

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
Friday, June 15, 2007

The St. Michael School PTO board met on Friday, June 15, at 9a.m. in the school conference room. School Principal Dr. Sarah Wannemuehler, PTO President Marylynn Fitzgerald, President-Elect Peggy Thompson, Treasurer Louis Prosser, VP of Fundraising Colleen Ueland, VP-Elect of Fundraising MaryBeth Brejnik, VP of Education Cheryl Reid, VP of Volunteers Maureen Beeler, VP of Social Sheila Schlageter, and Secretary Laura Usher were all present. Mrs. Fitzgerald opened the meeting with a prayer she had kept from her college days and asked everyone to keep school nurse, Sue Crowley, in their prayers. She also suggested each board member take a turn saying the opening prayer in the upcoming meetings.

Update from Marylynn Fitzgerald/ Peggy Thompson:

Mrs. Fitzgerald received a request from Tom Karpus, chair of the Pastoral Council, asking the St. Michael PTO to be responsible for the game section of the Parish International Festival. It was decided that we would encourage volunteers from school families via handouts in the Wednesday folders, but we do not have the resources to be solely responsible for the games at this event. We would also suggest asking the Lifeteen and/or the EGDE members to volunteer to run the games at this year's International Festival.

Mrs. Fitzgerald received an email from Dom Latour requesting digital cameras for each of the classrooms. Both kindergarten classes have their own cameras so they would not need them. It was suggested to buy one camera for each grade instead of each classroom, but we would get the teachers' input on who would use the cameras if they were made available to them. MaryBeth Brejnik will look at possibly getting a discount if we purchased multiple cameras at one time. It would also need to be decided if the funds to buy the cameras would come out of Technology or Teacher and Administration Support. This could be a great way to enhance the end of the year scrap books as well as the 8th grade graduation slide show.

Michelle Rose, the committee chair for the Educational Garden, has requested funds from the PTO to enhance the garden. Dr. Wannemuehler stated that she annually gives \$500 to the Garden Fund out of her operational budget. After much discussion on this subject, Mrs. Fitzgerald was to call Michelle Rose to let her know the teachers and administration are revisiting the idea of the Educational Garden going back to its original intent of being part of the curriculum, where the teachers are the leaders and the students are the workers. She will ask that Mrs. Rose support Mrs. Davey, the new Middle School Science teacher, in the direction she would like to take the garden. Mrs. Fitzgerald will also ask Mrs. Rose if she would be interested in being the chairperson for the school grounds clean-up day in August. If Mrs. Rose is unavailable to take on this task, Dr. Wannemuehler would like the PTO to find a volunteer to chair this committee. This

person would be responsible for ordering the mulch and other needed supplies, purchasing food and beverages, and for overseeing the volunteers on the day of clean-up.

Mrs. Fitzgerald also suggested the idea of presenting Dr. Wannemuehler and Mrs. Carlin with an end of the year gift on behalf of the PTO to express our appreciation of what they do for our school. The funds could possibly come from Teacher and Administration Support. She also stated that an ongoing spread sheet would be published showing the allocation of PTO monies and all expenditures.

Mrs. Fitzgerald emailed everyone a copy of the 2006-2007 goals of the PTO and asked all board members to review them and give feedback for any needed changes for the 2007-2008 school year.

Fundraising by Colleen Ueland/Mary Beth Brejnik:

