

St. Michael the Archangel Catholic School
PTO Board Meeting Minute

Monday, January 7, 2008

The St. Michael School PTO Board met on Monday, January 7, 2008 at 8:15am in the school conference room. School Principal, Dr. Sarah Wannemuehler, PTO President Marylynn Fitzgerald, President-Elect Peggy Thompson, Treasurer Louis Prosser, VP of Fundraising MaryBeth Brejnik, VP of Social Sheila Schlageter, VP of Volunteers Maureen Beeler, VP-Elect of Volunteers Robin Evans, VP of Education Cheryl Reid, Secretary Laura Usher, Co-Chairs of the St. Michael School Auction, Maria Young and Mary Manley, and Mary Alice Burton were all in attendance.

Auction Update by Maria Young and Mary Manley Flyers have been sent home in Wednesday folders asking for sponsorships, donations of items for silent and live auctions, along with names of businesses one may frequent that could be contacted about donating services or goods. At this time, \$6750 has been collected in sponsorships; however, the goal for sponsorship money is \$25,000. Also 21 items have been donated for the silent auction. The deadline for bringing in items for the class baskets has been extended to January 31st and Sue Grieb will assemble all baskets. The teachers are in the process of determining the class items they will be working on with their students. The invitations will be sent to the printers once all the sponsors have been determined because the corporate logo of each company in the Diamond, Platinum, Gold, and Silver levels will be printed on the back of the invitations. All envelopes have been addressed and invitations should be sent out on January 30th. Mrs. Young and Mrs. Manley will be meeting with Liz Fenton to discuss sponsorships and they will be meeting with the Master of Ceremonies, Chuck Heaton, on February 15th. They hope to have Colleen Ueland also attend the meeting with Mr. Heaton to discuss the format of the live auction. Mrs. Young stated they hope to have Carolina Hurricane, Justin Williams, attend the Auction and possibly have a live auction item consisting of a street hockey game with Mr. Williams. The band, Crush, will return to play again for us this year. Mrs. Manley and Mrs. Young are working with Prestonwood Country Club to finalize the menu, which would include the choice of meat or chicken for the entrée and possibly an offering of appetizers during the champagne reception. Club members will be able to charge their accounts for alcoholic beverages they wish to purchase. They are hoping to find volunteers who are willing to work the entire night of the event. These workers could include teachers, friends, and parents whose spouse is unable to attend, and they will not purchase a ticket for the auction and will be given a volunteer meal and bidder number. This year's Wall of Wine is offering levels of sponsorships in hopes of collecting more bottles to be sold at the auction and to exceed the goal of 200 bottles. The levels are as follows: Napa (\$500 or above); Sonoma (\$250-\$499) and Monterey (\$15-\$249). There will be rewards offered with each of these levels. Dr. Wannemuehler will allow wine to be collected during carpool on specified days; however, students are not to handle the

bottles. Mrs. Young verified that the amount for the ½ tuition or cash raffle would reflect the increase in tuition for the 2008-2009 school year. The next auction meeting will be held on January 18th at 10am at the home of Mary Manley. The chairs asked that board members brainstorm on ways to handle the tracking of bids during the live auction on the school-sponsored items, such as the lock-in. It was also suggested to have a designated parent, other than the room parent, that would be responsible for collecting the funds for the class bids on the school items.

Financing by Louis Prosser: Mary Alice Burton wanted Mr. Prosser to go over the process of reimbursement with her and the entire board so that the handling of PTO funds will be consistent. It was determined that a copy of all PTO receipts will be made and the copy will be placed in a separate designated folder kept in the filing cabinet in the front office. The date a receipt is turned in will be kept on a log on the front of this folder. Mr. Prosser will check with the front office once weekly to see if there are any receipts needing to be turned into the Parish Office. He will need the original receipt so board members are to inform committee chairs that they are to make copies of the receipts for themselves and the originals are to be turned in to Mr. Prosser. The Parish Office cuts checks every Thursday; therefore, Mr. Prosser will pick up the receipts on Tuesday from the school office in order for individuals to be reimbursed in a timely manner. Dr. Wannemuehler and either Mrs. Fitzgerald or Mrs. Thompson must sign the reimbursement forms prior to payment. They will check the folder once weekly and place the needed double signatures on these forms.

