



**Saint Bernard's
School**



**Home & School
Association**

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Executive Officers

The following Executive Officers have graciously volunteered their time and talents to help coordinate and organize the efforts of the St. Bernard's Home and School Association.

President/Treasurer	Maria Gracia	getorgnow@charter.net	206-1172
Vice President.....	Jenny Meyers.....	meyerssd@execpc.com	262-2580
Secretary.....	Michelle Kitzhaber.....	michelle.kitzhaber@us.army.mil	206-0153

Committee Chairs

The following Committee Chairs have graciously volunteered their time and talents to help coordinate and organize the efforts of the St. Bernard's Home and School Association.

Riverfest Pizza Booth.....	Tracy Bargo	chigirl87@hotmail.com	262-3103
Ebert's Food Stand	Jane Tracy		925-3327
	Maria Gracia	getorgnow@charter.net	206-1172
	Jenny Meyers.....	meyerssd@execpc.com	262-2580
Mardi Gras Pancake Dinner.....	Amy Smith.....	rsmith@charter.net	206-1623
Scrip.....	Beth Risler	dobebri@gmail.com.....	262-2098
	Carrie Hiller	flgirl66@charter.net	262-0285
Market Day.....	Laurie Mitchell.....	jimagic@sbcglobal.net.....	262-2454
Box Tops for Education.....	Diane Harrison	threeprek@stbern.org.....	262-3198
	Diane Hassleu.....		
Labels for Education	School Office.....		261-7204
Milk Caps	School Office.....		261-7204
Culver's Night.....	School Office.....		261-7204
We Care Program.....	School Office.....		261-7204
Magazine Subscriptions.....	Beth Risler	dobebri@gmail.com.....	262-2098
Oliver's Labels	Ann Breitenbach	abreitenbach@wi.rr.com.....	262-244-7532
St. B's Buzz Sponsorships	<i>Committee Chair Needed for This</i>		

St. B's Buzz Chairs	Maria Gracia	getorgnow@charter.net	206-1172
	Melissa Lampe.....	melissa.lampe@charter.net	390-2061
HomeLights.....	Jeff Allen	principal@stbern.org	261-7204

St. Patrick's Day Parade	Kate Meyers.....		206-1172
Teacher Appreciation.....	Kelly Beltz	kbeltz@charter.net	261-7248
Kindergarten Kickoff Picnic	Ann Breitenbach	abreitenbach@wi.rr.com.....	262-244-7532

Welcome!

The St. Bernard's Home and School Association is comprised of parents, school administrators and teachers who work together to maintain and improve the various events, fundraisers, programs and communication aspects of our school.

All St. Bernard's parents/guardians, from Preschool to Grade 5, are invited and encouraged to attend. It's a great way for you to learn what's happening and to provide input for improvements. It's also a wonderful way for you to stay in touch and become more involved in your child's education.

Our Mission

The Mission of the St. Bernard's Home and School Association is to support and enrich the student's education by bringing St. Bernard's school families together, sponsoring activities that complement the curriculum, discussing issues that affect the students, and fundraising to ensure each teacher/classroom has the tools and resources necessary for each and every student to excel.

Membership

As the parent of a student(s) being educated at St. Bernard's School, you are automatically a valued member of the St. Bernard's Home & School Association.

Monthly Meetings

You are cordially invited to attend our Home and School meetings, generally held on the first Thursday of each month. They're held either in the gym, the school teacher's lounge or another nearby offsite location. We meet once each month, generally on the first Thursday of the month.

We hope you can join us. Each month, one of the parents will be bringing in treats, and there will be a "mystery" raffle prize drawn for one lucky winner! Research has proven that when parents are involved in their children's education, kids do better in school. If you've never been to a Home and School Meeting, now is a great time to start.

Volunteers

The success of St. Bernard's Home & School Association, for the benefit of the children of St. Bernard's School, depends largely on the voluntary efforts of each and every parent. Please be generous with your time for our many activities and fundraisers.

