

Date: 2 September 2009

Subject: Parents' Organization Officers & Chairs Meeting

Attendees: Linda Gast, Javier Perez, Mary Baugher, Janice Partenheimer, Cookie Matthews, Agnes Cheung, Mrs. Sharon Pasterick, Cathy Hall, Sister Ellen Marie Hagar, Tom Dickey, Terry O'Meara

The meeting began at 7:02 pm

1. Welcome & Introduction

2. Seton President's Remarks (Sister Ellen Marie Hagar)

- Received a grant which will be used for renovations of the field. Want to get the parents involved in the renovations. Have assembled estimates for the bleachers and the re-sod of the field. Need assistance for new lighting. The lighting will cost \$20,000. Again mentioned that the grant was in large part to Senator Doug Peterson and David Harrington with the formal presentation at the Auction in April 2009.
- The Parent's Work Day is October 17<sup>th</sup>. (Parent Organization will post Parent's Announce and publicize at upcoming school events.)
- September 24<sup>th</sup> is the Back to School night. (We will have sign up sheets for the Parent's Work Day and other events at that time. Will also have signs/sign-up for the Spaghetti Dinner which is scheduled for October 3<sup>rd</sup>.)
- Started working on Focus Groups to identify Seton's strengths and what improvements are needed. Sr. invited interested Parent Organization members to be co-facilitators of these groups.
- Sr. Ellen Marie wants Seton to reach out to the alumni to help relieve the \$700,000 debt associated to the Brooks Center and also cultivate alumni for other support.
- Started to revisit the tuition schedule and payments. Initiated the use of the FACTS software (which most schools already use but Seton had not to this point). Use of the software should make it easier for parents to pay in a timely manner and ease workload of Sister Dorothy. Mary Baugher inquired about the possibility of tuition reduction for >1 daughter enrolled at Seton. Sr. responded that this option would have to be considered in conjunction with continuing to provide assistance to families in financial need.
- Seton needs to develop a Strategic Five Year Plan. Would like to find out if there are any parents who have knowledge concerning the demographics of surrounding counties in order to develop recruitment plans. This includes counties not previously targeted, such as Howard and Carroll counties.

3. Parent Organization 2009-2010 Goals & Plans (Linda Gast)

- Officers met twice this summer
- Goals for this year:
  1. Increase direct communication with Seton parents
    - Improvements to Parent Web Page

- Directory/Database of parent expertise
    - Having representatives at key school events
    - Involvement in Focus Groups
  - 2. Develop budgets and goals for all Parents Organization events.
  - 3. Work with Seton Administration to support long-term/major facility and curriculum improvement efforts.
    - First initiative might be to address the lighting for the field.
  - 4. Increase support to and collaborations with students.
    - Involve more students in Parent Organization events
    - Establishment of Student Service Scholarship. Mrs. Pasterick and Terry O'Meara emphasized starting small; \$500. Other suggestions included that the "service" be service to the Parents Organization events/activities/goals and that students be asked to submit an essay with their application. Ideas for raising funds included publicizing that proceeds from Spaghetti will be used to establish this new scholarship; donations for "blessings" (Cathy Hall will develop this); donations at special holidays and school masses; matching donations from relatives, collections at morning/evening carlines. Next steps will include development of the "Count Your Blessings" campaign (Cathy Hall), and formulating scholarship objectives, application process and selection criteria. We would like to make the 1<sup>st</sup> award in May 2010.
- Mrs. Pasterick noted that PCR Educator is the new software that will allow parents to update their information via the Seton website. Parent information will include occupation and employer, which could accomplish our goal to have Parent Directory/Database of expertise/talents. At the suggestion of Janice Partenheimer, Mrs. Pasterick will inquire about the feasibility of adding a field that might capture other talents (such as hobbies, interests, skills) that could be useful to Seton/Parents Organization. The administration may ask for student volunteers to help with verifying previous information downloaded into the new database. Once verification is done, parents can update or correct information via the Parents Portal on the web site.
  - Linda noted that officers had agreed this summer to reinstitute tuition drawings at Parent Organization meetings. Those in attendance at each meeting will have the chance to receive \$200 applied directly toward their child's tuition for this year. Mrs. Pasterick encouraged us to advertise the tuition remission drawings when notifying parents about our meetings.
4. Committee Planning/Reports (working time for committees)
- Freshman Parent Night is 10 September at 7 PM in the Auditorium. Linda will make brief remarks to parents and encourage their active participation in the Parents Organization. We also want to have an information/publicity table with sign-ups our events. Cathy Hall will make signs, sign-up sheets for events, and book marks with key dates to hand out. Cathy would like to have any pictures we have from past events and information for each event. Any officers available are asked to help staff the info table.

- 50<sup>th</sup> Anniversary Mass is 23 September. Linda will represent the Parents Organization. Others are encouraged to attend if available.
- Back to School Night is 24 September at 7pm. We will have an info table and handouts.

### Committee Reports; Q&A

- Spaghetti Dinner (October 3)
  - Tom Dickey (Chair) with Javier Perez as Officer liaison.
  - Budget, Menu and Plan will be provided by 9 September
  - Send out flyers and Parent Announce on 12 September
  - Send information to parishes on 12 September
  - Volunteer sign up on 17 September. Need 10-20 students for servers, hostess and table cleanup. Parents for set up, clean up, raffle, cake walk, cooking, ticket sales, etc...
  - Send out reminder on 24 September
  - Will have posters to advertise the spaghetti dinner at Back to School Night (24 September)
  - Want RSVP by 30 September for advance ticket sales
  - After brief discussion, it was suggested that advanced tickets be \$8; \$9 at the door. Kids will be \$5. (Whole dollar amounts make collection and accounting easier.)  
NOTE: Javier had said in the beginning of the meeting that advance sales would be \$7 so need to make sure of that before we make any announcements.
  - Suggestion made to have Art Club to make signs for the event (as well as other Parent Organization events).
- Father Daughter Dance (February 6)
  - Agnes Cheung (Chair)
  - Get committee together at 1<sup>st</sup> Parent Organization meeting on 7 October. Need at least 6 Parents along with the student representatives.
  - Have a contest for the students to come up with the theme The themes will be submitted the month of November. The award for the theme will be 2 free tickets to the dance. .
  - First planning meeting after the December Parent Organization meeting. Part of the meeting will be decision on the winner of theme for the dance.
  - Want to have student representatives at the meeting
  - Budget will be completed in January
  - First announcement on 11 January; start advertising on 18 January
  - Have Art Club make posters
  - Work with Ginger to have the radio program talk up the event
  - Ticket sales starting two weeks prior to the event (will check our history on when the sales started last year)

The meeting adjourned at 8:20 pm.