**St. Thecla Home and School**

General Meeting Minutes

Wednesday, May 31, 2023 at 6:30 pm in the media center

**Meeting called to order by:** President, Jackie Nino at 6:35 pm

**Prayer led by:** Father Kevin

**Mission Statement:**  Recited by all present

**Introduction of administration, board members, and attendees**

**Attendance:**

* Administration: Deacon Tim Maxwell, Principal Martha Karwoski, Father Kevin, Shanon Rupkus
* Board Members: President Jackie Nino, Co-Secretary Angela Orjada, Event Coordinators Deanna Forlini and Patrick Hall.

Absent: Vice President Cortney Slifco, Co-Secretary Stephanie Mauch, Treasurer Rachel Kassin

* Attendees: (Health Team) Tracy Maloney, Susan Viviano, Christy Sheth

**Minutes:**

The May meeting minutes were reviewed and approved by all present. A copy of approved minutes will be kept and able to be accessed in the front office.

**Treasury Report:**

The president reported financials. All inaccuracies have been rectified.

**Old Business:**

No major projects this month.

**Committee Reports:**

* Muffins with Misses. Approx. $300 expense. Not reflected in financials at the time of the meeting.
* Teacher Appreciation Week special thank you to the parents and staff that helped to make the week so successful. Almost everything shared with staff throughout the week was made possible via donations. Expenses totaled approx. $645. Not reflected in financials as of the time of the meeting.
* Spirit Wear profit is approx. $2,350 for the year.
* Kroger rewards for the year is $346
* Scrip rewards for the year is $1,425. A new report will be requested for up-to-date figures as another deposit was just made.

**Upcoming Events:**

* Field day is June 6, 2023. Sign-up Genius is available on Facebook and link was shared in the hawk.

**New Business:**

* Current Projects:
* The new computer lab quotes were discussed. The quote provided by our IT person came in lowest and will be the quote we move forward with for approx. $22k. Quote includes 28 HP computers. The current lab was done in 2016.

Vote - Approved - unanimous. Sponsorship of computers as a fundraiser is still possible.

* ESP Room needs new wood (laminate) flooring. Susan Viviano will reach out to a school family’s flooring business to get estimates.
* Future Projects:
* Staff computer replacements are on hold until a later date.
* Rubber floor for gaga pit will be researched for cost. Shanon Rupkus will forward once available. Sports will pay to move the exisiting gaga pit to the new area.
* **Projects Voted on and approved unanimously by those present (below)**
* (1) Stage curtain will be replaced for approx. $2,600.
* Top windows in media center need shades. Total expense approx. $1,900.
* (13-14) Rectangular tables for preschool classrooms (due to increased enrollment). $220 each.
* (2) Lunchroom table replacements. $1,875 each.
* ESP Room needs new wood (laminate) flooring. Susan Viviano will reach out to a school family’s flooring business to get estimates.

**Open Discussion:**

* Fun Run Funds. Fun run was previously conducted on a weekend and brought in much less but solely went to the Health Team. In 2019, the Health Team started the current Fun Run Fundraiser which brought in considerably higher proceeds, of which Health Team did not need as much of. Health team decided to have the money put in Home & School (H&S)’s account. While the financial statements show that H&S received the funds, the School Advisory Minutes (for which the Health Team is a subsegment of) did not reflect this change. A couple of fundraisers were dropped by H&S to accommodate the Fun Run, and many parents may already be under the belief that Fun Run Fundraiser was facilitated by H&S. Health Team will remain under the School Advisory and will run the Fun Run in coordination with H&S. Marketing of the fundraiser will be transparent of the partnership. A meeting will take place prior to the beginning of the school year, August 21, 2023, in which both H&S and Health Team will come in with their projected expenses. Health team will vote at the meeting how to split the profit after they have covered their projected expenses. By-laws of H&S as well as School Advisory may need to be modified to reflect the modification. Fun Run Funds from 2022 have been moved over to the Health Team Financials and a vote was conducted by the 3 members present on whether to use the funds to pay for our current school counselor’s salary for the 2023-2024 school year. Vote was a unanimous “yes”.
* Voting rights are not explicitly mentioned in the H&S by-laws but were in prior to the modification for 2022-2023. Votes will be required for expenses totaling $500+. By-laws should be modified.
* Meeting agendas and minutes will be sent to board members prior to the meeting so members can add/modify ahead of time.
* Informal meetings were approved by admin. on school grounds, before open meetings, to discuss agenda items, brainstorm and discuss expenses before requesting approval from admin and presenting to the open meeting.
* Worksheets were created in order to keep better notes on events. Each event’s chairperson will fill one out to keep in the H&S event binder that is kept in Room A. This will help future chairpersons plan their events.
* Another chairperson is needed for the Ice Cream Social that takes place in August. Event Coordinator Deanna Forlini currently runs the event but only has 3 more years and would like to get somebody in now to start shadowing.
* Treasurer, Vice President and 1 Event Coordinator positions are up for re-election for the 2023-2024 school year in order to start the rotation cycle. The 2022-2023 school year was only a 1 year term for the position but going forward will be a 2 year position. Election form was sent out Friday, June 1 for nominations to be due by Monday, June 5. Board members currently holding the position are able to re-run in this election.

**Next meeting scheduled for August 21, 2023 at 6:30 pm in the media center.**

**Meeting adjourned at 8:53 pm with Father Kevin reciting closing blessing.**