

**St. Michael the Archangel Catholic School**  
**PTO Executive Board Meeting Minutes**  
**January 4, 2010**

The St. Michael School PTO Board met on Monday, January 4, 2010, at 8:00 am in the school conference room. Principal Dr. Wannemuehler, President Kelly Garnett, VP of Fundraising Jennifer Clark, Treasurer Kermit Dowdy, VP of Social Doris Tobin, VP of Volunteers Christine Danuck, VP of Education Liz Riegel were present. Secretary Ron Ewing was not present. Also present were outgoing President Laura Grellck and VP Fundraising Jenipher Free.

**Principal Update – Dr. Sarah Wannemuehler**

After morning announcements and prayer, Dr. Wannemuehler shared some upcoming school information. Catholic Schools Week is coming up the week of January 25-29 and the staff is preparing. Teacher Kim Dandurand is chairing this event. Dr. Wannemuehler was delighted that former Board member Jennifer Cullen graciously donated prizes for Catholic Schools Week.

Assistant Principal/Teacher/Admissions Director Tara Navarro is expecting her baby to arrive on February 2. Dr. Wannemuehler has selected Lisa Mercurio to take over Mrs. Navarro's responsibilities during her maternity leave. Mrs. Mercurio was a former substitute teacher.

The two StMS Open Houses will take place from 9-11 am January 7 and from 5:30-7:00 January 11. Board volunteers are needed to help with tours as they were at the November 16 Open House. Kelly indicated that coverage is in place for those days.

As this meeting took place immediately upon return from Christmas break, Dr. Wannemuehler had not yet heard whether we had reached our required additional \$300,000 in Capital Campaign funds by December 18 to begin the planned groundbreaking for the StMS gym addition in the spring. She was to be meeting this day to find out more information.

**VP Fundraising Update – Jennifer Clark**

The Jolly Elf Trail run had 710 participants. We raised \$11,500 from sponsors. Additional monies came in from online registrations, but those numbers have not been finalized. Totals should be available this week.

Jennifer had more Jolly Elf t-shirts to distribute to late-registrants and would leave them in the school office for runners to pick up.

Chick-Fil-A and Kilwin's Night is January 13. Jennifer asked Dr. Wannemuehler whether we might solicit some teachers and herself to again volunteer at Chick-Fil-A, as their presence was so well-received last time. The Chick-Fil-A event is from 5-8 pm and the Kilwin's event is from 5-9 pm.

The Phoneraiser fundraiser will be held January 11-15. Jennifer showed the Board a copy of the flyer that would be distributed to the school families in the Wednesday folder. The Phoneraiser is being sponsored by Kachengo.com, Inc., through school parent Adele San Miguel.

The Family Bingo Night information packet will be sent out in the January 6 Wednesday folders. All event volunteers are on track with their timeline and are meeting again this week. The raffle baskets are being prepared and will have donated items from school families and money donations will be pooled to include a big-ticket item in some baskets.

The Auction website is running slightly behind, as the web administrator is out of town and will return soon to get the site up and running. The Wall of Wine chairs would like to have donated wine bottles collected at the PTO meeting. Dr. Wannemuehler agreed. The Wall of Wine is one of the most popular items at the Auction.

Laura Grelck, Auction Sponsorship Chair, indicated that she has \$10,000 in verbal commitments for sponsorship with \$1,500 in checks already in; the sponsorship goal is \$20,000 for this year's Auction.

### **Treasurer Update – Kermit Dowdy**

Kermit indicated that all fundraising events are exactly as planned to date and we do not have much variance at this point on any of our numbers. We need for our Auction to come in at our planned budgeted numbers to keep on track with our budget goals and distributions.