Liz Fenton has been named the chairperson for the 2008 School Auction, and Colleen Ueland is presently searching for a co-chair for this event. The Jingle Bell Run has been set for December 1st and the Kiwanis Shelter at Bond Park has been reserved. A contest will be held some time in September to choose the graphics for the postcard and the t-shirt for the Jingle Bell Run. The board discussed the possibility of changing the format of the Christmas Tree Sale in order to decrease the number of weekends and man power hours needed to sell all the trees. One idea discussed was to sell the trees on a pre-order basis and have an additional 10% overage of trees stocked. The sale would not be open to the general public but would be advertised in the church bulletin so the parish families along with the school families could participate. The Christmas Tree Lot would be set up on the black top area by the school and would take place on one weekend with a delivery option available for an additional cost. Dom Latour would be contacted to get his input on a new format. The Original Artworks will be chaired by Gis Donovan again, and more themes, such as family portraits or angels, will be used. There will be only one Book Fair and it will take place November 1st through November 8th. Christine Lavelle will be the chairperson, with MaryBeth Brejnik serving as co-chair. The Scholastic representative and Mrs. Siekkinen will be contacted about having more stock available this year. A cocktail party will be held the evening of Thursday November 1st, where the parents only can come enjoy some wine and cheese and shop at the book fair. This year's book fair will be open on Saturday and Sunday after Masses to encourage parish families to come by after attending church. There will also be a special "story time" event for students at St. Michael ECC to be held in the StMS library directly after pick-up time at the ECC. Peggy Thompson stated the Light the World Project will again coordinate a used book drive during the days of the Book Fair. The school library will be closed for regular service from October 30th through November 8th to accommodate the Book Fair.

Accounting by Louis Prosser:

Mr. Prosser stated the books are now closed for the 2006-2007 school year. All checks have now been sent to parents, reimbursing them for fall sports fees. There was a slow down in this process because the church office did not have the household addresses for each student in order to mail the checks to the parents. All expenses from the use of the

parish center, such as the spring dance and Sports Banquet, have now been signed off on by Dr. Wannemuehler. There was some discussion of the PTO allocating a dollar amount per grade to help subsidize the costs of field trips. This would be separate from the Hardship Fund that currently exists for those people unable to afford the entire cost of a field trip. It was also suggested to increase the book seat fee to cover the expense of field trips and graduation costs (gown, diploma, teacher gifts, and flowers for church); however this would have to be changed by the Governing Board. Mr. Prosser also informed Dr. Wannemuehler that the PTO would match her personal gift of \$100 given to Mrs. Carlin Moore at the end of the year awards ceremony.

Social by Sheila Schlageter:

Mrs. Schlageter is currently looking for volunteer chairs for the many social events planned for the upcoming school year. Gail Graff and possibly Jan Eichen will chair the Ice Cream Social. Kristin Hernandez approached Dr. Wannemuehler about Kilwins donating some or all of the ice cream needed for the back to school event. It was stated that Kilwins donated \$800 to the school from their StMS night held at the ice cream parlor this past spring. Marylynn Fitzgerald suggested trying to have another similar night where Five Guys Burgers and Kilwins both donate a percentage of proceeds from StMS families back to the school. Although a date is scheduled for a Jelly Beans outing on November 8th, other options (a park, sportsplex, Movie Theater) are being considered to take its place. Bowling nights for the 5th and 6th graders and the 7th and 8th grade dances are very well attended and will continue this year. Mrs. Schlageter has sent out several emails to people about chairing these events. Erin Nelson will chair Teacher Appreciation Week which will be held April 7th -11th. The Fall Social will be take place in October and will be chaired by Marina McKenna with a possible co-chair. Karen Andrews has volunteered to be one of the co-chairs for the Bingo Night again this year. The format will change somewhat this year to relieve overcrowding, but we will continue with only one Bingo Night for now. The slide bingo cards that were bought last year will be reused and have already been used at several other school events. They have proved to be a good purchase. Mrs. Schlageter suggested planning several movie nights at StMS to be shown on the back side of the building as it was done during the school campout. No admission would be charged, however popcorn and other refreshments would be available for purchase. She is looking at a date in September for a back-to-school movie night. It was suggested that this event, along with the grounds clean-up, be coordinated by some of the StMS Dads in order to get them more involved with the school.

