

St. Mary Magdalene Catholic School PSO

Executive Board Meeting Minutes

August 4, 2011

Call to Order: John Patterson opened the meeting at 7:10 p.m. with a prayer.

In Attendance: John Patterson, Delise Falls, Karen McDonald, Heather Dapolite, Amy Snow, Jessica Greco, Bob Cadran, Jane Zureich, Denise Cornicelli, Jill Shank

President's Report: John thanked everyone for coming.

- He asked Volunteer Coordinator, Jane Zureich, if an updated copy of newly filled volunteer positions could be emailed to him by 08/19/11 for approval. She agreed.
- John noted that the Welcome Back Staff Breakfast will be held on 08/18/11. Also, April Michaels will continue being in charge of the PSO website, and Mary Santos will be Room Coordinator.
- As Geri McGrath, Fundraising Coordinator, is not present, he will speak on her behalf regarding fundraising opportunities for the 2011–2012 school year. Monarch Money (gift card program) has been discontinued by the Diocese of Raleigh for all schools. Based on audits performed by the Diocese, some schools (STMM was not one of them) could not account for where the money is going, proceeds not being deposited daily, etc. Per Bob Cadran, there are no proper checks and balances in place. Monarch Money made \$9,100 for STMM's 2010–2011 school year. Per Bob, PSO should communicate the discontinuation of this program to the school population. Amy Snow, Communications Coordinator, will handle.
- There are several new ideas to raise money for the upcoming school year. A Walk-a-thon, run by Laura Aiken and Jodi Kleiber,

will be scheduled for mid to late October, 2011. Ideas presented by chair people to John via email are weekly announcements and a booth in the cafeteria starting 3 weeks ahead of the Walk-a-thon to drum up excitement. They suggested pep rallies after Mass, a speaker, and entertainment for the event. Prizes would be donated. Event could be held on a Saturday, during PE classes, or each grade participating on a different day. If each student obtained \$35 in pledges, then, approximately, \$22, 645 would be raised. Bob mentioned that holding it on a Saturday could be a problem due to Parish Athletics. He suggested holding the event on 10/20/11 and 10/21/11. Bob also noted that a parent, Pete Durant, may be willing to sell his exercise program on CDs to parents to get them involved. Walk-a-thon could be tied into the Health and Wellness theme for STMM's upcoming school year. Some incentives, presented by various Board members, for each student to reach pledge goals are: Dress Down days (can only be used on a Friday) and prizes. At St. Michael's school, for every \$25 increment in pledges, the student would receive a card which would be good for one Dress Down Day.

- CiCi's Pizza is another fundraising idea. Suggested by Theresa Patterson. The restaurant would give two school nights to STMM for families to come in and eat. STMM would receive either a 10% or 15% profit depending on the amount of sales. It could be called Back to School Spirit night. Karen McDonald suggested giving out donated prizes for students who show up and taking pictures for the Yearbook. She suggested breaking nights down by grade. For example, K-4 and 5-8 nights.
- Five Below is the third fundraising idea. It's the same premise as CiCi's pizza. One night is allocated to STMM. STMM would receive a percentage of total sales as a profit for that night.
- Other ideas suggested by various board members: STMM receiving a code from stores like Target, Harris Teeter, etc. to link purchases made by STMM families to a percentage of sales (Per Bob, this was done in the past at STMM.), collection of Box tops, and collection of Campbell Soup labels.

- The last fundraising idea is a Wine Tasting Evening. John does not expect this to be a big money maker but rather, a more social event. Apex Beverage Company would co-host with a local winery. Discounted bottles of wine would be sold to the PSO, and the PSO would sell the bottles of wine at commercial value to the participants. A Silent Auction would be held for the more expensive bottles of wine. The event would be held in the spring. Tickets would be between \$30 and \$40 per couple. There will be a raffle. Families do not have to be present to win. Some prizes will be: 2 full paid tuitions, 2 partial paid tuitions, and timeshares from some teachers. 10 tickets would be sent home with each student to sell for the raffle. There is no obligation to buy the tickets or penalty if the tickets are not sold. Bob suggested hiring Jeff Nelson's band and making it a dance as well. Part of the wine tasting could be held in the new garden area. A souvenir wine glass will be considered as a give a way for participants.
- Back to School Picnic will be held on Sunday, August 21, from 6:10–7:30 PM. We have 7 new canopies from Fr. Staib's Jubilee to utilize. Budget is the same as last year– \$350 for expenses with a \$200 projected profit. Will use last year's tables and banners. The goal this year is to have all the sports' teams represented at the picnic. The school store and uniform store will be open during event. The PSO will have a table there. Like last year, there will be tables for the Chess club, Science Olympiad, boyscouts and girlscouts, and spiritwear. Set-up will start around 1 PM. Sign-up for new school volunteers will be in one location this year. There was some confusion last year re: cafeteria volunteers as it was done separately from the picnic location. Jane Zureich will provide monster volunteer list to John. Amy Snow will work with Claudia to send out PSO email re: picnic. She will develop a sharp flyer for the picnic to give to Kathy Loeschorn. John will handle all the food this year–hotdog vendor, ordering of pizza, ice cream vendor, and watermelon. More pizza will be ordered this year since we ran out last year, and less watermelons will be bought. Bob will announce school picnic as well.
- Garden will have mulch and sod delivered on Friday, August 05, 2011. Volunteers are needed to spread mulch and install sod for Friday.

