

# St. Mary Magdalene Catholic School PSO

## Executive Board Meeting Minutes

December 13, 2011

**Call to Order:** John Patterson opened the meeting at 7:05 p.m. with a prayer.

**In Attendance:** John Patterson, Delise Falls, Karen McDonald, Heather Dapolite, Jessica Greco, Donna Callus, Jane Zureich, Bob Cadran, Amy Golitz

**President's Report:** John thanked everyone for coming.

- Karen McDonald made a motion to approve November, 2011 minutes. Amy Golitz seconded the motion. Minutes approved by Executive Board present.
- PSO activities are in yearend wrap-up. The PSO newsletter will go out tonight.
- Fundraising Update: Ornament sale at Christmas Bizarre went great. There are only 11 ornaments left for sale. 132 ornaments went to the staff as well. Five Below in Apex will send us two checks for 2011. John will follow-up to find out how many families participated in this fundraiser from the store. Christmas trees were all sold out this year. It was a great success. There was a \$2300-2400 estimated profit for the trees. Wine tasting fundraiser is a go in the spring. Local vineyards will be used for the fundraiser.
- Garden Update: John has built the gazebo. Received benches for the garden. They were donated by Market Imports. The benches are replicas of the benches at the Biltmore and are extremely heavy. Two new bird baths were donated. Matt Callahan is interested in helping with the pergola for the outdoor classroom. The garden is officially completed.

**President-Elect Report:** Jessica Greco

**Speaker:**

- There will be a speaker at the January PSO meeting. Speaker will start at 7 PM. The topic is "Choosing Your Battles."

**Gala:**

- Acquiring volunteers for the Gala is going well.

### **Treasurer's Report: DeLise Falls**

- DeLise handed out StMM PSO Committee Expense Summary 2011-2012 as of November 30, 2011.
- DeLise is in process of preparing \$100 to be given to each full-time teacher during the December/January timeframe. The teachers need to save their receipts and give them to the PSO. The money is not to be used for Kleenex, chlorox wipes, etc. as they can get those through the school budget.
- Cash balance as of 11/30/11 is \$46,618.
- In November, 2011, there was \$23k in revenue and \$10K in expenses.
- Chess club incurred an expense of \$34 for chess bins. Fundraising expenses will be applied in December numbers. Garden committee had more revenue applied from Adopt-a-Plant in November. Secret Santa committee shows most of its expenses in November for purchasing gifts. Sales from Secret Santa will be turned in next week.
- If PSO needs to buy a large item, PSO should do it now. PSO will ask for some ideas. Example, PSO could buy something for the Wellness Committee due to their success with the Walk-a-Thon fundraiser. Maybe, PSO could buy a dishwasher for the cafeteria. Other possibilities: security measures for the school, night lighting for back of school outside, and fix playground equipment.

### **Principal's Report: Mr. Cadran**

- New families are applying for 2012-2013 school year. StMM is in need of 5<sup>th</sup> graders for next year. There are approximately 12-15 openings for 5<sup>th</sup> grade. There are not a lot of openings in other grades for next school year.
- The school's last balloon payment of \$26k is due next year.
- StMM tuition for 2012-2013 will go up slightly.
- Mrs. Navarro will go on maternity leave at the end of January, 2012. Mrs. McKee adopted a son and will be with him at Christmas. She will be on maternity leave through January, 2012. Mrs. Lessing had her baby girl at the end of November, 2011. Ms. Robin Bugg is the 6<sup>th</sup> grade maternity substitute.
- John Patterson challenged StMM to match the PSO's monetary gift of \$500 for the Giving Tree which is handled by Ms. Blum, who runs the religious ministry for the school. Mr. Cadran will match the gift from the school. The money will help support 400 local families receive food and toys for the Holidays. Mrs. Callus spoke on behalf of Ms. Blum and brought this issue to the attention of the PSO. No one has given to the Giving Tree this year since it switched over to gift card requests rather than

presents. As stated previously, both the PSO and the school will give money towards this worthy cause.

- Mrs. Callus also noted that the staff really appreciated their Holiday luncheon which was put on by the PSO.

**Enrichment Coordinator:** Kori Losack

- No updates

**Fundraising Coordinator Reports:** Various

- Covered earlier under President's report.

**Social Coordinator Reports:** Denise Cornicelli

- Per John Patterson, Santa's Village cleared about \$2,000. This week is the Secret Santa workshop as well as Staff appreciation luncheon. For Santa's Village, per John, PSO will advertize in local libraries and place an ad in News and Observer for next year.

**Volunteer Coordinator Reports:** Jane Zureich

- No updates.

**Service Coordinator Reports:** Heather Dapolite

- **Community Relations:** Per Heather, Apex Christmas parade was awesome. A big Thank you to Mrs. Roscoe for the participation of the 5<sup>th</sup> grade chorus. A StMM banner was ordered for the parade. The banner said "Merry Christmas from StMM" with a bible verse underneath. There was also a nativity scene on the float. There were over 80 participants, and the parade went quickly. Next year, there will be 2 people in front of the float to hold the banner. This year, the banner will be hung over the school's entrance for Christmas.
- **Spirit Wear:** New pink and blue t-shirts were ordered for StMM.
- Christmas cards are going out soon. The two winners of the Christmas card contest are: Miranda Gaynor and Avery Ang.

**Communications Coordinator Reports:** Amy Snow

- Per John Patterson, she is handling the PSO calendar.

**Old Business/New Business:**

- No Updates.

**Adjournment:** This concludes the fifth PSO Executive Board meeting for the 2011-2012 year. Meeting was adjourned at 8:10 p.m. with a prayer.