Volunteers by Maureen Beeler:

Dr. Wannemuehler gave Mrs. Beeler permission to post a master list of parent names without their phone numbers on the StMS website. The list could be used as a reference for people to verify what positions they had volunteered for. The new family and class list would be available from the school office the first week of August. The new families will be sent a volunteer sheet with their other mailings. After the class list is released, Mrs. Beeler can fill all room parent positions. She is currently seeking someone to take over the position held by Jan Baric that would schedule volunteers for the front office on Mondays and Fridays. Mrs. Beeler has someone chairing the quarterly lunches, but needs

someone in charge of the regular hot lunch volunteers. Jennifer Butler and Erin Nelson are considering co-chairing this position. Colleen Baker has been asked to chair the sports banquet once again. Several new volunteer positions are needed this year because of the addition of the Spirit Club and the interest in forming more after school activities for the students. The teachers will be consulted on what clubs they would like to see formed and the amount of help they will need from parents to make these clubs successful.

Education by Cheryl Reid:

Mrs. Reid will be sending out an email to school parents asking for suggestions on who they would like to hear speak or on topics they would like discussed at this year's PTO meetings. We have such a wealth of different professionals within the school community, so it might be cost effective to have some local speakers as opposed to those requiring travel expenses. Several suggestions were made on how to increase overall attendance at the PTO meetings. For example, "the brown bag series" where the meeting is held during the lunch hour and attendees listen to a speaker while eating their lunch. Mrs. Reid will verify with Luann Wiggenhorn whether or not last year's speaker, Mary Ronan, has already been booked for this upcoming year. She will also check with Dr. Wannemuehler to see when in the spring she needs Mrs. Ronan to speak to the eighth grade students so it will tie in with her morality series. Another speaker brought up for discussion was the one Mrs. Dries suggested that incorporates music with Spanish. It will need to be decided if the \$1500 cost of this speaker would be covered by the funds allocated to Fine and Performing Arts/Music/Languages; however, the overall opinion was the cost is justified because she would perform for all students. Dr. Wannemuehler will let the teachers know these funds are available to them and there is a standard form in the office that they must fill out for their specific requests. Mrs. Reid will hold a separate meeting to discuss finalizing speakers for this year's meetings.

Secretary-Laura Usher:

The Wine & Cheese Social for New Parents will be held on August 14th in the Pastoral Care Center. Along with Dr. Wannemuehler and Mrs. Carlin, the current PTO Board Members along with the outgoing members will attend. Mrs. Usher will contact the teachers from Pre-Kindergarten and Kindergarten to come to this event and be available before and after to field questions specifically geared to those classes. A new carpool line video was filmed during the actual pickup procedure and will be shown to the parents. It was also suggested that a representative from the Light the World Project be present to show the video that illustrates how the faculty and students at StMS are continually involved in activities that benefit people in our community and other parts of the world. A StMS notepad and pencil have been ordered to give to the new parents. Mrs. Usher will develop a "New Parent Fact Sheet" that can be used as a reference guide for the New Family Contact Committee when speaking with the new members of our school community. The list of new families, along with the class list will be available the first week of August. New room-parents will be informed to contact Mrs. Usher when a note of correspondence on behalf of our school needs to be sent to a school family. When a student is enrolled at StMS after the beginning of the year, a school directory, along with other pertinent information should be given to them. When school resumes in January

following Christmas vacation, an addendum to the school directory with any additions or changes should be sent to all school families.

Miscellaneous:

Dr. Wannemuehler supported the suggestion made by Sheila Schlageter to have a small marquee box placed in the hallway by the office that would display notices of upcoming events. Mrs. Schlageter will coordinate the instillation of this box and will be responsible for keeping the information current. Another suggestion was to have an online StMS newsletter that would be published weekly and would incorporate the Principal's letter. MaryBeth Brejnik has volunteered to organize this newsletter. Information such as grade specific mass schedules, upcoming sporting events, etc. would be included. This newsletter could be an excellent FYI reference for parents and hard copies would be available to those without email access.

The next PTO Board Meeting will be held on August 20th at 9am in the conference room.

A meeting with all committee chairs will be held on August 27th to discuss the procedure of creating a budget and the process of requesting funds for an event.

The meeting adjourned at 11:15am.