

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
October 1st, 2007

The St. Michael School PTO board met on Monday, October 1st, at 8:15am in the school conference room. School Principal, Dr. Sarah Wannemuehler, PTO President Marylynn Fitzgerald, President-elect Peggy Thompson, VP of Fundraising Colleen Ueland, VP-elect of Fundraising MaryBeth Brejnik, VP-elect of Volunteers Robin Evans, VP of Social Sheila Schlageter, VP of Education Cheryl Reid, Secretary Laura Usher, and Scrap booking Committee Chair Nicole Pollaci were all present. Mrs. Fitzgerald opened the meeting by leading the group in saying the Hail Mary.

Principal Dr. Sarah Wannemuehler:

Mrs. Jane Bergman, the STMS art teacher, has expressed her frustration to Dr. Wannemuehler about being new to the school and having to begin the year by focusing her art classes around a fundraising project. Having all students participating in the Original Artworks project has made it challenging for her to stick to the art curriculum set forth by the Diocese. Dr. Wannemuehler suggested we possibly change our participation in this particular fundraiser to every other year.

Dr. Wannemuehler has informed Mrs. Joanne Gionnone, who is chairing the new spirit club, that all pep rallies must be held after school so as not to disrupt any more class time. This does not include the two scheduled pep rallies for later in the year.

John Findlater will be staying with Dr. Bob and renting a car so his accommodations and transportation to and from STMS are taken care of. Dr. Wannemuehler appreciated the notice in the church bulletin about him speaking so the invitation was extended beyond just school parents. This prompted the ECC to contact our school about sending home flyers with their parents. All board members need to be at the parish center by 6:30pm to help set up chairs for this event.

Dr. Wannemuehler asked if it was possible to give the teachers a special discounted ticket price of \$10 for the upcoming Fall Social. Sheila Schlageter said she would send each teacher an invitation with the reduced ticket price.

Nicole Pollaci Scrap booking Committee Chair:

Mrs. Pollaci has investigated the cost of materials required to make a scrapbook for our school that would archive the 2007-2008 school year. The board agreed with the cost of \$182. Mrs. Pollaci has several customers who are willing to donate materials and will serve on her committee. She is looking for additional volunteers and will look at past yearbooks so the scrapbook will not duplicate what is in the yearbook. She will also work with Marina McKenna to get pictures she took of the Bishop's visit and the St. Michael Feast Day class parties.

Social by Sheila Schlageter:

Mrs. Schlageter stated that the date for the 7th and 8th grade dance and the 5th and 6th grade bowling night has been changed to October 26th. Bingo night will be held on Saturday,

February 2nd instead of Friday, February 1st. The first STMS movie night was a success with over 170 people attending. Approximately \$200 was made off of concession sales. Mrs. Schlageter is checking with Marina McKenna to see where we are on ticket sales for the Fall Social. She told board members to encourage their friends to attend. The committee for the Bingo Night will be meeting soon and are looking for suggestions on how to improve this night from last year. They are looking at using smaller tables with benches instead of chairs as a way of accommodating more people. This year there will not be the huge baskets on display so more tables can be used, however there will be prizes and giveaways throughout the night. Another suggestion was to sell slices of pizza instead of full pizzas and serving them in the parish center instead of the Trinity Center.

President-elect Peggy Thompson:

Mrs. Thompson stated that the financial books show the PTO with a profit of \$147,049.68 at the end of June 2007. Dr. Wannemuehler, along with Mrs. Fitzgerald and Mrs. Thompson stress the importance of agreeing on this number so we know the amount of money we are starting with and can easily follow how the money is spent. PTO Treasurer, Louis Prosser, will be asked to periodically report where we are with our budget. Mrs. Thompson is looking at the possibility of revisiting the allocations of money and we may need to add a line item to accommodate PTO administrative costs. Some accounts from last year were not properly closed out and checks were cut in July for expenses that occurred in the 2006-2007 school year. Because the books were already closed, there will be doubled expenses in some accounts for this year. It is so important to communicate with committee chairs the need to have all receipts in before June 30th. Although it was mentioned at the last general PTO meeting that all profits from this years Auction and Gala will go towards Phase II of the building fund, we will bring this motion up for a vote to all attending the November general PTO meeting. If this motion is passed, the budget for next year will be extremely tight due to the majority of profit already being spoken for. The idea of purchasing digital cameras for classroom use was revisited. MaryBeth Brejnik will confirm with Mrs. Krear what pixel number is needed to be able to use the photographs for the yearbook and an inventory of existing cameras will be taken. It was suggested to purchase cameras for a portion of the classes for this year. Colleen Ueland suggested changing the line item of Religious/spiritual enrichment to Spiritual/educational enrichment, and possibly increasing the percentage of budget allocated to this area. By doing this we could move the expenses of PTO speakers to this allocation, allowing more money to be available to Teacher and Administrative Support. There was also a suggestion of adding a new line item titled Student Activities, which would include dances, graduation expenses, ice-cream social, after school clubs, etc. Mrs. Thompson will work with Mr. Prosser to restructure some of the line item allocations and will report back to the board on this matter.

