

Our Lady of the Angels School
PO Meeting Minutes
Thursday, September 29, 2011

Attendance:

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| Chris Huffman | David Huffman |
| Jen Graves | JoAnn Kiefer |
| Paul Dubrey, Jr. | Jim Marks |
| Abby Hunter | Frannie Conte |
| Cathy Lewis | Brenda Dubrey |
| Mary Morrisard-Larkin | Lori Laplante |
| Doreen Albert | Patti Kowalchek |
| Tara Woodbury | Stephanie Guinn-Burns |
| Danielle Guldin | Ximena Cobos |
| Ann Veneziano-Korzec | Karen DeNolf |
| Cate Patterson | Romina Ford |

Welcome: Chris Huffman

Opening Prayer: Doreen Albert passed out a prayer that was read together by the assembly.

Introductions: The executive board was introduced to the assembly.

- a. Chair: Chris Huffman
- b. Treasurer: Paul Dubrey
- c. Secretary: Abby Hunter
- d. Parliamentarian: Jen Graves

Goals:

a. School: Doreen Albert stated her goal for the PO is to set the stage for volunteerism. Parent involvement is key and the school needs volunteers to be successful. Parents are needed and need to feel welcome.

b. PO: Chris Huffman stated her goal for the PO is to get parents involved and continue with fundraising. All the fundraising by the PO is money that is put back into the school and our children benefit for it.

Communication:

a. Meeting schedule: Chris Huffman proposed 4 PO meetings a year with the meetings to be held in the months of September, January, April, and June. The assembly agreed to this proposed meeting schedule.

b. Email account: olaparentsorg2011@gmail.com Chris stated any questions, comments or concerns can be sent to her at the above email address.

c. School website: newsletter, lunch menu, agenda, minutes, and budget.

In an effort to keep printing cost down and be "green" Chris Huffman proposed using the school website to communicate PO business. A sample would be available at the school office in print to anyone who requests it. Chris Huffman would be responsible for updating the PO website. Mary Morrisard-Larkin volunteered to continue printing PO communications at Holy Cross (cost is approximately \$25.00).

Parent Participation: A discussion was opened to the assembly on how to increase parent involvement. The idea of having a Parent Representative per grade was discussed. A class Mom or Dad would be responsible for communication within each grade in an effort to increase parent involvement. We will talk about this idea at the next OLA PO meeting with a possible implementation.

Chris will send out emails of upcoming events in which volunteers are needed. Chris encouraged the assembly to send any ideas on increasing parent involvement to her at the PO email address.

Budget Review:

- The 2011-12 PO budget is \$22,550.
- The teachers were given \$200.00 each for their classroom startup. Chris received many thank you notes from the teachers and recognized how important that money is for the teachers to begin each year. The thank you notes from the teachers were available to the assembly to read.
- Halloween Party was budgeted \$500.00 and Santa's Shop (start-up) was budgeted \$500.00
- Project Playground was budgeted \$1200.00 and an update was given by Cathy Lewis on the playground.

Project Playground has run into a few issues. A survey of the land was never done and in order to get a survey they need to get the deed to the Church. The scope of the work is greater than anticipated. Due to the grade of the land (>15%) and catch basins the project will need to go through the Conservation Commission. The survey and conservation will cost approximately \$4000-5000. The next step for project playground is the survey is needed and the boundaries marked. JoAnn Kiefer offered the suggestion that with the new addition being added to the Church a survey might have been done, Cathy will follow up.

The auction held to benefit Project Playground will not be held this year; smaller fundraisers throughout the year will be done in its place.

