

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
September 5, 2007

The St. Michael School PTO Board met on Wednesday, September 5 at 8:15am in the school conference room. School Principal Dr. Sarah Wannemuehler, PTO President Marylynn Fitzgerald, President-Elect Peggy Thompson, Treasurer Louis Prosser, VP-Elect of Fundraising MaryBeth Brejnik, VP of Education Cheryl Reid, VP-Elect of Volunteers Robin Evans, VP of Social Sheila Schlageter, and Secretary Laura Usher were all present.

Fundraising Update by MaryBeth Brejnik and Colleen Ueland:

Mrs. Brejnik updated the board on the latest Book Fair information. Beth Smith has agreed to be the volunteer coordinator again this year. Set up for the fair will be on Wednesday, October 10th and class previews will be on Thursday, October 11th and Friday October 12th. The book fair will also be opened to parishioners following the 8:45am and 10:30am Masses on Sunday, October 14th due to the amount of children that attend these Masses. On Monday, October 15th, from 6:30pm-8:00pm, we will offer a "late night" at the book fair for parents unable to attend during regular school hours. Refreshments supplied by the PTO board members will be served during the extended evening hours of the book fair. Customers will enter the school through the Weatherstone entrance on Sunday and Monday evening and the fire doors in the hallway will be closed to prevent people from wandering throughout the school. The parents of children at the ECC will also be invited to come to the book fair on Wednesday and Thursday (October 17th and 18th). These days tend to be less busy and could accommodate the extra customers. Announcements of these special book fair events will be placed in the church bulletin notifying parishioners at least two weeks prior to the opening of the book fair. Operation of the book fair will stop during the Living Rosary which will take place on Friday, October 12th at 2:15pm. Mrs. Brejnik stated that Tom Jadelis has agreed to chair the STMS Christmas Tree Sale. Trees will be purchased on a pre-order basis with the school ordering a 10% overage of stock. Trees will be delivered to the STMS Christmas Tree Lot prior to the date of the Jingle Bell Run, which is December 1st. Customers may pick up their tree or have it delivered for a fee. Notices of this event will also be placed in the church bulletin inviting parishioners to participate. A motion was passed by the Board to use all proceeds from the 2008 School Auction for the building fund for a gymnasium. A committee has been formed to look at the possibility of building a gymnasium on the STMS campus in the near future. This building would also include a stage for school related and church related events, locker rooms for girls and boys athletics, six classrooms that would eventually house the middle school, and two additional meeting rooms for Parish use and overflow classrooms. Dr. Wannemuehler will speak more on this subject at the general PTO meeting on Wednesday, September 12th. The Original Art Works is again being chaired by Gis Donovan. The children have begun their projects in art class. There will be more options available to them this year, and some can be done at home. Mrs. Ueland is working on

securing another chairperson for the Jingle Bell Run besides Cid Cardoso. The process of seeking sponsors and the t-shirt contest will begin next week. There will be representatives for the Angel Bucks Program available at the General PTO meeting to answer any questions and to further explain the program to parents. They have added local businesses such as Inside Out Sports, Roly-Poly, Creative Memories, and the Wilderness House. The program is looking at adding Mary Kay Cosmetics and Educational Outfitters and possibly The Fresh Market and Whole Foods this year. There is an opportunity for a huge increase in profits through Angel Bucks if the school lunch program could be run independently of the church. We could choose vendors with healthier alternatives that accept Angel Bucks, and the cost of the lunches could go down and the profits could double. Lisa Miles and Ellen Dalbo are receiving numerous calls from other schools asking about the success of our program. We are requesting that all committee chairs buy their supplies through Angel Bucks if possible.