Valuable is the work you do.

Outstanding is how you always come through.

Loyal, sincere and full of good cheer,

Untiring in your efforts throughout the year.

Notable are the contributions you make.

Trustworthy in every project you take.

Eager to reach your every goal.

Effective in the way you fulfill your role.

Ready with a smile like a shining star,

Special and wonderful—that's what you are.



Dues

Each family (regardless of the number of children who attend St. Bernard's School) is required to pay an annual fee of \$40.00 to the Home & School Association. These dues are used for various events and activities throughout the year that benefit your child(ren).

Home and School Checking Account

We have an "open book" policy with our Home and School Checking Account. This means that the Treasurer will come to each Home and School Meeting with a detailed report itemizing expenses and income.

If money needs to be paid out of the Checking Account, the majority of parents who attend the Home and School Meeting need to be in agreement.

The Home and School President is occasionally allowed to make a few discretionary purchases, in the amount of \$50 or less, in circumstances when an immediate purchase is needed, such as a going away gift or a bereavement gift.

Decision Making and Voting

In trying to keep a casual, friendly atmosphere at the Home and School Meetings, many decisions can likely be made without a formal voting procedure. In some instances, a more formal vote may be necessary. The important thing is for us all to work together, and try to come up with a compromise that gives everyone the opportunity to be part of the final decision.

Parents are highly encouraged to attend the Home and School Meetings to be included in the decision-making process.

Executive Officers

Every 2 years, we elect new Executive Officers to the Home and School Association. Each position is completely voluntary.

The **President** is responsible for the overall management of the Home and School Association. In a nutshell, the President prepares for, manages and runs the monthly H&S Meetings with a written agenda, works with the Treasurer to manage the H&S Budget, is authorized to sign checks when necessary, is open to new ideas and is able to coordinate the general organization of the Association.

The **Vice President** assists the President when needed, prepares for, manages and runs the monthly H&S Meetings with a written agenda if the President cannot be there, and moves into the President position if the President cannot fulfill her or his full term.

The **Treasurer** prepares projections at the beginning of the school year based on the previous year's numbers, manages the checkbook and budget throughout the school year, communicates the budget to the parents, and handles all bank activities such as making deposits and writing checks.

The **Secretary** keeps Minutes at all the monthly meetings, forwards those Minutes to the President for any necessary additions/changes, and finally gets the Minutes to the school principal for distribution for the parents. The Secretary may also be asked to assist with correspondence when necessary.

Presidents, Vice Presidents, Treasurers and Secretaries from previous years serve as resources to officers and chairpersons and are available to provide guidance and support as needed.

Terms

The Executive Board positions run 2 years. If a person on the Executive Board wishes to resign earlier, she/he is asked to give at least 1 month's notice, so another person can volunteer for that position, and to give enough time for the new person to learn her/his position with the assistance and instruction of the person currently on the Board.

When the terms come close to an end, the Executive Board is responsible for letting other parents know that these positions will be opening up.

If, for some reason, a position cannot be filled, the current person on the Executive Board can decide whether she/he wishes to continue her/his Board duties for another year.

Most of the time, there is no need for an "election". Board positions are generally volunteered for at the Home and School meetings, and is done so in a casual manner. However, if two parents wish to hold the same position, an election may be necessary in any particular year this occurs.

Board Member Induction

The announcement of any new board position will take place in the month of May, at the May Home and School Meeting. **Duties for the new board member will commence on June 1st.** This will be the case unless a board member resigns before her/his term is up.

Committee Chairpersons

Committee Chairpersons can hold their positions as long as they have students in St. Bernard's School and as long as they wish. However, they are asked to train at least one other person, so that position can be taken over smoothly in the event the current Committee Chairperson wishes to turn over her/his position or wishes to resign.