Fundraising by MaryBeth Brejnik and Colleen Ueland:

Mrs. Brejnik stated the information on the Book Fair will be in the church bulletin for a total of three weeks. The pajama themed night on October 15th will be from 6:30-8:00pm. All board members are reminded to bring a baked good for the refreshment table for the customers that evening. This year the Book Fair will participate in "One for Books"

where a dollar can be added to a customer's total sale if they wish. The money collected by the end of the fair will be used to buy Spanish books for our Sister Parish in Honduras. Dr. Wannemuehler said the sisters are building a library for the children, however sometimes the children do not relate to the books available through Scholastic because the pictures do not resemble the people of Honduras. Mrs. Brejnik said we will look at how the \$1 donation is going throughout the Book Fair, and a decision will be made at the end whether to purchase the books through Scholastic or send the money with the delegation to the sisters to buy the books in Honduras. If we buy the books through the Book Fair, we would make more profit to in turn buy more materials for our school library, but we will do what is best for the children of our Sister Parish.

The kick-off meeting for the Jingle Bell Run will be held on October 12th. Mrs. Ueland met with Dom Latour to discuss the Christmas Tree Sale. After speaking with representatives from St. Mary Magdalene, we were informed that the tree farm requires an order to be placed by the first of October if using pre-order forms. It was decided to continue with the tree sale as previously discussed, along with offering a 10% discount for pre-ordering your tree. We will order 250 trees and 70 wreaths and hope most of these will be sold to customers using the pre-order form that will be available on the school website. We will ask for feedback to see if people would be willing to order their tree in September. Dr. Wannemuehler reminded Mrs. Ueland to contact the church office to see what size and number of trees they wish to order for this Christmas.

The board was informed that Liz Fenton has stepped down from the position of co-chairing the school auction and gala. Maria Young will continue as the other co-chair and will be looking for a replacement for Mrs. Fenton. The board again discussed the idea of keeping a file for every major PTO sponsored event that would be used as a guideline for the chair people to use. These files would contain a concept page for each event that would set forth a consistent format to be used for at least several years. This would eliminate trying to reinvent each event every year. It was decided at the auction meeting to always use the title of St. Michael School Auction and Gala and change the theme of the evening each year. The two titles that are being considered are "Raising the Roof" and "An Evening to Build On." Laura Usher submitted another suggestion made by Kendra Daw, which was "A Gem of An Evening." The final theme title will be voted on by the auction committee chairs. Mrs. Ueland also discussed the concept of "Fund a Need" that we could use during the live portion of the auction. This is a great way of getting a lot of people involved in bidding different amounts of money that would go towards purchasing miscellaneous items for the gymnasium/auditorium. The board also discussed raising the ticket prices to \$75 which would also include one drink ticket.

Education by Cheryl Reid:

Mrs. Reid has a list of items Mr. Findlater requested for his talk. She will try to obtain two separate checks from the church office to pay for speaking fees and travel expenses. Mrs. Reid also suggested we serve very light refreshments for people attending this event and will meet with Joanne White about supplying these items. Detective Matt Pierson is set to speak at the November PTO meeting.

VP-elect of Volunteers Robin Evans:

Mrs. Evans is scheduling another meeting with Maureen Goodwin about updating the volunteer website. She asked about purchasing the file cabinet that will house the master event plans and was told Mary Alice Burton can buy it through Catholic purchasing. This file cabinet will be kept in the new Angel Bucks office which once was the Faith Development office.

PTO President Marylynn Fitzgerald:

Mrs. Fitzgerald met with Joanne White and discovered she did not have any of the future PTO meetings on her master schedule. She was able to accommodate all of the meetings except the March meeting will be held on March 13th instead of the 12th.

School parent, Denise Scott, who has an online religious store, would like to have a one day religious item sale where the children can purchase gifts for Christmas. The Pastoral Center will become The St. Nicholas Shop on December 6th, which is the Feast of St. Nicholas. All items in the shop will range in price from 99 cents to \$5.00. Parents will be asked to help with gift-wrapping and the 7th and 8th graders will help the pre-k and kindergarten students with their shopping.

Mrs. Fitzgerald would like to spotlight a Volunteer of the Month in each of her monthly newsletters. Board members will submit nominations and vote on a winner each month. Mrs. Fitzgerald will highlight their contributions to our school through their volunteer work. This would be a great way of reminding people to say “thank you” to all those people who give so much of their time and energy to our school. The first Volunteer of the Month will be Marina McKenna.

Dr. Wannemuehler used this time to express her gratitude to the PTO Board and the meeting was adjourned at 9:40am.