

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
Wednesday, May 28, 2008

The St. Michael School PTO board met on Wednesday, May, 28 at 8:15am in the school conference room. School Principal Dr. Sarah Wannemuehler, President Peggy Thompson, President-elect Laura Grelck, VP-elect of Fundraising Jenipher Free, Treasurer Kermit Dowdy, VP of Volunteers Robin Evans, VP of Social Sandy Lyons and Secretary Jennifer Cullen were all present. Mary Ellen Bruno and Ivette Cox were also in attendance to discuss the Light the World Program for the upcoming school year.

The following board members that are leaving their current positions were also in attendance: Former PTO President Marylynn Fitzgerald, former VP of Fundraising Colleen Ueland, former VP of Social Sheila Schlageter, former Treasurer Louis Prosser, and former Secretary Laura Usher.

VP of Fundraising MaryBeth Brejnik and Therese Flaherty the VP of Education were not in attendance.

Peggy Thompson welcomed everyone and discussed trying to keep meetings to one hour.

Light the World Program Update

Ivette Cox and Mary Ellen Bruno discussed the proposed program plans for the upcoming school year. Ivette Cox will be the chairperson for the elementary grades (K – 4th grade). Kelly Garnett (who was not in attendance) will be the chairperson for the middle school grades (5th-8th). Mary Ellen who has been the chairperson for the past 4 years will be the expert consultant. Peggy will be the liaison between the Light the World Program and the PTO. Peggy mentioned to make sure the Light the World Projects do not overlap with other scheduled events on the school calendar.

A Light the World Program overview was handed out and outlined the following:

Kindergarten: Bond Park and school grounds clean up, and the school's KinderGarden.

First Grade: Children's Used Book Drive, Lunchroom Recycling Program and Math-a-thon.

Second Grade: Children's Winter Coat Drive, Children's Rosaries

Third Grade: Prayer Cards for Meals in Need, Make-a-Blanket (fleece blankets will be made in wheel chair size for children undergoing chemotherapy at area hospitals), Vitamins for Sister Parish in Honduras

Fourth Grade: Lollipop Sales, Relay for Life

Fifth Grade: Brown Bag Ministry, School Safety Patrol

Sixth Grade: Share Sunday

Seventh Grade: Food Pantry Work, Neighborhood Food Drives

Eighth Grade: Service Day

Mary Ellen discussed that the new recycling program in first grade was very successful as well as the new Math-a-thon. The Math-a-thon is coordinated on the first grade level but participation is Kindergarten through 4th grade. Peggy Thompson mentioned that they wanted to move the Math-a-thon to the winter months next year because there are too many other events happening simultaneously in the spring.....possibly in January. Peggy would like to keep the Math-a-thon to K-4th grade even though there has been interest to include up to 8th grade. Mary Ellen stated that 2nd grade program will remain the same.

3rd grade will add the Make-A- Blanket program to make fleece blankets for children and adults to use during chemotherapy. 4th grade stays the same. Mary Ellen hopes to add an additional 8th grade Service Day, but we still need 8th Grade Parent Coordinators.

Dr. Wannemuehler mentioned that many parents have wonderful ideas for service projects for the school to take on, but we need to be careful about adding anything new because we don't want to "water down" our current program with other causes. She would like us to stay committed to our current programs.

Jenipher Free asked Mary Ellen what the time commitment is for 8th grade parents who may be interested in volunteering to be a parent coordinator. The approximate commitment would be three solid meetings for at least 1 hour prior to the event, phone calls to agencies and then the time for the actual event.

Mary Ellen also mentioned they want to tweak the recycling program in 1st grade that would allow two students per day to bring the bottles home to be recycled in their home recycle bins. This past year, one school parent was responsible for removing all the recycling themselves and this became quite a burden. Jenipher Free mentioned that Waste Management may not actually be recycling so someone may want to check with Cary Recycling to make sure they actually recycle and don't just dump the garbage in a landfill.

Principal Update by Dr. Wannemuehler:

Dr. Wannemuehler stated that the Capital Campaign is underway and mentioned that we may have noticed the surveyors working on the building. If funding goes as planned, by next August we should have our new building. Graduation is tonight. The seventh graders are now the oldest at our school and are very excited! Laura Grelck asked when the parents at the school will be contacted concerning the Capital Campaign. The Parish has hired an outside consulting firm and they have a process that they follow. Most parents will be contacted in the early summer and the rest in the fall. When the parents are contacted it will be made clear exactly how much money they will need for the building process.

