

St. Mary PTU Minutes
April 7, 2005

Attendance: Colleen Elbert, Dan Humphrey, Haydiee Perkins-Burkes, Cindy Finnegan, Dave Metz, Jan O'Dell, Mrs. Buss, Mrs. DeMarco, Pat Murray, Kelly Copa, Kim Boyson, Laura Chaves, Mr. Walker, Carolyn Duffield, Libby Sudnick

The meeting was called to order at 6:33 p.m. by Haydiee.
Dan led us in our opening prayer.

Dan Humphrey – Principal

There will be a special Mass on the 15th at 5:00 in honor of Pope John Paul II. On April 8, 2005, there will be an all school Mass, which the staff voted on. Prayer cards which include a life story of the Pope will be handed out. Dan will present a half hour power point presentation in the next week or so. Friday (tomorrow), the students and teachers will be able to watch TV during the funeral.

Dan is planning to meet with Kathy Linkous to try to improve and continue the gift certificate program.

The 8th grade t-shirts are in progress. The eighth grade students are to choose a quote and colors. Next year, this will be done earlier.

There is a meeting coming up that Dan will be attending which will be led by the Head of Admissions from Notre Dame.

Our marketing is going well. The billboards are producing quite a stir. The secretary from St. Jude called Dan to ask about the details of getting billboards per the principal there. He informed her that it took a lot of research and that they will need to do their own research. He also stated that he honored boundaries and stayed away from the north side in respect to St. Jude and hopefully they will do the same.

As of present, there are 25 students signed up for kindergarten. We usually do not have 25 until June. With marketing and the Village in Elyria not taking too many children for full day, our enrollment is up. The goal is to have two classes, which will require 5-6 more students enrolling. Dan will allow up to 15 more to sign up. Elyria also has a levy in May. If this fails, we may get more students enrolling.

Haydiee Perkins-Burkes – President

Thank you to parents and teachers for their support during this meeting and the entire year so far.

Haydiee spoke with Rene Leighton (former president) and asked her opinion on the defibrillator. Rene thought it was a great idea. For now, we will keep one in the nurse's office and eventually hope to get one in the gym. There will be five staff trained in how to use it, a crisis plan worked out on paper and Joe Pronesti will be training in the AED

and Lori St. Marie will be training in CPR. There is a lot of paperwork involved and it must be done in 30 days. Darlene Zidek has been extremely helpful in getting this for us. There will be a communication plan put in place, also.

The PTU would like to purchase a gift for the students that will be just for fun. Looking into a rock-climbing wall. The playground is still up in the air as far as where exactly it will be placed.

Bill Kilfoyle – Finance Committee

Mr. Kilfoyle explained the finances at this time with the new construction. He is in charge of the campaign to raise \$400,000 to finish the Parish Center. He is enthusiastic about the parish and the direction it is going. He commented on the Hall Committee and the younger people getting involved. He thanked PTU for our past donation. We gave \$24,000 to the initial campaign. The new campaign has raised almost \$100,000 out of the needed \$400,000. He stressed that he is not here to ask for more money, but to ask for our contributions in other ways. Volunteer to call people and to serve with our time. Encourage others to do the same. He thanked us for our support: both physical and financial.

Carolyn Duffield – Vice-President

Candy sale profit will be over \$5,000 once all of the money is in. We have 8 families who took candy and have not turned in their money yet. Dan and Carolyn will meet to see if he should step in and make phone calls or send a letter as Carolyn is not having luck getting the money. When asked about the quality of the candy, responses were mixed. Some positive, others not. Will look into options for next year.

The magazine sale brought in over \$8500.

Overall, the candy sale brought in about \$1000 less than last year. The magazine sale is always a success.

Dan suggested a steak fry for next year and we can work in conjunction with the Hall Committee. Maybe a party on St. Patrick's day which will be on a Friday.

The lottery ticket sale was successful. We hoped to sell 4000 tickets, but only sold 1300. Still made \$3000. This was open to some parish members and the school families. When sent to parish families, Dan chose names that he knew and thought would participate. We still have to pay postage. This year was an experiment. There was a lot of paperwork involved. Several parishioners won. Dan will list the winners in a future newsletter. Will do this again.

Cindy Finnegan – Treasurer

Our current balance is \$8520. We still have income potential from the golf outing, labels and receipts, and Market Day. We still have numerous expenses also. We should

have approximately \$3000 unaccounted for at the end of the year. We paid the capital campaign this week, that was a big chunk. We still have the Cougar Café for next year, eighth grade T-shirts, scholarships, and hospitality has a couple more events.

We discussed purchasing a plaque to display the Teacher of the Year Award for our school. We will check our funds and get a price on this. It will be presented at a staff meeting.

New Business

Michele Flanagan has been working on gathering names for the nominating committee for next year. Dan gave her a few names that he thought may be willing to become more involved. The open positions are: Vice President (two people for this – one will be a one year term and the other will be for two years), resale shop, hospitality, and programming.