Fundraising Activities:

a. Lunch Program Update: Lori Laplante spoke regarding the program and the opportunity to volunteer to help prepare food, serve lunch to the children, and clean up. The \$500.00 budgeted for kitchen (repair & maintenance) was able to replace several needed items and currently has \$200.00 left. Some days menu items require more preparation and additional help would be appreciated. Volunteers are never turned away and Mary Cozza or Lori Laplante can be contacted via email or called to schedule to come in.

b. School store: The school store hours are scheduled to be Monday and Thursday mornings 7:30 – 8:15am and afternoon 2:15 – 2:45pm. It is also opened the first Saturday of the month from 9:30 – 12:00. The suggestion was made if the store is to be closed during its scheduled time a sign could be placed outside the door.

c. Soccer Concession Stand: It will begin this week with the beginning of the soccer season and will be open for the entire soccer season. Chris Huffman will be running the concession stand.

d. Santa's Workshop: Children buy small gifts for their family and volunteers are needed to set up, help the children shop, and donate craft type items that can be sold. The vendor has been pulled from the event this year and the PO is looking for donations of gifts and homemade items that can be sold. Items have been already picked up on clearance for Santa's workshop. Cathy Lewis offered stuff stored from Project Playground to be sold at Santa's workshop.

e. Magazine Drive: Jen Graves will continue to be Chair for this fundraiser. Currently the fundraiser is ten days in March at this time the dates are unknown. Magazines may be reordered at any time throughout the year using the QSP code will benefit the school.

f. Piccadilly Pub or other Restaurants: The Worcester Piccadilly Pub has extended the offer to OLA families to donate 15% of the sales on a specific day/night to the OLAPD. Other area restaurants such as Wild Willy and Papa Gino's also offer donations of sales. The PO will continue with the Piccadilly Pub nights.

g. Other business

- OLA Cookbook: The Marks family has been working on the OLA cookbook and is now in the process of looking into printing costs. The goal is to have the OLA cookbook available for Santa's Workshop and the price suggested was \$19.95. The children will name and design the cover of the cookbook. Jim is currently discussing printing of the cookbook with Worcester Voke.
- Scholastic Book Fair: The book fair will be held October 17th and 18th and it benefits the school library. Volunteers are needed from 8:30am -12:00pm and from 1:00 – 3:30 on Monday and Tuesday.
- St. Patrick's Day Parade: The application for the float is due in January and Mary Morrisard-Larkin will work with Jim Marks on this. The theme this year is Birthday and will be implemented into our float. \$400.00 was budgeted to supply the kids with St. Patrick's Day themed outerwear (i.e. sweatshirt or scarves) to wear on the float.

Non-Fundraising Activities

a. Halloween Party: Co-Chair Dave Huffman and Susan Novak Co-Chair. Halloween party is scheduled for Friday 10/28/11 and volunteers are needed to work the party, donate supplies, and set up (stuff goodie bags and decorate) on Thursday 10/27/11 from 5:00pm-7:00pm. A signup sheet was sent around for volunteers. Doreen Albert suggested the date of the Halloween Party be changed to Monday, October 31st.

Old Business

a. By-Law Review: A committee was set up at the end of the school year to review and update the PO the By-Laws. Anyone interested in joining the committee and continuing this project should let Chris Huffman know.

Closing Prayer: Doreen Albert

OLA PO 2011 Calendar of Events

September – Intramural Soccer Concession

October – Intramural Soccer Concession

Halloween Party (Co Chairs: Susan Novak & David Huffman)

November –

December – Santa’s Secret Workshop (Chair: Christene Noonan)

January – (Catholic School’s Week) Ice Cream Social (Chair: David Huffman)

February – Intramural Basketball Concession

Father/Daughter Dance (Tentative) (Co-Chairs: Susan Novak & Chris Huffman)

March – Intramural Basketball Concession and Pizza Party

Father/Daughter Dance (Tentative) (Co-Chairs: Susan Novak & Chris Huffman)

Saint Patrick’s Day Float (Chair: Jim Marks)

Magazine Drive – (Chair: Jen Graves)

April-

May – Teacher Appreciation Lunch (Chair: Ann Veneziano-Korzec)

June - Spree Day

Preschool Graduation

Kindergarten Graduation

8th Grade Graduation Gifts