School Update by Dr. Sarah Wannemuehler: Open house for perspective parents will be held on Monday, January 14th from 5:30-8pm and again on Thursday, January 24th, from 9am-11am. Both sessions will contain tours of the school given by some of the eighth grade students and parent volunteers, along with an information session with Dr. Wannemuehler and Mrs. Carlin for further questions and answers. Maureen Beeler and Robin Evans will coordinate board members to volunteer during the open houses, and an information sheet will be available for reference while touring parents. Dr. Wannemuehler and Mrs. Carlin are completing the S.A.C.S. document and are preparing for their visit in the spring. Bishop Burbidge will visit our school on January 31st as part of Catholic Schools Week. He, along with other religious leaders, will be honored that day and will join us for lunch in the Parish Center. Dr. Wannemuehler will be meeting with Msgr. Tim and Mike Oliver to discuss the Phase II of the building project. Mr. Oliver is a St. Michael parishioner who heads the finance council of the church. He and Msgr. Tim will attend the January 23rd General PTO Meeting to discuss the layout of this building plan. Bishop Burbidge lends his support of this Parish-wide endeavor. Dr. Wannemuehler will discuss at the faculty meeting the possibility of making it mandatory for the teachers to let the children use the sports fields during recess a minimum of once weekly.

PTO Update by Marylynn Fitzgerald: The board approved the cost of printing pictures for the yearly scrapbook that Mrs. Nicole Pollaci is putting together. Mrs. Pollaci encouraged people to save the flyers from the different school events so she can use those

in the book. Jennifer Butler will again chair this year's Elections Committee. Board members are to begin thinking of people that might consider running for one of the PTO Board positions. Mrs. Fitzgerald and Mrs. Thompson have been reviewing the PTO by-laws and will consider changing the commitment of President and VP of Fundraising to 18 months as opposed to 2 years. They also suggested when a proposal is made to change a budget area by < 5%, only the board members will vote, but when a change is > 5%, a vote will be taken at a General PTO Meeting. All board members are to review current by-laws, which will be updated at the February Board Meeting. Several complaints were made about the school hot lunch menu, and Dr. Wannemuehler said to email Joanne White, Director of Facilities, with any concerns about the menu.

Fundraising by MaryBeth Brejnik: Mrs. Brejnik stated the exact financial numbers for the Jingle Bell Run and Christmas Tree Sale will be in soon. It was recommended not to have the tree sale again next year due to the huge demand of volunteers for this event, and that the PTO will focus on the St. Nicholas Workshop next December.

Education by Cheryl Reid: The Smart Board presentation is set for the general meeting on Wednesday, January 23rd. Mary Ronan will speak in April and Mrs. Carlin will schedule the middle school students for their time with this guest. Jason Curtis, Principal of Cardinal Gibbons High School, has agreed to speak at a meeting in March, but no date has been set. Mrs. Reid talked to Adele San Miguel about speaking at a brown-bag lunch on the topic of "The Power of Prayer." Mrs. Reid did not receive much feedback from parents about topics of interest for a brown-bag series of talks. The board will decide whether or not there is sufficient time and parent interest to warrant holding these talks.

Social by Sheila Schlageter: Mrs. Schlageter stated the Middle School Bowling Night and Dance are set for Friday, January 25th. The Bingo chairs have collected the give-away prizes and will be asking for volunteers for the night of the event. Mrs. Schlageter will verify with Donna Kocur that she has obtained the needed gambling license from the state. She is also looking into a new place to hold outings on early-release days as opposed to going to Jelly Beans. One place for consideration is Hoop City, which will accommodate all ages. Dr. Wannemuehler will state in her weekly letter for parents to print a new school calendar due to changes in dates of several events and to remove Jelly Bean outings from the calendar. Mrs. Schlageter is trying to find an assistant to help Erin Nelson with Teacher Appreciation Week. We will have a separate meeting to discuss scaling down the scope of this week.

In closing, the date of the April Board Meeting will be changed to Tuesday, April 1st, at 8am, and all members are reminded to review the by-laws prior to next month's meeting. The meeting was adjourned at 9:40am.