We need to decide what sort of refreshments will be available for Fun and Field Day. Last year we had hot dogs, but we weren't sure if that was provided by PTU or Marge Carter. Darlene Zidek will let us know what she would like. May just be popsicles as in years past.

Libby Sudnick – Labels

Libby handed out a sheet detailing how much has been made from the Giant Eagle receipts, Campbells Soup labels, and Boxtops for Education. She brought catalogs that we can choose our rewards from. (This sheet is attached to my copy of the minutes. If you would like to see it, just ask and I can make a copy.)

Jan O'Dell – Programming

Jan still has First Communion and Eighth grade graduation. First Communion will be on May 7, 2005. The reception will be in the lower church. When the volunteer form is sent out in the beginning of the year, it should be noted that those who volunteer to help with First Communion are usually parents of the students making their First Communion and they are in the church rather than in the basement helping Jan. Maybe note that this should be parents of students other than those making their First Communion.

Graduation is Wednesday, June 8, 2005 at 7:30. Jan asked if anyone knew of someone who may be willing to donate a cake. Last year, a parent of a graduating student donated the cake. If no one will, she will purchase one. We need 2 sheet cakes, enough to serve 150-200 people.

Kelly Copa – Library

Thank you for the money for the library.

Jan Howell – Art

Jan has pneumonia and will be out this week. She is due back Monday.

Old Business

Pat Murray discussed the gift certificate program with Patty Lutke from St. Jude. There are several options for the program to be more successful. We could do more marketing, sell before or after Masses, buy in quantity and sell immediately instead of ordering (only best selling certificates). Some schools give parents a tuition credit, not cash back, but 2% reduction on tuition. They set up family codes so that the family gets credit for selling to family and friends. Open Door school does this fund raiser strictly for credit. 70% goes to credit and 30% goes towards administrative costs.

Pat stated that GFS stores offer gift cards also.

St. Peter School is having five meetings to promote fund raising celebrations.

Kathy Linkous is willing to take this fund raiser over. She will meet with Dan to discuss this. Maybe purchase gas and grocery for immediate sale. Make mandatory or parish wide rather than just the school. Have an inventory in the rectory for immediate sale. Lot of upfront money this way, is it worth it. St. Jude profit goes toward their capital campaign, this may lead to a tuition increase. Options will be discussed.

The playground is on hold until construction is complete. Parish ran out of money to complete this in the first round of construction. The PTU may make a two year commitment to build it as we acquire new property or make due with what we have.

It was discussed how we came up with the amount of money we donated to the capital campaign. This was three or four years ago, at a PTU meeting. Everyone was asked to write an amount of what we thought was a good donation over a three year period. The highest and lowest numbers were thrown out and the rest were averaged. That's how we came up with our pledge amount.

It was discussed how to possibly get community involvement for a playground and equipment. Fund raisers that are specific tend to raise more than those for general purposes. Bingo was mentioned again as a possible fund raiser. Fr. Ed is not fond of Bingo as a fund raiser and there is a problem getting volunteers.

Previous problems mentioned as to why people didn't like St. Mary have been eliminated, such as crossing the street for the Piux Building and the jail used to be across the street. We still have to deal with no playground and no green space. They will be addressed as soon as possible.

Marketing – Dan Humphrey

Dan provided a hand out to review what has been done as far as Marketing and how much things have cost. He outlined a few things lined up for the near future and things that he would like to see happen in the near future. Again, the hand out will be attached to my copy of the minutes. If anyone would like a copy, I will make one for you.

Dan feels other schools will likely follow suit as far as the billboards are concerned. It builds school spirit. The Resar Family found all five billboards first and won a gift certificate to Steak and Shake.

The yard signs will be blue and yellow and can be used again in future years. The target areas are Lagrange, Grafton, Elyria, and Oberlin – 25 signs in each city.

Cost for the flyers should be approximately \$300-500.

PTU could donate the money for the yard signs, flyers and the next round of billboards. (The orange on the sheet).Haydiee will initiate a discussion with the executive board as far as how much we will donate.

The billboards are up for one month or longer if no one buys it for the following term. Dan submitted five pictures and the company chose which one to use. There will be different pictures for the next billboards.

Mike Meszes made a suggestion to put up a sign on the gym wall outside where there is a three way stop. Utilize the space.

We need to discuss the philosophy of the PTU as this is uncharted water as far as donating money for marketing. Is this the role of the PTU or should we stick with purchases that will more directly benefit the students. The executive board will discuss this.

Dan did state that the billboards can be put up with business logos and save money that way.

Dan would want the yard signs the most if he prioritized his list.

Eight out of 25 students signed up for kindergarten in the fall have no other siblings in the school.

The vote to support marketing was unanimous. The executive board will decide on an amount.

There will be no other general meeting this year. The executive board finance meeting will be May 12 and the installation of officers will be May 26.

The meeting ended with those in attendance walking outside to view the potential areas for the playground. It is still undetermined.

The meeting was adjourned at 8:11 p.m.