Budget for garden is \$5k. We have approximately \$1000 left over to buy plants. Garden Committee will have an Adopt-A-Plant/Tree Program. When a plant/tree is adopted, a plaque will be placed near it describing the type of plant/tree and have the adopter's name engraved on plaque. There will be a learning area for students. 99% of the hardscape is completed. The rest of the hardscape should be finished by 8/12/11. As of now, the pre-k-kdg hardscape is completed, garden boxes are built, storage area built, potter's bench is complete, dry creek created, pergola built, small bridge over dry creek finished, 2 wrought iron trellises purchased as well as wrought iron gazebo.

New Volunteer Coordinators are currently meeting with old coordinators. If anyone has any questions, please do not hesitate to ask John.

President-Elect Report: Jessica Greco

- Jessica started with the STMM Business Directory, to support STMM families, to see if there are any possibilities for speakers this upcoming school year. She found some businesses that may be potential speakers. They are: 1) Families to Families-Monica Linares, 2) Health and Nutrition-Personalized Nutrition, Inc. -Cathie Ostrowski, 3) Financial Services, and 4) Legal Services.
- Families to Families program focuses on positive parenting and "training the will" to promote children to want to achieve more in life, want to learn, and want to be better. Families to Families helps support parents by sharing current advancements in psychology, neurology, philosophy and more. Jessica has contacted Monica by voicemail and email to see if Families to Families is interested in speaking at September's PSO meeting. Website: <http://famielstofamiliesenglish.blogspot.com/>
- Personalized Nutrition, Inc. by Cathie Ostrowski, Website: www.nutritioncoach.biz Could possibly utilize this speaker during Wellness month.
- Financial Services-We have a few bank and financial strategy groups at STMM that may be potential speakers.

- Legal Services–Possible overview of base documents that each family should have in place–i.e. wills, powers of attorneys, etc.
- If anyone has any suggestions this year for speakers, please let Jessica know. She has a budget for this. Karen McDonald suggested two speakers: Police Officer to discuss child safety re: internet, drugs, etc. and Nurse to discuss health issues. Bob Cadran suggested the new guidance counselor to be a speaker. He also noted that some of the Conservative Catholics have recommended a speaker to discuss chastity etc., but speaker is quite expensive. Perhaps, the school nurse could address these issues?

Treasurer's Report: DeLise Falls

- DeLise handed out Proposed PSO STMM budget for 2011–2012 school year, STMM PSO Committee Expense Summary 2010–2011 as of June 30, 2011, and STMM PSO Committee Expense Summary 2011–2012 as of July 30, 2011, as well as monthly 2011–2012 expense reports.
- PSO is pulling over \$40k from 2010–2011 to 2011–2012 school year.
- May Crowning expense of \$250 is the only outstanding expense from 2010–2011 school year.
- DeLise hopes that PSO will have approximately \$28k to be left over from 2011–2012 school year to start the 2012–2013 school year.
- Poker night Fundraiser has been deleted from the Fundraising Committee's Budget and Walk-a-thon fundraiser as well as Target, Harris Teeter, etc. Fundraisers have been added to Fundraising Committee's budget. Net change to Fundraising Committee budget for 2011–2012 school year is that Net Income has been changed to \$15k.
- Eco Committee's Budget for 2011–2012 will be tied into Garden Club Budget for 2011–2012.
- Garden Committee's Budget for 2011–2012 will be bumped from \$5k to \$7k for Net Expenses.

- Under Hospitality Committee's Budget, new family expenses of \$250 will be added to 2011–2012.
- Under New Family Committee's Budget for 2011–2012, Net Expenses have been changed to \$500.
- Under School Store Committee's Budget for 2011–2012, 3rd grade Learning to Write (Cursive) books will be added under expenses for \$130. Per Heather Dapolite, this will be a wash for the budget.
- Sunshine Committee's Budget for 2011–2012 will start out with a loss. Cooler and Ice were added under expenses. Tia Powers will provide cooler and ice to Room Parents when a death of a STTM family has occurred. The Room Parent would coordinate meals to be placed in cooler and the delivery of the food to family during pick up or drop off.
- Teacher Grants will be eliminated from PSO Budget per a suggestion made. Executive Board agreed. Instead, each of the 30 full-time teachers will receive \$100 from the PSO to purchase things needed for their classrooms. The \$3k allocated for grants will be changed to money for each full-time teacher. Bob liked this idea better than grants. He said that if teachers would like to go on conferences, etc., he had the money in his budget. It was recommended that the money be given out half way through the school year. Teacher "gifts of money" will be tied to a teacher representative attending the monthly PSO Executive Board meetings. Bob will evaluate the teacher supply lists for the fall of 2012 since many of the supplies listed are not needed. ex. reams of paper and batteries Bob will talk about getting a teacher representative for the PSO at his next staff meeting.

