

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
November 6, 2006

The board of the St. Michael School PTO met on Monday, November 6, 2006, at 1:00 p.m. in the school conference room. School Principal Dr. Sarah Wannemuehler, PTO President Marylynn Fitzgerald, Treasurer Louis Prosser, Secretary Jennifer Butler, VP of Fundraising Colleen Ueland, VP of Social Betsy Nalesnik, VP of Volunteers Maureen Beeler, and VP of Education Luann Wiggenhorn were all in attendance. Mrs. Fitzgerald opened the meeting with a prayer.

Auction Update—Co-Chair Laura Greck

Mrs. Greck was present for the first part of the meeting to detail auction developments for the board. The auction webpage will be online by the end of this week. This page will document donations received and the event wish list. The school Wednesday folders will be used to communicate an auction “save the date”, requests for specific contributions, and auction invitations/reply cards. Underwriting efforts are progressing, with one gold level sponsor confirmed, and total donations approaching \$5,000. All donations are tax deductible. The auction committee will also look at Church and Parish Center contacts that may be willing to contribute to the auction.

Minutes

The October 11th board meeting minutes were approved via email prior to this meeting.

Fundraising

The Harvest Moon Saloon was a successful evening, with a profit of approximately \$2,400. The “needle in a haystack” game sold out completely. The board expressed their gratitude for the time and hard work of all Harvest Moon committee members and chair Sheila Schlageter.

The winning designs for the Jingle Bell Run’s t-shirt contest were chosen and announced at school today. The run will now be a Bond Park trail run, which will eliminate some of the costs involved in having a road race. To date approximately \$3,500 has been raised to offset the costs of this event. Further donations will be solicited, with a variety of benefits—from race entries to Christmas trees—available for sponsors. Parking for the December 2nd run will be at Bond Park and at the church/school lots, with police assistance for crossing High House Road.

Family Bingo night is being chaired by Karen Andrews and Sharon Sands. Dinner will be ordered in advance, and will consist of pizza and drinks. Two separate dinner seatings will be held in the multipurpose room of the Trinity Center, followed by bingo at 7 p.m. in the Parish Center. There will be ten games of bingo, with prizes awarded for each.

The games may be called by a variety of MCs, including Dr. Wannemuehler. Children in each class will create a themed basket for bingo night.

The camp-out is still in need of a chairperson. Families will camp on the grounds behind the school. Mrs. Ueland will confirm the use of the fields for games such as kickball.

Social

The 7th/8th grade dance was well-attended with 94 students. Parameters for dress and dancing will be set prior to the next two middle school dances. A new DJ will be hired for the subsequent dances as well.

Seventy-six students attended the 5th/6th grade bowling night. Mrs. Nalesnik will look into purchasing paper wristbands to distinguish St. Michael students from other children at future events.

Education

Mrs. Wiggenhorn has a panel of three teachers who have accepted her invitation to speak at the general PTO meeting on November 15th. Mrs. Ward will discuss learning styles, and Mrs. Moore and Ms. Davey will share ideas about study skills.

Mrs. Wiggenhorn is working to further publicize the November 28th presentation by John Findlater. Dr. Wannemuehler may offer an out of uniform coupon as an incentive for parents to hear this nationally recognized Catholic speaker.

Other presenters are being looked at for future dates, perhaps during Catholic Schools Week in January. It was also suggested that Jason Curtis, Principal of Cardinal Gibbons High School, might speak to our middle school parents in the future.

Volunteers

Mrs. Beeler is updating the volunteer handbook as well as the volunteer form. A new volunteer form will be sent home to families in January. The board discussed the responsibility of the chairs to contact every one of their volunteers, to enable those who have offered to serve in time and talent an opportunity to do so.

Treasurer

Mr. Prosser reported that the school currently receives approximately \$1,000 a week as a result of the Angel Bucks program. Although the PTO has generated profits as a result of the Harvest Moon Saloon event and the Angel Bucks efforts, there are still significant invoices outstanding, so it is difficult to determine our true profits at this time. In an effort to make the accounting process more predictable, Mr. Prosser would like to develop some guidelines regarding expenses, and perhaps a finance sub-committee.

It was also noted that Angel Bucks and Christmas Tree sales are part of the PTO fundraising agenda and profits from these efforts will be distributed according to the profit allocation created by the board. These percentage categories will be voted on at the general PTO meeting on November 15th.

President

To encourage greater student attendance at school sports events, Mrs. Fitzgerald brought up the idea of a “pep squad”. Participating children from all grades could have pom-poms, wear PE uniforms, and possibly sell candy. Coach Milmoie will be consulted before moving forward.

In discussing some of the problems/complaints regarding the hot lunch program, Dr. Wannemuehler encouraged those concerned to contact Joanne White in the Parish Center. Mrs. White creates the menus, and is very receptive to suggestions and working with other vendors. Hot lunch volunteers will now be asked to wipe down the tables used with Clorox wipes.

Mrs. Fitzgerald created a protocol to be followed for event planning. The key points are that the costs should be known prior to setting event ticket prices; documents must be approved before they are distributed school-wide; board members must be kept informed of committee happenings; evaluation forms must be presented after each event. With this protocol in place, communication between committee members, chairpersons, and the board should be improved, and events will have a greater chance of profit and future success.

This meeting concluded with the school announcements at 2:55. The next board meeting was tentatively planned for the first week of December.