

St. Mary Magdalene Catholic School PSO

Executive Board Meeting Minutes

September 13, 2011

Call to Order: John Patterson opened the meeting at 6:08 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, Amy Golitz, Linda Callahan, Michelle Yates, Kim DeGeorge, Jodi Kleiber, Donna Callus

President's Report: John thanked everyone for coming.

- Karen McDonald made a motion to approve August 4, 2011 minutes. Jessica Greco seconded the motion. Minutes approved by Executive Board present.
- John said the Back to School picnic was a success. The attendance was larger than last year. New this year was the hotdog cart which sold out of approximately 200 hotdogs. 25 pizzas were sold out as well. The event was cut short due to storms. Unfortunately, the storms took out 3 Jubilee canopies which were purchased last spring for Father Staib's Jubilee. The canopies will be repaired. There was approximately an \$80 profit.
- As Geri McGrath is not present, John will speak on her behalf regarding Fundraising updates. The CiCi's StMM Back to School Spirit nights will be held on Wednesday, September 21 for grades Pre-K-3 and Thursday, September 22 for grades 4-8. The PSO will receive a 15% profit of total receipts collected for the 2 days. There will be door prizes and a drawing for each night. There will be 6 StMM t-shirts and free passes to the spring 2012 festival as give-a-ways. Also, Pelicans donated 12 mini golf/snowball packages to

be given away. Six will be used for the walk-a-thon, and six will be used for Spirit nights at CiCi's.

- The Five Below fundraiser does not have a date yet but will be held in December, 2011.
- Wine tasting fundraiser will be held in the spring. Bob Cadran wants to hire a blue grass band from Ashville. Goal of the event is to keep the cost of tickets low. Ticket cost should be between \$10 –\$20 a couple. Apex Beverage Company will be used as well as a local vineyard.
- Smaller fundraisers are still being planned. Ex. Harris Teeter and Box Tops
- For the future Gala in 2013, a steering committee needs to be created to start working on the event so the future PSO President, Jessica Greco, will not be swamped.
- Garden Update – John had a meeting with each of the section leaders of the garden and told them their budgets for their section of the garden. April Michaels continues to work on the Adopt-a-Plant program. She will send out a sign-up genius to get people to adopt a plant or tree. Once adopted, a small plaque will be placed next to the plant/tree giving the species name and who adopted it. Today, the boulders were set for the dry creek. John will send out an email to contractor/builders within StMM to help raise the pergola. The goal is to have the pergola built within the next 60 days. Church (Celeste U.) wants to build a fire pit.

President-Elect Report: Jessica Greco

- Tonight, our new guidance counselor, Nikki Curliss, will be the guest speaker. She will talk about time management on the weekends and have our families evaluate how we use our time.
- For January 10, 2012 general PSO meeting, we have Luisana from Families to Families lined up to speak. Website: <http://famielstofamiliesenglish.blogspot.com/>

- Karen Smith from the wellness committee contacted Jessica in regards to having a speaker from the Wake County CSA (Community Supported Agriculture)/local agriculture group. The Wellness Committee would like to see if November's PSO meeting is a possibility; otherwise, March is also a good choice since it's Nutrition month. Karen believes since the speaker is a Wake County employee, there should not be a fee. She will confirm and also check availability of the speaker once we make a decision. Do we agree to book this speaker and if so, which date? Executive Board agreed to book speaker. However, there is a slight problem since the next general PSO meeting is not until January, 2012. Jodi Kleiber said that Karen was flexible with a date. General PSO meeting may be moved to accommodate speaker. Jessica will get back with date.

Treasurer's Report: DeLise Falls

- DeLise handed out StMM PSO Committee Expense Summary 2011-2012 as of August 30, 2011, as well as monthly 2011-2012 expense reports for committees with activity.
- Executive Committee's budget had bark for new playground and new playground equipment expense reversed out of budget for July/August since school will pay for these items with it's Gala money. Total reversed: \$8, 232.
- Fundraising Committee's budget acquired a \$9 expense for September for CiCi's pizza event.
- Garden Committee's budget acquired \$3,037 expense for September for sod, mulch, soil, watering supplies, trellis mount, garden boxes, St. Francis statue, and copies/supplies.
- Hospitality Committee's budget for September acquired an expense of \$338 for Back to School Picnic. There was a \$79 profit from this event.

- New Family Committee's budget for September incurred a \$249 expense for String bags (New Family Giveaway).
- Santa's Secret Workshop incurred an expense of \$47 for September for gifts bought.
- School Supply Packs Committee's budget incurred an expense of \$2724 for Innisbrook.
- Overall, PSO has \$31, 772 in cash. Goal for school year 2012-2013 is to have approximately \$40k in bank to start of school year.

Principal's Report: Linda Callahan

- Linda is filling in for Bob Cadran since he is at Cardinal Gibbons for a board meeting.
- In two weeks, grades 3-8 will take the Iowa test (09-26-11 through 09-30-11) in the morning. All positions for proctors for tests have been filled by volunteers.
- 5th grade will take the COGAT ability test by Riverside Publishing the first week of October, 2011.