Financial Update – Peggy Thompson

We have raised a total of almost \$166,000 this year, up from approx. \$141,000 last year. The Angel Bucks program was extremely successful raising over \$40,000 so far. Receipts are still coming in, especially from teacher's auction items. The total amount year to date for the Capital Building Total is approx. \$70,906.55 which is 30% of our profits from 2007-2008 and 15% of our profit from 2006-2007. There are still many items being placed in "misc. items". Peggy would like Kermit to make a laminated card of all the detailed PTO codes for expenses and income items. Instead of PTO general codes and accounts, we will have more detailed codes and accounts for our major events such as the Auction, Jingle Bell Run, etc.

The middle school dances are now profitable due to the school purchasing snacks for the event instead of the Parish Center providing the food. The Sports Dinner has also become profitable for the same reason.

The last item for Peggy was the Defibrillator update. Peggy handed out a Defibrillator Product Plan to the meeting attendees. Peggy has done extensive research concerning the Defibrillator and it seems to be unanimous consent that 3 permanent devices for the school or school nurse's office, parish center and church would be recommended as well

as two traveling devices. We are also hoping most schools that we travel to will require a defibrillator device on their school grounds as well, so it may not always be necessary for us to bring our device. We do need two travel devices in case the schools we are traveling to do not have this policy. Dr. Wannemuehler mentioned there are definitely some schools that we will travel to that do not have a budget for their own Defibrillator. We have purchased the Defibrillator from the Lacrosse Coach and reimbursed him for \$1295 for the Lifeline AED model. Mrs. Gay's husband can get us another traveling device for \$1100, but it is a different brand. Peggy asked if it is better to have the same brand for traveling devices and everyone agreed that would be better. Dr. Usher has agreed to and will donate the funds to the school for this traveling device. The Parish would like to purchase a device as well. Peggy asked the Board if they would be interested in purchasing the 3rd permanent device for the church as a show of good faith and everyone agreed. Louis Prosser does not believe 5 devices are necessary. Robin Evans thinks the church should recognize that the school is purchasing the machine on their behalf by having it mentioned at mass or in the bulletin or perhaps a plaque on the device. The school will not have any liability for the church device. In the new gymnasium a Defibrillator will be included in the cost of furnishings.

We will purchase 3 Zoll permanent devices before June 30th and one additional Lifeline AED for travel.

Volunteers Checklist Update – Robin Evans

Robin has received almost 200 volunteer forms back from parents. A second volunteer form was placed in the Wednesday folder a few weeks ago. Robin has received 26 back from the second effort but 12-13 of the forms were duplicates. The March Madness event still needs a chair. Robin handed out the lists of volunteers to the VP of Social and VP of Fundraising and Secretary. She hasn't been able to use the new software because of some issues and instead has created her own spreadsheets. Robin is going to take some time to learn more about the software, but it may only be useful for specific events. The software is renewed annually, so we may only want to renew the financial piece next year.

Robin asked if the new full time employee at the front desk could be the chairperson for hot lunch and room parents since they will always be at school and will recognize if for example we don't have enough volunteers for hot lunch. We should have a master calendar at the front desk for hot lunch. Peggy mentioned the front desk position already has a set job description with too many other responsibilities so the chair position will probably have to remain a parent position. Dr. Wannemuehler mentioned we need to reiterate to parents that they may not bring their younger siblings when volunteering at school, even if the teacher states it is permitted.

Robin would like to combine photography, scrap booking and the 8th grade video into one chair position.

PTO Survey Update – Peggy Thompson

Peggy was pleased with almost 100 responses from the survey which included very positive and constructive criticism. Many parents thanked the school for allowing them to provide feedback. We may get a few more this week in the Wednesday folder. Laura Grelck is compiling the data and will email the summary and recommendations to the Board. Parents had great ideas for the educational speakers including having a teacher speak about ideas to keep the younger students academically and reading ready over the summer. The parents also wanted more after school clubs for students in K-2nd grade

however they loved the variety of clubs for the older students. Three new suggestions were a running, art and chess club. We may want to do a survey each year.

PTO Board Meeting Schedule 2008-2009
School Conference Room
8:00 – 9:15 am

August 25th
September 8th
October 6th
November 3rd
December 1st
January 12th
February 2nd
March 2nd
April 6th
May 4th
June 1st

PTO General Meetings 2008-2009
Parish Center
7:00 – 8:30 pm

September 9th (Tuesday)
November 12th (Wednesday)
January 22nd (Thursday)
March 16th (Monday)
May 5th (Tuesday)

Other Business

Dr. W said we need to stop anyone including Board members from using the school contact list for business purposes. Parents are upset that they are being contacted.

The Board recognized Dr. Wannemuehler and Mrs. Carlin for all their hard work and help with the PTO by giving them gift cards. Mrs. Carlin was not able to join us. Dr. Wannemuehler was very touched and is excited to use her gift card for new dishes.

Please pray for Terese Flaherty who will be undergoing lung surgery tomorrow.

The meeting adjourned at 9:10am.