

St. Mary Magdalene Catholic School PSO

Executive Board Meeting Minutes

October 11, 2011

Call to Order: John Patterson opened the meeting at 7:08 p.m. with a prayer.

In Attendance: John Patterson, Delise Falls, Karen McDonald, Heather Dapolite, Amy Snow, Jessica Greco, Denise Cornicelli, Amy Golitz, Laura Aiken, Lori Augusta, Jane Zureich, Jodi Kleiber, Donna Callus, Bob Reardon

President's Report: John thanked everyone for coming.

- Karen McDonald made a motion to approve September 13, 2011 minutes. Jane Zureich seconded the motion. Minutes approved by Executive Board present.
- Garden Committee /Adopt-a-Plant Update: Adopt-a-Plant has exceeded any expectations. 90% of plants and trees are adopted. Because the program is going so well, John also added 2 decorative bird baths, 6 ft benches, a steel trellis, and smaller plants to be adopted. We received a free \$650 fountain from Market Imports. The structural items, except for the steel trellis, were purchased from Market Imports. Overall, the plantings are mostly done. Ms. Callahan won a grant from WRAL which purchased 25 azalea bushes. The students planted most of the items. Kindergarten and 1st grade are done with their sections of the garden.
- Fundraising Report-Geri McGrath is stepping away as chairperson due to work conflicts. Executive Board can handle all fundraising events this year. CiCi's Pizza fundraiser went well. There was a \$330 profit. Five Below fundraiser will be scheduled before Christmas. Theresa Patterson will take this fundraiser. Walk-a-thon is going great and is the major fundraiser this year. John

stated that he would handle the Wine tasting fundraiser. He wants it to be a social event versus a fundraiser. If we make a few hundred dollars, that would be okay. Art by Me may not be done this year. John is still gathering information whether to do it. Jessica Greco and John will handle if this is a go.

President-Elect Report: Jessica Greco

Speakers:

- Our next speaker will be at our November 15th PSO meeting. The speaker will be a representative from the Wake County CSA (Community Supported Agriculture)/local agriculture group. Karen Smith, with the PSO Wellness Committee, is handling the details. The Wellness committee thought this speaker would nicely tie in with the walk-a-thon that week with promoting healthy living.
- Jessica notified hospitality of the added speaker and have requested healthy snacks/water to be provided.
- For January 10, 2012 general PSO meeting, we have Luisana from

Families

to Families lined up to speak. Here's the website, <http://famielstofamiliesenglish.blogspot.com/>

Gala Plans:

- Jessica will be creating a small steering group (6-8 people) to help begin the initial planning of our next Gala. Jessica hopes to have the first meeting in November or early December to begin the brainstorming session of ideas for theme/event offerings/etc. Once the initial details are determined, then we will assess sub-committee and volunteer needs to successfully plan for the grand event! For future Gala events, PSO co-chair shadow to learn the event.
- Question for Bob Cadran: First, we want to nail down the date. Are we looking at a date in February 2013 for the gala? Is there a preference for a Friday or Saturday night for the function? Bob Cadran is not present so she will set-up meeting with him.

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 Board expense added for \$269 for parking signs.
- Fundraising– \$2728 deposit for Christmas trees. PSO does not pay sales taxes. Sales taxes and shipping costs come out of school budget.
- Garden–expenses of \$3616 added.
- Hospitality– expenses of \$338 added for Back to School Picnic pizzas and watermelons as well as New Family Orientation pencils and bags.
- New Family–\$249 added for New Family Give–a–way
- Santa's Secret Workshop–More expenses will be incurred.
- School Supply Packs–\$2700 wash
- Used Uniforms–\$1400 in Deposits
- Spiritwear–\$311 in revenue

Principal's Report: Not Present, Mrs. Callus to represent school

- Mrs. Callus said that the big news is the SAT scores from graduated StMM students. They are higher than the county average.
- Mrs. Callus asked if Kori Losack could contact Beth Rosko and Darlene Oglesby and touch base with them. Kori is not present so John will convey the request.
- Mrs. Blum would like to be notified of any PSO activities in order to coordinate with MLSN activities as they frequently overlap resulting in less successful events. Ex. Canned food drives
- The staff wanted to know what is the format of the walk–a–thon. Jodi Kleiber will be presenting to staff on October 12, 2011. Jodi worked with Claudia Klavon re: schedule of walk–a–thon.

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 was September 30. Jenny K. always welcomes more volunteers.
- **The Wellness Committee**, Jodi Kleiber and Laura Aiken gave out the calendar of events leading up to the Walk-a-thon scheduled for November 15. A pep rally will be held on Monday, October 24, 2011, to kick off the event. There will be a viral dance, StMM cheerleaders, StMM band, teacher grocery cart game, the Cardinal Gibbons Dance Team, and possibly, Eric Stahl. Students will receive a packet with an overview of the Walk-a-thon and pledge forms. Each teacher will receive a box to place in their homeroom as well as the office so students can deposit their pledges at any time. Pledges can be placed online or in paper form beginning October 24 through November 14, 2011.
- Dr. Szura is sponsoring \$1300 to purchase aluminum water bottles for the students. Any student who receives a \$5 pledge, will receive a water bottle.
- For every \$5 pledge collected, one raffle ticket will be issued to the student for the weekly drawings, and the student's name will be announced on the loud speaker by Principal Cadran to come to the office to receive his/her foot to be placed on the wall.
- There will be numerous raffle prizes offered as an incentive. Ex. iPad, dress down days, golf clubs, tennis racket, etc. Goal is to make it as simple as possible for the teachers.
- Schedule of Walk-a-thon Event given out. Walk-a-thon is being linked with Health and Wellness Education month. Week 1 will cover a Healthy Breakfast. Week 2 will go over "My Plate." Week 3 will cover Physical Fitness, Warm Ups, and Stretching.