Education by Cheryl Reid:

Mrs. Reid was informed that Jody Dreher, the women who would perform for the Spanish classes, was appropriate for the students in Pre-k through 2nd grades. Because her expenses would well exceed \$1500, the board decided not to have Mrs. Dreher come to STMS at this time. Mr. John Findlater has been secured to speak on the evening of October 2nd in the Pastoral Center. Information on this dynamic speaker will be sent home in the Wednesday folders and will be placed on the school website. Mrs. Reid will try to book Mary Ronan for a return speaking engagement for two days during either the second or third full week in April. Mrs. Ronan will speak to the 6th graders on the day she arrives and then to the parents on that same evening. She will then spend the next day with the 7th and 8th graders and her total cost is about \$2000. Mrs. Reid had the board review a letter to be sent to the school parents requesting their input on possible speakers and topics for upcoming PTO meetings. She has had several people ask for Jason Curtis, Principal of Cardinal Gibbons, to speak again this year. Mrs. Reid will look at the possibility of having Detective Pierson come to the meeting in November to discuss "Gangs in Cary." He has stated he will need at least one hour to discuss this subject.

Social by Sheila Schlageter:

Movie Night at STMS will be held on Friday, September 21st. Mrs. Schlageter showed the board an example of the "invitation" that will be sent out to all the school families. The same guidelines used with last year's campout will be in affect, including all children must be accompanied by an adult during this event. Pizzas will be purchased from one of the Angel Buck retailers and slices will be sold before and during the movie. Mrs. Schlageter is asking for suggestions of appropriate movies that could be shown to a wide age range of children.

Marina McKenna is meeting with her committee for the Fall Social on Wednesday, September 11th. The ticket price will be kept at \$20 per person.

The DJ we have used in the past is available for all three middle school dances and will discount his fee for the third dance by \$50 if he is contracted for all three events. Mrs. Schlageter is inquiring about other DJ prices before making a decision. All chair positions for the social events, with the exception of the spring campout, have been filled.

Treasurer Louis Prosser:

Mr. Prosser discussed the process one must go through and the forms they must complete in order to request money from the PTO. There will be different forms for different circumstances, such as requesting advance payment or reimbursement for expenses paid. These forms will be color coded and kept in the front office, along with a master copy of each and the key that explains the purpose of each form. Mr. Prosser also developed a starting budget for each of the PTO sponsored events based on the financial numbers from last year. These budgets are a rough estimate and are to be used as a guideline for committee chairs of these events. These forms and the entire reimbursement procedures will be discussed at the committee chair meeting on Thursday, September 13th.

Volunteers by Robin Evans:

Mrs. Evans stated that she and Mrs. Beeler are still looking for a couple more committee chairs. Volunteers who could at any time be alone with a child(chaperoning a field trip) must complete an on-line background check. The school pays a \$16 fee for each background check performed. A master file is kept of all completed background checks; however, these checks do not transfer from diocese to diocese. This subject will be discussed more thoroughly at the general PTO meeting.

Miscellaneous by Marylynn Fitzgerald:

It was decided that the PTO Board meetings will be held on the first Mondays of each month. A schedule of the meetings for this school year was distributed to each board member. On the subject of after school enrichment programs, we are still searching for a parent willing to formulate a variety of clubs that would compliment those that already exist at STMS. Mrs. Therese Flaherty is starting a 4th Grade Book Club, and Mrs. Carlin Moore may be starting a Rosary Making Club.

At the upcoming general PTO meeting, Dr. Wannemuehler will discuss what items have been purchased with PTO funds. It will also be announced that each grade will be subsidized \$1000 for each field trip they take. This money would help families with the out of pocket expenses they must pay for each field trip.

Mr. Prosser made the suggestion of having a Babysitter List comprised of 7th and 8th grade students from STMS that would be interested in babysitting for children in the lower grades. He also stated that his wife, Bernadette Prosser, who is one of the school nurses would be willing to teaching CPR to interested parents and faculty. This could possibly be part of the Brown Bag Series of educational programs offered to our school community.

Mrs. Fitzgerald informed the board members she would like each of them to talk for approximately 10 minutes at the general PTO meeting on September 13th. The board meeting was adjourned at 9:45am.