Enrichment Coordinator: Kori Losack

- Since Kori is not present, John Patterson gave her updates.
- **Cultural Arts**, Grants have been submitted to United Arts for two weeks of writer in residence. 7th grade will host him one week in November, and 3rd and 5th grade will host him in January. Grants were also submitted for two performance acts. One is a Fairy Tale performance in December for Pre-k-4. The other is for a Shakespeare performance in April for grades 5-8. In addition, the same group performing the Fairy Tale performance will be performing a Christmas Carol at a special family night at StMM. More details to follow.
- **Chess Club**, Chess kick-off is September 30. Jenny K. always welcomes more volunteers.
- **The Wellness Committee**, The Wellness Committee as many things in the works. Their next meeting is October 7. If you are interested in joining them, then be there.

- Jodi Kleiber, wellness co-chair, mentioned that the date for the walk-a-thon is November 18. It is modeled after the company Boosterthon. The walk-a-thon will be broken down to 1-2 grades at a time, and the cross country course will be used. There will be a kick off meeting, this Friday, on September 17. The walk-a-thon event will have 8 sub committees for different areas. Ex. Sponsorship, wellness Jodi met with Bob Cadran today regarding the event. On the day of the walk-a-thon, participants will wear StMM spirit wear. Jodi will get fundraising volunteers from Jane Zureich to help with event. Also, she mentioned that StMM won the Advocates for Health in Action Brains and Bodies Gold Award for the 2010-2011 school year. There were only four gold awards earned in Wake County this year, and StMM was the only private school and middle school to be honored. There will be a school celebration for this award on the day of the walk-a-thon fundraiser. If every student in school acquires \$35 in pledges, then, potentially, \$22-\$24k will be raised. Incentives for the students to raise money will be created. Ex. Dress down days

Fundraising Coordinator Reports: Geri McGrath

- Covered earlier under President's report.

Social Coordinator Reports: Denise Cornicelli

- Problem with **Staff Appreciation Committee** is that parent volunteers from last year were unaware that they were still on the committee. They thought that you had to sign up each year. PSO executive board decided that in order to be removed from a committee, the volunteer must request it. Jane Zureich will be made aware of this so she can let volunteers know.
- **Santa's Workshop Committee** will continue to buy gifts through October.
- **Sunshine Committee** sent out 2 cards-A Thinking of You card and a Sympathy card for Nancy Parker.
- **Staff Appreciation Committee**, Kim DeGeorge, co-chair of committee, indicated that on September 23, the teachers will receive lunch from chick fil a on the teachers' workday. Free sandwiches, chips, brownies, and tea will be provided. Committee will provide the fruit. On November 1, a Harvest themed lunch will be provided for the

teachers. Volunteers will bring soup, salad, chili, breads, drinks and desserts. On December 12, 2011, Christmas lunch will be provided. Mardi Gras party and Fat Tuesday lunch planned for February 21. More Details will follow. Staff Appreciation week's (April 2-4) details will follow closer to the date. Flowers will be sold again. Birthdays for all staff and teachers are provided (\$5 gift card for each and a supply item or candy).

Volunteer Coordinator Reports: Jane Zureich

- Jane was not present at meeting.

Service Coordinator Reports: Heather Dapolite

- **New Family Welcome Committee,** The New Family Welcome was well attended this year. A new addition this year was parent break-out sessions. StMM string bags were given out to new students. Now, the committee's focus for the rest of the school year will be support for new families, welcome calls, and introductions to other families within the StMM school community.

Communications Coordinator Reports: Amy Snow

- PSO email will continue to go out every other Monday during school year.
- There is a change in the publication dates of the PSO monthly newsletter. It will go out once a month on an "off" Monday when PSO emails do not go out. Amy will still send out reminders to submit articles for the monthly newsletter. This month, the newsletter will go out on the 19th.
- Per Amy, Kathy Loeshorn and Claudia Klavon figured out how to send out the PSO monthly newsletter through RenWeb which saved a lot of money.
- Amy thanked everyone for getting their articles to her in a timely fashion.

Old Business/New Business:

- **New Business:** Donna Callus attended meeting as staff representative. She is the 5th grade teaching assistant. The teachers wanted to know how to apply for PSO grants? What are the guidelines? John Patterson explained that it is in the process of change. All full-time teachers will receive \$100 mid-year to use as needed. There is \$3000 in budget for this and 30 full-time teachers. This way, all teachers have an opportunity to the money. Bob Cadran stated that he had plenty of money in his budget to provide teachers with grant money for things like seminars, equipment, etc. Staff needs to submit forms for grants to him.
- **New Business:** Nikki Curliss will speak tonight at the general PSO meeting at 7 PM.

Adjournment: This concludes the second PSO Executive Board meeting for the 2011-2012 year. Meeting was adjourned at 6:55 p.m. Refreshments and Speaker were up next for the General PSO meeting.