- Per Laura Aiken, the celebration after the Walk-a-Thon will be approximately 45 minutes long. 3 Vendors will be there: Whole Foods who will give out apples and nutrition education, Great Harvest Bread will give out bread samples, and Kid Fit with obstacle courses.
- A sign-up genius will go out soon as many volunteers are needed particularly on the cross country course.
- Amy Snow will send out a special bulletin via PSO email possibly on a Tuesday highlighting raffle winners.
- Crescent Bank has donated \$250.
- Per John Patterson, Laura and Jodi should check with Hospitality for water jugs and platters, etc. Also, check with Anthony Reese and snack bar, Tom Wassmer.
- Jodi Kleiber asked if tents were back from repair. Per John P., PSO bought 3 new tents for the Church to replace the 3 borrowed tents which were destroyed. We are planning on buying PSO only tents.
- Each class will come up with a team name.
- Amy Snow asked if anyone is taking care of pictures for the event. It was suggested that Yearbook students could take pictures.

Fundraising Coordinator Reports: Geri McGrath

- Covered earlier under President's report.

Social Coordinator Reports: Denise Cornicelli

- **Santa's Village**, status quo. She has a few contacts for the making and donating of a gingerbread house for the raffle replacement.
- Can the teacher's Fall feast be held outside in the garden? Per John, yes.
- **Staff Appreciation Committee**, Staff appreciation luncheon went well on September 27, 2011.

Volunteer Coordinator Reports: Jane Zureich

- Per Jane, Volunteer of the Month is going well. There are 5 nominations for November, 2011. She read each nomination's recommendations. A secret vote was held by the Executive Board, and Sheila, who set-up/worked on the Used Uniform area, won.
- Jane was going to approach Bob Cadran re: PSO link from RenWeb.

- Per Jane, Amy Snow will coordinate with April Michaels re: PSO website. She believes that the PSO Website should fall under Communications but will discuss with April Michaels.
- Jane disagrees with the Board's prior decision to assume that volunteers from last year are carried over to this year for a committee without them knowing. Most volunteers assume that they sign up each new school year for a particular committee. She will send out a volunteer email re: continuation of volunteer position.

Service Coordinator Reports: Heather Dapolite

- **Community Relations,** In the past, PSO would send Christmas cards to the top donors of the Gala with a small gift. This year, instead of a gift, a handwritten note in each Christmas card will state, "In your honor, a bench has been placed in our garden ...for 2011 donors." Originally, \$350 was budgeted for Christmas cards which covered cards and stamps. Heather made a motion to increase budget by \$150 to cover cost of bench and plaque. Delise Falls seconded the motion. Executive Board approved.
- **Community Relations, cont.,** Community relations problem in Apex since StMM did not participate in the Apex Christmas parade last year because Santa's Village was scheduled for the same day. The former committee chair decided to cancel this participation event due to lack of volunteers from StMM. Heather feels that this is a mistake since the Apex business community supports our school and Church with numerous donations. She feels that we should do this in the future. It is too late for this year to coordinate. Possibly, a future 7th grade project? She will talk to Ms. Blum. Karen McDonald suggested that the Church should be involved as well. Executive Board agreed since both the school and Church are part of the Apex community. Perhaps, in the future, the Church choir could participate and/or the school band. Per John P, StMM should at least walk in the parade if a booth is not set-up. John P. thinks we should still participate in some manner this year. Per Bob Reardon, Heather should talk to Brenda Steam, Chairperson of

Apex Commerce, for future events. Also, per Bob Reardon, Heather should contact Liz Sams, 919-349-5030.

Communications Coordinator Reports: Amy Snow

- Amy handed out the publication dates for 2011-2012 PSO Communications. **Monday Mail** submissions are due the Friday prior, and **Newsletter** submissions are due the Thursday prior to their respective publication dates.
- PSO Bulletin Board will be taken over by Holly Almond.
- Amy wanted to know if the Carpool information should still be posted. Per John, keep it up for one more month.

Old Business/New Business:

- **New Business:** Per Bob Reardon, the Knights of Columbus will be approaching both the Church and PSO for money to buy 20 x 40' tents. Reason: the Knights of Columbus barely broke even on their chicken dinner fundraiser as overhead of renting tables, tents, and chairs eliminated their profit.
- **New Business:** Lori Augusta, parent of StMM students, attended and asked if the PSO would consider handling a gift fund for the teachers, specials, and staff around the Holidays. She would rather write one check than have to write numerous ones for different gifts. In her prior school, the PSO would take up a Christmas collection from those able to give. The collections would go into one large pot and then, be divided equally among the teachers, specials, and staff. Mrs. Callus noted that Cardinal Gibbons HS does this. This question raised a lot of discussion. It is something the PSO will consider for the 2012-2013 school year after it is discussed with Bob Cadran.

Adjournment: This concludes the third PSO Executive Board meeting for the 2011-2012 year. Meeting was adjourned at 8:58 p.m.