Committee Chairpersons are asked to accurately record all of her/his committee-related activities, using the Fundraiser/Event/Activity Chairperson Summary in this handbook, so there is written documentation on hand at all times. This documentation should include all numbers (supplies ordered and amounts, volunteers needed, sales, profit, etc.) and should be turned in at the Home and School Meeting(s) monthly if it's an ongoing event/activity, or directly after the event/activity if it's an annual activity.

All Committee Chairpersons are asked to attend all, or at least most, Home and School Meetings. In the event a Committee Chairperson cannot make it, she/he is asked to drop the Fundraiser/Event/Activity Chairperson Summary in the Home and School Box (school office) prior to the meeting.

General Calendar of Events*

All events below are subject to change. Please visit www.stbern.org for the latest information on school events and times.)

September (Theme: Kindness)

- Parent/Student Open House
- Mismatch Day *
- 4K Family Fun Night
- Annual Parish Picnic

October (Theme: Patience)

- School Pictures
- Parish Turkey Dinner
- Ebert's Food Stand Fundraiser
- St. Henry's Heritage Day
- Slippers Day *
- St. Francis Pet Day
- Make a Difference Day
- Homelights Newsletter

November (Theme: Generosity)

- Safe Environment Week
- Report Cards
- School Picture Re-take Day
- Bad Hair Day *
- Parent/Teacher Conferences
- Thanksgiving Vacation

December (Theme: Peace)

- First Reconciliation
- KC Keep Christ in Christmas Poster Contest
- School Christmas Program & Band Concert
- Christmas Spirit Dress Day *
- Kindergarten Christmas Mass
- KC Freethrow Contest
- Winter Break

January (Theme: Self Control)

- Dare Graduation
- School Colors Day *
- KC Knowledge Contest (Grade 5)
- Kindergarten Registration
- PK4 & Kindergarten Open House

February (Theme: Love)

- Catholic Schools Week (H&S Book Fair, Special Person's Day, Catholic Schools Assembly, Teacher Appreciation Day, Sock Hop)
- PK4 Registration (School District Office)
- 1st Communion Retreat
- Parent Conferences (Optional)
- Mardi Gras Pancake Dinner
- Mardi Gras Pancake Races
- Preschool/Kindergarten Registration
- "Support Your Team" Dress Day *
- Homelights Newsletter

March (Theme: Gentleness)

- St. Patrick's Day Parade
- 1st Grade Bake Sale & 50¢ Hat Day *
- Summer School Early Bird Registration
- Forensics Night
- Reconciliation
- Stations of the Cross
- Spring Break

April (Theme: Faith)

- Kindergarten Screening
- Watertown Children's Community Fair
- NCEA Teacher's Convention
- 1st Holy Communion
- Pajama Day *
- Homelights Newsletter

May (Theme: Joy)

- May Crowning
- Band and Choir Concert
- 4K Parent Conferences
- Ebert's FoodStand Fundraiser
- DayCare Registration
- Red, White and Blue Dress Day *
- Graduation Brunch
- 5th Grade Brewer Game
- H&S Appreciation Night & Fair

June

- 5th Grade Night
- Field Day (St. B's and St. Henry's)
- Yearbook Distributed
- Summer Break
- Bike Rodeo
- Watertown Summer School

July

- Summer Break

August

- Summer Break
- Emil's Pizza Stand at Riverfest
- Kindergarten KickOff Picnic

** Note: For each of the monthly "Special Dress Days" we will also have a sweet treat school day bake sale. All proceeds will go to charity.*

Home and School Association Meeting Dates 7:00PM

* Days and Times are Subject to Change

September	Thursday, Sep 3
October	Thursday, Oct 1
November	Thursday, Nov 5
December	Thursday, Dec 3
January	Tuesday, Jan 5
February	Thursday, Feb 4
March.....	Thursday, Mar 4
April	Thursday, Apr 15
May (H&S Appreciation Night).....	Thursday, May 6