### **St. Michael the Archangel Catholic School Performance to Budget Current Year – Jan. 3<sup>rd</sup> 2010**

	<u>Budget Amt</u>	<u>YTD Amt</u>	<u>Variance Amt</u>
Fundraising Accounts			
• Angel Bucks	\$20,000	\$12,350.68	(7,649.32)
• Jolly Elf Trail Run	\$13,000	\$11,392.28	(\$1,607.72)
• Auction	\$100,000	(\$295.00)	(\$100,295.00)
• Original Artworks	\$2,000	\$4,938.95	\$2,938.95
• Plant Sales	\$2,500	\$3,683.50	\$1,183.50

• Sports Concessions	\$0	\$262.05	\$262.05
<b>Totals</b>	<b>\$137,500</b>	<b>\$32,332.46</b>	<b>(\$105,167.54)</b>
<b>Social Accounts</b>			
• Book Sales	\$500	\$0.00	(\$500.00)
• Family Bingo Night	\$2,000	(\$200.00)	(\$2,200.00)
• General PTO (Misc.)	\$1,000	\$5,492.15	\$4,492.15
• Middle School Dances	\$650	\$465.91	(\$184.09)
• Saint Nicholas Shop	\$500	\$2,809.52	\$2,309.52
<b>Totals</b>	<b>4,650</b>	<b>\$8,567.58</b>	<b>\$3,917.58</b>
<b>INCOME ACCOUNT TOTALS</b>	<b>\$142,500</b>	<b>\$40,900.04</b>	<b>(\$101,249.96)</b>
<b>Expense Accounts</b>			
• Athletics	\$19,536.52	\$7,188.20	(\$12,348.32)
• Capital Building Improvements	\$13,902.39	\$13,902.29	\$0.00
• Fine & Performing Arts	\$10,487.78	\$10,511.73	\$23.95
• Library	\$2,793.48	\$2,378.28	(\$415.20)
• PTO Administration	\$1,726.83	\$205.40	(\$1,521.43)
• Reserves & Endowments	\$12,471.13	0.00	(12,471.13)
• Spiritual & Educational Enrichment	\$6,134.13	\$92.54	(\$6,041.59)
• Student Activities	\$14,708.26	\$636.93	(\$14,071.33)
• Teacher & Admin Support	\$9,141.43	\$5,543.81	(\$3,597.62)
• Technology	\$23,170.65	\$23,171.00	\$0.35
<b>Totals</b>	<b>\$114,072.60</b>	<b>\$63,630.28</b>	<b>(\$50,442.32)</b>
<b>Total Earnings</b>	<b>\$28,077.40</b>	<b>(\$22,730.24)</b>	<b>(\$50,807.64)</b>

### VP Social Update – Doris Tobin

Doris reviewed with the Board the St. Nicholas Shop results. The December 14-16 event was successful with the students who were able to shop inexpensively for Christmas gifts for their families and friends. Doris reviewed some items that event Chair Donna Kocur had provided for future St. Nick Shop events.

Among these suggestions were: Angel Bucks cards meet the shopping needs of many children; the children tend to like quantity over quality so future chairs may want to consider stocking more \$1 and \$2 items, as the \$10 items did not sell well; order catalog items for the following year in July when shipping is free.

The Board suggested that we try to schedule this event a week or two earlier next year, as this year's event was a bit late for those sending gifts from the children out of town. While scheduling this event is at the mercy of parish pre-scheduled events, the Board will look into trying to up the date for 2010.

The 7<sup>th</sup>/8<sup>th</sup> Grade Dance will be held January 22 in the Parish Center. Chaperones are needed and a note will be going out this week to solicit volunteers for the dance. Posters will also be going up soon.

The 5<sup>th</sup>/6<sup>th</sup> Grade Bowling Night will also be held January 22 at Buffaloe Lanes. Doris shared with the Board the flyers that were to go out in the Wednesday folders to advertise this event.

Doris said she is checking with Mr. Davey to ensure no spring sporting events will conflict with the scheduled April 30 Family Movie Night on the fields. If there is a conflict, the Parish Center is reserved as a backup location for the movie.

