

St. Michael the Archangel Catholic School

PTO Board Meeting Minutes

Monday, December 3rd, 2007

The St. Michael School PTO Board met on Monday, December 3rd, at 8:15am in the school conference room. School Principal, Dr. Sarah Wannemuehler, President-Elect Peggy Thompson, Treasurer Louis Prosser, VP-Elect of Fundraising MaryBeth Brejnik, VP of Volunteers Maureen Beeler, VP-Elect of Volunteers Robin Evans, VP of Education Cheryl Reid, VP of Social Sheila Schlageter, and Secretary Laura Usher were all in attendance. Mrs. Thompson began the meeting with an opening prayer.

School Update by Dr. Wannemuehler:Dr. Wannemuehler stated the surveys have been returned from the S.A.C.S. Company, and the data obtained from the surveys completed by the parents, students, and staff is in the process of being pulled together. The Faculty Christmas Party was held in the Parish Center on December 1st. The evening consisted of a "happy hour", dinner, dancing, a dessert bar, and all faculty members were presented with a St. Michael School watch as a Christmas gift from Dr. Wannemuehler. A meeting with the Governing Board resulted in the return of all StMS admission decisions back to Dr. Wannemuehler and Mrs. Carlin. At this time, the Governing Board is still in control of financial aid decisions. However, at the January meeting, a proposal will be voted on that would allow families with three or more children attending StMS to automatically be considered for financial aid. Following a meeting with Mark Baric, Mrs. Ann Leuth will be meeting with Dr. Wannemuehler to update her on the Phase II Building Project

Fundraising by MaryBeth Brejnik:Mrs. Brejnik presented the board with the preliminary financial numbers from the Jingle Bell Run. Approximately \$8900 in sponsorships was raised, along with ~\$2300 in race-day registration fees, and ~\$2300 in on-line registration fees. With an estimated \$4000 in expenses, the profits from the Jingle Bell Run will be close to \$10,000. It was determined that we were competing for runners with two other area races held on that same day. Mrs. Ueland and Cid Cardoso are discussing the possibility of moving the date of next year's run to December 13th in order to increase the number of participating runners. There is a desperate need for volunteers to man the Christmas Tree and Wreath lot for the upcoming weekend. A school-wide email will be sent out URGENTLY asking for volunteers to work this event. The auction committee is on track preparing for another successful event in March.

Education Update by Cheryl Reid:The speaker, Mary Ronan, is set for the dates of April 14th and 15th. She was able to coordinate her visit to Cary with

another church in Chapel Hill; therefore we will be responsible for paying half of her travel expenses. There is a tentative plan to have instructors from the Smart Board Company come to the general PTO meeting in January to demonstrate the use of a Smart Board. Jason Curtis is scheduled to speak to the parents at the March general PTO meeting. Mrs. Thompson suggested we try to limit a guest to 30-45 minutes of speaking time when they are following the general business portion of a meeting. The specific times of the business segment and guest speaker segment will be published in advance as to make parents aware of how that meeting will run. There could also be a short break between segments to excuse people who could only stay for the business portion and to welcome people who wish to only hear the speaker.

Finance Update by Louis Prosser:Mr. Prosser presented the board with the latest figures of the 2007-2008 PTO Budget. He highlighted that Angel Bucks has already shown a bigger profit this year than it did all of last year. He stated the process of being reimbursed is improving. Always email Mr. Prosser to make him aware that a request for reimbursement has been placed in the folder. Some of the budget areas continue to be worked on. For example, the line item of Closed Circuit TV will be moved from the Library to Technology.

Social Update by Sheila Schlageter:The message-center board will be placed outside the school's main entrance and underneath the awning. This will allow people the opportunity to view the contents of the board without having to go into the school. The Bingo Committee is hard at work preparing for the Under the Sea Adventure on February 2nd.

Volunteer Update by Maureen Beeler and Robin Evans:Mrs. Beeler discussed the difficulty of getting people to commit to volunteering for certain events unless you speak to them directly. A proposal was made to make it a requirement as part of their stewardship for each family to volunteer for a minimum of two time slots for the major fundraising events. The hope would be that most individuals would enjoy volunteering and would in turn want to volunteer more. This requirement proposal will be voted on at the next board meeting and if passed, will be stated in the Spring Volunteer Handbook. It was also suggested to have a place in the handbook where people can designate themselves as "general helper", where they can be called upon to volunteer in different areas on an as needed basis. When there is a current need for volunteers, such as for the Christmas Tree Sale, an email will be sent out from the volunteer coordinator. The Saint Nicholas Workshop will be held in the Pastoral Care Center on December 11th and 12th. Classes are scheduled for 30-minute time slots. Money should be sent with the children in bags along with their shopping lists. Gift bags will be used to wrap small items and parent volunteers will be wrapping larger gifts. The workshop will be open from 2-4pm on Wednesday, December 12th for parents to shop. It was discussed at the last

auction meeting to have a group of people dedicated to working the entire event. These people could include teachers, singles, etc. who would not be required to purchase a ticket but would volunteer to work in some capacity all evening.

Closing Statements by Peggy Thompson: Mrs. Thompson and Mrs. Fitzgerald are setting up a meeting with Peter Heath to determine why the PTO Budget was rolled into the school's general operating budget. They, along with Mr. Prosser, are also meeting with the Angel Bucks chairs to discuss their financial reports. The outcomes of these meetings will be presented at the next board meeting in January. Mrs. Thompson recited a closing prayer and the meeting was adjourned at 9:15am.