for purchase but they will not be selling pizza.
 - Website (Monica) – We still need to post a board group photo on our portion of the website. We'll try to get a group picture next meeting. Our meeting minutes will be included as a link to our Wednesday Update rather than have a spot on the website. Monica still needs some event descriptions from some chairs (Trivia Night, K5 Potluck, etc.).
 - Community Dinner (Denise) – Our next community dinner is planned for Thursday, Feb. 23rd, from 4:00-8:00pm at Panera on University Ave. Families must bring their flyers. Our rebate starts at 10% and increases with the number of flyers turned in.
 - Tea Collection Fundraiser (Denise) – We are looking at holding this clothing fundraiser from Feb. 27th-Mar. 6th. QP would get a 15% rebate on orders placed. The clothing runs up to size 12.
 - Magazine Sale (Meg) – We have earned \$504 on magazine sales since July 1st, 2016.
 - Thank You Notes (Jennifer) – Thank you notes were requested for Laura teDuits & Vicky VandenBrook for chairing SCRIP. We will also be sending a card to Kate Ripple to wish her well in her new position.

Our next meeting is scheduled for Thursday, Feb. 9th, at 6:30pm.

Meeting adjourned at 8:30pm.

Board Vote via Email – The Young Americans

A board vote was taken via email on Jan.28, 2017, regarding a potential Feb.6-8, 2017, visit from the Young Americans. The Young Americans contacted QP to let us know they had a cancellation on their tour schedule and could come to QP in two weeks. They offered a discounted price of \$7080 (236 students at \$30/each) including the \$10 t-shirts (typically purchased by parents or rented for the final performance) because of the short notice. Their current price would have been \$13,924 (236 students at \$59/each) and parents would need to buy the \$10 t-shirts. A motion was made to (1) approve the visit and (2) approve up to \$3,000 to be spent on food/beverages to support the visit. S&F currently had \$12,000 allocated for a Young Americans' visit this year. The motion was approved by a majority vote.

The CTM program being planned for the Middle School will be postponed until next school year.