

**St. Alphonsus Liguori
PSA Meeting Minutes
September 12, 2014**

Attendees: Jeanne Davia, President
Veronica O'Sullivan, President
Rosemary Baroud, Vice-President
Jamie Marchetti, Vice-President
Alicja Majsterek, Treasurer
Dawn Bradford, Secretary
Fred Muehleman, Principal

Guests: Mary Therese Maslanka
Ronnie McClellan
Corinne Watson

GENERAL ITEM

1. Dawn Bradford was nominated and approved for role as PSA Secretary.

ITEMS FOR DISCUSSION WITH MR. MUEHLEMAN:

1. Mr. Muehleman thanked the PSA for always executing very organized and fun events for the school. He thought that the Welcome Back breakfast in August was a great event, and he received very positive feedback from the students and staff.
2. Request for Payment: Mr. Muehleman requested payment by PSA funds for an invoice (~\$1900) from the parish for playground mulch. The Board agreed to pay for the invoice.
Action Item: The Board requested that Mr. Muehleman provide advance notice to PSA where funds are needed for the year (e.g., school maintenance, etc) so that PSA can financially plan for the costs.
3. Fashion Show Funds were discussed with Mr. Muehleman. He would like to use some of the funds for 20 Chromebooks (~\$400 each) for Jr. High students.
Action Item: Mr. Muehleman will provide an accurate total estimate for the books at the next PSA meeting.
4. Teachers Wish List: The most recent list was updated in February.
Action Item: Mr. Muehleman will ask the teachers to update their Wish List and send it to Jeanne Davia.
5. Recess equipment: Playground balls may be needed; however, some classes may have enough to use for other classes if they are all put together (instead of each class having a supply).

Action Item: Mr. Muehleman will assess each class's supply of playground balls, and he will determine if any additional ones are needed. Update to be provided to PSA.

6. Anti-bullying campaign: Kathy Patel (consultant) facilitates a program on bullying (~\$600). It can be age appropriate, and there is also a class for parents. Board thought that class for children could be during the day and the class for parents in the evening. It was noted that PSA agreed to fund this course last year.

Action Item: Jeanne Davia will work with Jeanne Vallem to set a date. Jeanne Davia will clarify the lower age range for the course (Pre-school or Kindergarten?).

7. PSA Spending Plan:

Action Item: Mr. Muehleman requested a spending plan from PSA for the school year so that the Parish Finance Council has awareness of the planned expenses, amount in "emergency fund", etc.

OTHER ITEMS:

8. School Store: It was recommended a reminder of the School Store is given during the morning announcements on the day before it is open. Sales were very low at the store opening this school year.

9. School decals and yard signs: Corinne Watson, the St. Al's Marketing and Enrollment Coordinator, provided a proposal for car clings with the St. Al's logo. The Board agreed that the car clings would be a good marketing tool to increase awareness of St Al's. Decals to be distributed to all school families. She will also look further into yard signs (similar to ones for Hersey HS and Viator HS) to find a cost estimate.

Action Item: Corinne will obtain a proposal for 200 clings. She will also contact Viator HS to determine their yard sign manufacturer.

10. Football Squares: they will be sold at Oktoberfest on Sept. 26. Rosemary Baroud will handle this fundraiser.

11. PSA Special Lunches: The September PSA Special Lunch will benefit the Teachers' Wish List. The order forms for future Special Lunches will specify what the lunch will fund.

12. 4th of July Fund: PSA Funds were requested for a float at the 2015 Prospect Heights 4th of July Parade. Cost: \$70 for trailer plus funds for additional candy and water, and possibly St. Al's logo items to be handed out. Board agreed to fund this.

Also, it was recommended to have a decorating committee along with the contest for each class to design the float and give it a theme. It was also recommended that "advertising" begin in mid-May in order to get more families involved before the school year is over.

13. PSA Calendar Review: Due to limited timing, a detailed discussion of the PSA calendar will occur at the next meeting. New events were discussed (HOME event for adults only, Orbitz skate night, Spelling Bee).

Action Item: Rosemary Baroud will look into a bowling event for adults.

14. Fundraising Efforts: Selling specialty noodles and coffee were discussed at potential fundraisers.

Action Item: Jeanne Davia will see if it is too late to sell Fannie Mae for Christmas. Update at next meeting.

OPEN DISCUSSION:

1. It was suggested that PSA provides more awareness of where funds are going and that each fundraiser specifies where the funds will go. It was noted that the information from the Spring Fashion Show was provided in the church bulletin and other communications.