

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
October 11, 2006

The board of the St. Michael School PTO met on Wednesday, October 11, 2006, at 9:30 a.m. in the third floor school conference room. Present at the meeting were PTO President Marylynn Fitzgerald, Treasurer Louis Prosser, Secretary Jennifer Butler, VP of Fundraising Colleen Ueland, VP of Social Betsy Nalesnik, and VP of Education Luann Wiggenhorn. VP of Volunteers Maureen Beeler was unable to attend. Mrs. Fitzgerald opened the meeting with a prayer.

Minutes

The September 20th board meeting minutes were formally approved. Those minutes, as well as the minutes from the September 12th general PTO meeting, have been added to the school website's PTO page.

Fundraising

Angel Bucks will be sent home via the Wednesday folders for the first time today. The program is in need of data entry volunteers on Tuesdays between 10 and 12, and on Thursdays, from 8:30-noon. Angel Bucks co-chairs Ellen Dalbo and Lisa Miles have found the Scrips software to be highly capable and user-friendly.

Tickets are still being sold for the October 28th Harvest Moon Saloon social. An ad will be in this week's church bulletin to encourage ticket sales among school parents and other parish adults. This event is replacing the Valentine's Day dance of years past.

Due to scheduling conflicts and the number of events already being planned by the PTO, the board elected to cancel the Friday Feast scheduled for this school year. Family bingo night will function as a social event for families in lieu of the Friday Feast. Bingo night is being chaired by Sharon Sands and Karen Andrews.

Progress is being made on the Jingle Bell Run, with committee members in place and the t-shirt contest being finalized. Committee volunteers are working on ways to relate the run to the sale of the Christmas trees, additional underwriting possibilities, and how sponsors might be connected to Christmas tree/wreath benefits. The craft fair that was once suggested as part of this event will not take place this year.

The auction committee has elected a "Pennies from Heaven" theme. An auction web page is being developed, and a major underwriting effort is in progress. The possibility of bidding on a dog was discussed and ultimately rejected by board members. An auction "save the date" flier will be sent home in the Wednesday folders shortly.

The suggested date for the Family Campout is now May 18th. This event is still in need of a chairperson. It will be stressed that this is a night for families, and parents may not leave their children without appropriate adult supervision.

Social

Next week's 7th/8th grade dance is being organized by Kim Brown. The 8th grade has decided on the theme of "Hollywood Nights".

5th/6th grade bowling will take place on October 27th.

Education

The first parent education presentation on internet safety took place on October 3rd with approximately 35 attendees. The next speaker will be John Findlater on November 28th. His topic is "The Home and School Connection: What Kinds of Kids Are We Raising Anyway?" Mr. Findlater is a nationally recognized speaker who resides in Detroit, Michigan, where he has a strong background in Catholic education. Mrs. Wiggenhorn is looking at dates for another nationally known speaker, Lee Nagel, to join us later in the school year.

The board discussed ways in which these presentations might be better publicized. Suggestions included posting "news items" on the PTO web page, sending a PTO update flier in the Wednesday folder, and asking room parents to help distribute information.

For the November PTO meeting, as well as future PTO meetings, Mrs. Wiggenhorn has a variety of topics about which Sister Ann or a panel of teachers might speak. Subjects include how to help with homework, strategies for kids to deal with tragedies, what parents should and should not do with respect to their child's education.

Volunteers

Mrs. Beeler was unable to attend this meeting, but she is working on updating the volunteer handbook so that it can be a better and more accurate resource for parents.

Treasurer

Mr. Prosser passed out a report for the month of September. In coming weeks, he intends to meet with Dr. Wannemuehler, Barbara Bodnar, who runs parish finances, and other relevant parties to finalize how PTO monies will be handled. He will also meet with Mrs. Ueland, Mrs. Dalbo, and Mrs. Miles to discuss accounting procedures for the Angel Bucks program.

Mr. Prosser will create financial forms for all chairpersons to complete. These forms will serve to track and document PTO expenses, income, and reimbursements.

Secretary

Mrs. Butler had St. Michael School note cards made for the card volunteers to use for those school families in need of acknowledgement. To date, sixteen cards have been sent.

As the school has a desire to provide more of the meals for those school families in need, Mrs. Butler has talked with the church's Pastoral Care team to determine how this might be best achieved. Monica Rich has offered to chair the school meals, and upcoming meetings with the Parish Meals in Need program and Pastoral Care desk will help in the creation of a streamlined system. The board is in agreement that meals should come under the directive of the PTO, that those parents who have volunteered to provide meals should be utilized, and that meal needs should be communicated to the appropriate room parents so that immediate grade-level peers are given an opportunity to contribute if they are so inclined.

Mrs. Butler would like to better publicize the card and meal efforts, so it was suggested that these programs might be included in a PTO flier or on the PTO web page.

President

Mrs. Fitzgerald created an Event/Program Evaluation Form to assist next year's PTO board and chairpersons in their planning. She would also like to survey parents for feedback at year-end, and to hold PTO elections earlier in 2007 to allow the new officers more time to organize and develop programs.

Mrs. Fitzgerald would like to produce a PTO newsletter to be sent home in the Wednesday folders. This letter might include student council news. At this time, PTO information that needs to be relayed to parents includes the breakdown of fundraising proceeds, the meal and card ministries, the upcoming program with John Findlater, a reminder to parents to check the PTO web page regularly. Communicating this information through the school website will be considered, either as a supplement or as an alternative to a paper newsletter.

Concerns about school safety were briefly addressed by the board. This topic may be discussed with Dr. Wannemuehler at a future meeting.

This meeting concluded after a prayer at 11:10 a.m. The next board meeting is planned for Wednesday, November 8th, at 9:30 a.m.