

**St. Michael the Archangel Catholic School**  
**PTO Board Meeting Minutes**  
**September 8, 2009**

The St. Michael School PTO board met on Monday, September 14, 2009 at 8:00am in the school conference room. Dr. Wannemuehler, Laura Grellck, Kelly Garnett, Jenipher Free, Jennifer Clark, Liz Riegel, Christine Danuck, Kermit Dowdy, and Ron Ewing were present for the meeting. Doris Tobin was unable to attend.

**Principal Update by Dr. Wannemuehler:**

The email system is experiencing problems at the time. The issue is being investigated and handled by Thomas Mitchell, our IT support prime. The following events are coming up this month:

**Picture Day, Oct. 8th**

**5<sup>th</sup> Annual Grandparents Day, Oct. 11<sup>th</sup> and 14<sup>th</sup>**

**Feast of St. Michael the Archangel, Oct. 29<sup>th</sup>**

**Tom Karpus and Teresa Heath** will give a status update on our **Building Our Community of Faith Campaign** at the PTO general meeting on September 15<sup>th</sup>.

There also is a meeting scheduled with Clancy and Theys to discuss pending progress.

**ITBS** testing will begin early this year, starting in last week of September. The **Living Rosary** planning will begin this month. Mrs. Clabby is incorporating liturgical dance elements in the event.

**PTO President Update, Laura Grellck**

Laura passed around thank you cards from teachers expressing gratitude for the Angel Buck cards used for room supplies.

**PTO Express** is off and running. 64% of the parents opened the PTO Express newsletter. There was discussion about sending it more than once a month. Teachers should also be included in the distribution. Feedback at this time appears to be very positive.

The committee chairpersons met September 1<sup>st</sup> in the Blue and Gold Room. The topics included communication with the PTO Board, approval process, budget and expense tracking. It is our job to guide and to be informed, not to micro manage.

The PTO purchases sports uniforms each year. This year the girl's volleyball teams received new uniforms. Sports teams rotate every five years to receive new uniforms.

Laura mentioned the following events coming up:

October 2<sup>nd</sup>—5<sup>th</sup> and 6<sup>th</sup> grade bowling

October 9<sup>th</sup>—7<sup>th</sup> and 8<sup>th</sup> grade dance.

Some PTO members have been fielding questions about the auction versus building campaign. There are not plans to reduce or cut any current programs.

## Treasurer Update, Kermit Dowdy

### Your PTO Dollars at Work July & August 2009

#### Income Account Summary

Angel Bucks	\$1,840.56
Calendar Sales	<u>\$332.50</u>
<b>Total Income</b>	<b>\$2,173.06</b>

#### Expense Account Summary

<u>Expense Account</u>	<u>Description</u>	<u>Amount</u>
Athletics	Re-Line Soccer Field	\$120.00
Athletics	09-10 Sports Referees	\$5,000.00
Fine & Performing Arts	Music Equipment	\$2,792.00
Fine & Performing Arts	International Thespian Society	\$190.00
Fine & Performing Arts	Royalties	\$278.25
Fine & Performing Arts	Band Music	\$165.44
Library	Bearport - Books	\$359.07
Student Activities	Ice Cream Social	\$156.93
Teacher and Admin Support	Carry over Teacher Conference	\$460.46
Teacher and Admin Support	Professional Development Course	\$225.00
Technology	56% of 30 new computers for lab	<u>\$23,171.00</u>
	<b>Total Expenses</b>	<b>\$32,918.15</b>

## St. Michael The Archangel Catholic School REPORTS : Budget Report

<b>Enter Dates to Report On</b>	
* Fiscal Year : <input style="width: 90%;" type="text" value="Current Year"/>	* End Date : <input style="width: 90%;" type="text" value="3 Sep 2009"/>

Income	Budget	Year To Date Amount	Variance Amount
<b>Fundraising</b>			
Angel Bucks	\$20,000.00	\$2,636.09	(\$17,363.91)
Jolly Elf Trail Run	\$13,000.00	\$0.00	(\$13,000.00)
March Madness / Auction	\$100,000.00	(\$295.00)	(\$100,295.00)
March Madness Carry Over		\$0.00	\$0.00
Original Artworks	\$2,000.00	\$0.00	(\$2,000.00)
Poinsettia Sales	\$2,500.00	\$0.00	(\$2,500.00)
<b>Fundraising Total</b>	<b>\$137,500.00</b>	<b>\$2,341.09</b>	<b>(\$135,158.91)</b>
<b>Social Events</b>			
Book Sales	\$500.00	\$0.00	(\$500.00)
Family Bingo Night	\$2,000.00	\$0.00	(\$2,000.00)
General PTO (Misc.)	\$1,000.00	\$251.16	(\$748.84)
Middle School Dances	\$650.00	\$0.00	(\$650.00)
Saint Nicholas Shop	\$500.00	\$0.00	(\$500.00)
<b>Social Events Total</b>	<b>\$4,650.00</b>	<b>\$251.16</b>	<b>(\$4,398.84)</b>
<b>Income Total</b>	<b>\$142,150.00</b>	<b>\$2,592.25</b>	<b>(\$139,557.75)</b>