Principal's Report: Bob Cadran

- New teachers were hired. Lori Ozaki was hired as a pre-school teacher. Beth Senn has done a great job filling in for pre-school oversight. Kathryn Cloddy will teach dance/drama as an elective. Carrie Telke is coming back to teach language arts.
- Art program will continue.
- Service program will continue since it is vital to our school philosophy.

- 600 students are enrolled for the 2011–2012 school year. STMM is the second largest school in the Diocese of Raleigh. STMM is in good shape. Tours are given daily for potential new students.
- Class size is 25–30 students with third grade having the largest class size.
- STMM has won the **AFTA ???** award for health and wellness.
- Classrooms and hallways have been painted. Colors chosen were: robin egg blue, mauve, gold, and garden green. When there is friendly competition among the homerooms, homerooms with the same colors can be grouped together on the same team for competition. Ex. Marathon
- There is a blackboard, created by blackboard paint, in the main school stairwell. This will be a bulletin board place for future school events to be advertized.
- 3 smart boards have been purchased with the Gala money. One is located in the library. Future smart boards in a classroom setting will be based on the teacher's usage of the smart board in the library.
- A smart board on a cart was purchased. (Did not catch name of this piece of equipment.)
- Wendy Edmonds, 3rd grade teacher, is getting married and will be Wendy Bennett.
- Two teachers are expecting babies in January, 2012– Mrs. Navarro, foreign language teacher, and Mrs. Leising, 7th grade teacher. Kelly Lynch, former STMM graduate, will fill in for Mrs. Leising during her maternity leave and will be a sub for other teachers. Mrs. **Kirch (spelling)** is coming from Colorado and will fill in for Mrs. Navarro for her maternity leave.
- Two ELMO document cameras were purchased for Kindergarten teachers. It is attached to the whiteboard by magnets. It can do everything a smart board can do but access the Internet. It is much cheaper than a smart board. It will be very effective in the younger grades since they do not need Internet access. It costs about \$1200.

- School calendar has been changed for 2011–2012 year to reflect breaks for the teachers.
- Parent sign-off of the school handbook has been eliminated.
- 8th grade students have new choices for uniform shirts without STMM logo. Only 8th grade students can purchase these different styled shirts. It's to reflect their special status as 8th graders.

Communication Coordinator Reports: Amy Snow

- PSO Website will continue under April Michaels.
- PSO email will go out every other Monday during school year.
- PSO monthly newsletters will be published on the 15th of the month. All PSO articles are due by the 10th of the month. If not received, articles will not be placed in that month's newsletter.
- Amy will encourage committee chairs to take pictures of their events for monthly newsletter.
- Amy will try and highlight a staff member for the PSO newsletter each month.
- PSO Budget will be placed on PSO website. A question was raised, "Why wasn't there a link on Renweb to cross reference the PSO website and STMM website?" It was noted that parents are confused by having three websites to access for information. Amy will ask Claudia.

Service Coordinator Reports: Heather Dapolite

- Used Uniform Sale–New area set up over summer. Sales are on-going. Per treasurer, a cash box needs to be put in office for used uniform sales.
- Per Heather, Tissue And Tears packages will be given out after drop-off on 08/24/11 for parents of Kdg. Students.
- There will be a general PSO meeting in September.

- School Store and Spiritwear supplies have been received and are ready. Heather will be at Back to School picnic for School Store and Spiritwear sales.
- **New Family Welcome Committee**, Jill Shank–Jill would like a checklist developed for new students who start STMM mid–year. Amy Snow will talk to Claudia about this to coordinate with Jill. New Family Orientation is scheduled for 8/19/11 from 9–10:30 a.m. 6th grade pool party will be held at Lochmere Pool from 6–9 p.m. Party is hosted annually since a lot of transfer students come in to STMM for 6th grade.

Fundraising Coordinator Reports: Geri McGrath

- Covered earlier under President’s report.

Social Coordinator Reports: Denise Cornicelli

- Staff appreciation breakfast will be on 08/18/11. Everything is on track.
- Spring Festival–Need Committee members.
- Santa’s Village will be set–up on Friday, 12/2/11 and held on Saturday, 12/3/11.

Volunteer Coordinator Reports: Jane Zureich

- There will be a Volunteer of the Month award which is new this year. The winner will be able to park in a specially designated spot for one month. The PSO Executive Board will receive nominations from the Coordinators who in turn, will receive nominations from Committee Chairs. Bob suggested that reserved parking spaces will be moved to Staff parking lot to eliminate parking problems. John motioned to approve. Amy seconded motion to approve. Motion is carried.

Old Business/New Business: All business is new at this meeting.

Adjournment: This concludes the first PSO meeting for the 2011–2012 year. Meeting was adjourned at 9:48 p.m.