### **VP Education Update – Liz Riegel**

Liz shared a copy of the PTO General Meeting and Guest Speaker flyer that was to go out in the Wednesday folders. Guest speaker John Panepinto will be speaking on January 12 on the topic Finding Balance in Uncertain Times and will speak approximately 30-45 minutes. He has asked to bring a few friends with him while he speaks.

It was discussed that perhaps the Board might consider holding its January 2011 meeting on a Wednesday so it does not coincide with normally scheduled Tuesday basketball games.

Liz is still looking into the logistics for a Lenten Book Study and will get back to the Board with ideas.

Speaker Julia Taylor will speak at the March 16 PTO General Meeting. Her topic is peer relationships.

Mary Ronan is booked for a solo guest-speaker stint on April 19. She will also go to the middle school classrooms to discuss sexuality with students while she is in town. She will speak to parents about tips to raise children in an un-Godly world. Mrs. Ronan has been asked back for this fourth year of speaking, as she is very popular with parents and can speak directly to the students about their changing selves.

### **Other Business – Dr. Wannemuehler**

Mrs. Tara Garolomon's and Mrs. Marina McKenna's grandmother passed away. The Board will send sympathy cards to them.

## **VP Volunteers Update – Christine Danuck**

The PTO Board will recognize Bill and Gis Donovan as Volunteers of the Month at the January 12 PTO General Meeting. Christine will have them attend the meeting and present them with a gift of appreciation.

At one point earlier in the school year, several candidates were nominated for the Volunteer of the Month position and the Board had considered keeping a queue of names for the remainder of the school year for recognition. Christine asked that we not keep this queue and continue to evaluate candidates each month in light of most recent volunteer events. The Board concurred.

Due to previous conflicts, the wording on the Volunteer Opportunities Sheet will be edited regarding parents interested in volunteering for both Room Parent and Light the World positions. The changes will state that a choice must be made between the positions within a grade. If a parent wants to volunteer for both within a single grade, they will need to select a preference in order to give all parents more opportunities within a grade.

Parents may continue to sign up for both opportunities in different grades. Special accommodations may be made for parents of twins who may want to volunteer for both activities for different children and will be determined on a case-by-case basis.

In addition, a direction will be added to the sheet stating that “Every effort will be made to accommodate all volunteer requests.” The Board concurred.

## **President Business – Kelly Garnett**

Kelly asked the group to revisit a tabled discussion from last meeting about figuring out a way to realign the existing PTO Board President and VP Fundraising positions with the school calendar year. She felt that such realignment would better benefit the position-holders as well as the school, as year-long continuity is more desired than closing out a school year and then starting another without seeing the results of efforts. The Board concurred.

Additionally, Kelly brought up Dr. Wannemuehler’s suggestion from last Board meeting that we consider having two VPs Fundraising, as StMS has increased its fundraising activities such that the work is too much for one official. The Board concurred again.

After a bit of discussion on ways to hold elections earlier and have the President and VP Fundraising begin shadowing sooner, it was determined that Laura Grelck, Kelly Garnett, Jenipher Free and Jennifer Clark should meet offline to work out the details and put it to a vote at the next PTO General Meeting on January 12.

Kelly also discussed postponing the planned SmartBoard demonstration by Mrs. Jarboe from the January 12 PTO General Meeting to another separate date or to another PTO Meeting. Her rationale was that the January 12 meeting falls immediately following a basketball game, which could deter attendance at the demo, and that Mrs. Jarboe is a cheerleading coach and would be involved in the basketball game until meeting time and would not have the time to devote to a SmartBoard demo that same evening. The Board concurred.

Lastly, the group discussed an old item of taking Father Mike up on his offer to hold a "Coffee with Father Mike"-type of morning in the spring for parents to have a casual question-and-answer session with him. Liz Riegel is looking into executing this event.

**The meeting adjourned at 9:12 am**

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