<b>Expense</b>	<b>Budget</b>	<b>Year To Date Amount</b>	<b>Variance Amount</b>
<b>Saint Michael support from PTO</b>			
Athletics	\$19,536.52	\$5,120.00	(\$14,416.52)
Capital Building Improvements	\$13,902.39	\$0.00	(\$13,902.39)
Fine & Performing Arts	\$10,487.78	\$3,425.69	(\$7,062.09)
Library	\$2,793.48	\$359.07	(\$2,434.41)
PTO Administration	\$1,726.83	\$0.00	(\$1,726.83)
Reserves & Endowments	\$12,471.13	\$0.00	(\$12,471.13)
Spiritual & Educational Enrichment	\$6,134.13	\$0.00	(\$6,134.13)
Student Activities	\$14,708.26	\$156.93	(\$14,551.33)
Teacher & Admin Support	\$9,141.43	\$685.46	(\$8,455.97)
Technology	\$23,170.65	\$0.00	(\$23,170.65)
Saint Michael support from PTO Total	\$114,072.60	\$9,747.15	(\$104,325.45)
<b>Expense Total</b>	<b>\$114,072.60</b>	<b>\$9,747.15</b>	<b>(\$104,325.45)</b>
	<b>Budget</b>	<b>Year To Date Amount</b>	<b>Variance Amount</b>
<b>Total Earnings</b>	<b>\$28,077.40</b>	<b>(\$7,154.90)</b>	<b>(\$35,232.30)</b>

**Finance Notes:**

The Bingo Family Night budget is set at \$2,000.00. The Angel Bucks credit card fees are running higher than normal. Kermit and Dr. Wannemuehler will check on current program and possible solution.

**Volunteer Committee Report Christine Danuck**

There are currently 35 committees represented this year. The committee chairpersons met on September 1<sup>st</sup> in the Blue and Gold room. During that time the chairpersons were briefed on guidance,

involvement, and the role of a chairperson and the volunteers.

Christine received calls this morning in reference to volunteers not being able to assist during picture day. Christine is looking into a better backup plan for these types of problems. Christine assisted with picture day for a smooth process with students and staff.

The discussion came up regarding parents bringing younger siblings or siblings of any type to volunteer functions or projects that required parent involvement. After discussion by board members and Dr. Wannemuehler advising that the risk management carrier saw this as a liability to the parish, the members agreed that Laura Greck and Kelly Garnett would draft an email about bringing siblings. There is already a policy in the Volunteer Handbook.

Dr. Wannemuehler gave us an overview on how the volunteer program works:

There are two types of volunteers A and C. Mary Alice Burton maintains the volunteer list. A volunteer that is to be with a child alone is required to complete a two hour course. There also is a background check required for volunteers. A volunteer status is good for 5 years. Most will expire in 2009 that started in 2004.

**Ken and Christine Peeples were voted as Volunteers of the Month.  
Congratulations to The Peeples family!!!**

**Fundraising Updates, Jenipher Free and Jennifer Clark**

**School calendars** are still on sale. We have about 30 left. The members agreed to cut the price to ten dollars for grandparent's days. We will revisit what is left after the grandparents visit days.

**Mums sale:** Sandy Lyons advised that sales were going great to date. Profit projections are not available at this time.

**Original Artworks:** The theme this year is "Around the World". Jenipher is meeting this week to work out last minute details and project deadlines. Ordering will take place in October with delivery in December. Dates to be finalized.

**Citipass:** Jennifer reported as follows:  
133 sold, 58 returned, and 148 still out. The deadline was extended to the week ending September 18<sup>th</sup>. Profits look good as this time.

Jennifer also reported Jolly Elf Run advertised in Midtown magazine.

**The following are the upcoming current events:**

October 10 Raleigh Dance Theatre "Storybook Tales" PTO Fundraiser (\$2.00 per ticket back to PTO)

October 12-16 Book Fair

**Education Events Liz Riegel**

The following is a list of events:

**Theme: Capital Building Campaign**

Speakers: Tom Karpus and Teresa Heath

Place: Archangel Center

Date: September 15 Archangel Center 7pm to 800pm

**Theme: The story of how God called him to the priesthood**

Speaker: Father Mike

Place: To be determined at a later date

Date: November 19 8am General Meeting

Note: Arrangements are being looked into for possible childcare

**Theme: God, Family, Work Balance**

Speaker: John Panepinto

Notes: wrote "Four Gifts: A Parent's Prayer for the next generation"

Date: Open for a possible a January or March date.

Dr. Wannemuehler was invited to speak when her schedule would allow.

**Mary Ronan** was mentioned to return due to popular demand. Her topic is **Family life and Sexuality.**

A discussion of a spring luncheon was mentioned. The following items were discussed:

Full day or half day

What kind of response shown during the year.

What do the people want??

These are factors that will determine whether to have a spring luncheon.

There were no more items for discussion at this time. Meeting adjourned at 9:18 am.

Ronald Ewing

Secretary of PTO