

PAC BUDGET MEETING MINUTES  
05/16/17

**Attendees:** Carrie Sah, Catie Montagna, Sister Margaret, Jody Grzywinski, Rebecca Miraglia, Melanie Kilmer, Sharon Hoenigman, Megan Zaumeyer, Michele Guarniere, Tammy Martin Kosier

Catie opened the meeting with a prayer.

**Secretary's Report –**

Review, request for additions/changes and Approval of the Minutes. Carrie motioned. Rebecca seconded. All approved.

**Treasurer's Report –**

- Melanie reported on the budget. Projected after expenditures for this school year will be \$15,000 in checking and \$10,000 in savings.
- Members reviewed budget items and proposed expenditures for 2017-2018.
- A suggestion was made that PAC sponsored events will be one amount for PAC members and another amount for Non-PAC members. PAC to consider.
- Rebecca indicated that invoices from the School to PAC needed to be generated for the following expenditures: Custodian, St. Francis Lunch, Apprenticeship program, and field trips, if any.
- Motion to remove the playground monitor tuition from the budget. Catie motioned, Michelle seconded. All approved.
- Motion for \$10,000 expenditure for 1-1 computers and a charging cart for the 3<sup>rd</sup> and 4<sup>th</sup> Grades. Itemized invoice will be provided by the school. Jody motioned, Tammy seconded. All approved.
- Motion for \$4,000 expenditure for 2 replacement smart boards. Itemized invoice will be provided by the school. Rebecca motioned, Sharon seconded. All approved.
- Sister Margaret reported that Sister Regina has received and will continue to apply for grants to update the library and potentially other projects.
- Rebecca suggested PAC start allocating for larger expenditures such as Technology and Capital Improvements. PAC to consider.
- Motion to approve of the proposed budget for 2017-2018 with changes discussed. Michelle motioned, Megan seconded. All approved.

**Booster's Report –**

- Megan reported that field day was a success and Boosters provided the food and activities.
- Soccer registration is underway and St. Helen may do CYO especially in older grades (7<sup>th</sup> and 8<sup>th</sup> Grade next year) because of lack of teams in our local recreation league.
- Megan also reported Geauga Lions Football sign-ups are underway.
- Boosters will be paying for the rest of the sound system for the gym and Laser Jet printer for the School office.
- St. Helen is in discussion to perhaps merge Volleyball with St. Mary's to get enough players.
- Sharon reported she will be helping coordinate others to assist the Boosters especially for the potential merger and CYO certifications.

**Principal's/Vice Principal's Report –**

- Sister reported St. Helen is now fully accepted for accreditation by the Ohio Catholic Schools Accrediting Association, all is in order, and we are in full compliance.

- Sister reported Mr. Gannon is graduating from Ursuline College with a Masters in Administration and would be returning as Vice Principal and keeping his other teaching responsibilities.

#### **Faculty Report -**

- Mr. Gannon re-mentioned to Jody re: the Healthier Children, Healthy Learners project. Melanie will work with Marilyn Percic to create a workgroup to assess interest.

#### **President's Report –**

- Catie reported that she will contact those parents expressing interest in PAC to give ideas of ways they can help the school.
- Catie reported Day for Dad planning is going well. Father Jay is not available to throw out the first pitch so they will pull a Dad's name out of a hat. Motion to approve using \$300 of leftover funds to supplement this event at the Lake County Captain's game. Carrie motioned, Tammy seconded. All approved.
- Catie will get copies of the flyer for Day for Dad to Sister to be distributed to Pre-school event @ West Woods tomorrow.
- Information will be sent to incoming Kindergarten and Pre-school families about movie night.
- Jody reported that PAC members will again reach out 1 to 1 to make contact with new families in the Fall to answer questions and welcome them. General information will be included in the Newsletter and at Parent Night as well.
- Jody will send an email to room parent's regarding their classroom obligations.
- Sister to get requests from Faculty regarding their birthdays at the end of the year faculty retreat so that information can be sent in advance to the room parents.

#### **New Business –**

1. Tammy will contact Rose to schedule the PAC Kickoff meeting in August at Father Jay's house on either August 3 or 10 depending on Father's availability.
2. Dates for next year's PAC meetings are as follows:
  - August 10 – Kickoff meeting
  - September 21, 2017
  - October 19, 2017
  - January 18, 2018
  - February 15, 2018
  - March 15, 2018 (Open Meeting)
  - May 10, 2018 (Budget Meeting)
3. Movie Night is August 25, 2017

#### **Old Business –**

- No old business was reported

Next Meeting will be the PAC Kickoff Meeting at Father Jay's House. This meeting will be on August 10, 2017 @ 7:00 p.m.

The meeting was adjourned with a farewell and Thank you to Michelle for many years of dedicated service. We ended with a prayer by Michelle.