

St. Michael the Archangel Catholic School
PTO Board Meeting Minutes
December 7, 2009

The St. Michael School PTO Board met on Monday, December 7, 2009, at 8:00 am in the school conference room. Present for this meeting were Principal Dr. Sarah Wannemuehler, President Laura Grelck, President-Elect Kelly Garnett, VP Fundraising Jenipher Free, VP Fundraising-Elect Jennifer Clark, VP Education Liz Riegel, VP Social Doris Tobin, Treasurer Kermit Dowdy and Secretary Ron Ewing. VP Volunteers Christine Danuck was unable to attend.

Principal Update, Dr. Wannemuehler

The **Blue Ribbon** application has been completed and received by the Blue Ribbon Selection Committee. We anxiously await the results.

Dr. Wannemuehler informed the board of some Saint Michael School community families who need our prayers during a time of illness and loss:

Mrs. Kim Dandurand's grandmother is very ill. Mrs. Dandurand has traveled to Pennsylvania to be with her grandmother and family.

The Uche family lost Mr. Uche's grandfather. The family will travel to Africa for the funeral service and for an extended period of mourning. Dr. Wannemuehler is trying to accommodate the family's needs.

Mrs. O'Connell, former director of the St. Michael ECC, recently lost her son, Joey, and now has lost her mother on December 6. The funeral was to be held at St. Michael.

Dr. Wannemuehler recognized Laura Grelck for her leadership and motivation during her tenure as PTO president. Jenipher Free was recognized for her non-stop fundraising efforts for the PTO and Building Campaign.

She told the group that the **Open House** on November 16 was a great success with 35 families attending. She said that there are two more open houses on January 7 from 9-11 am, and on January 11 from 5:30-7:00 pm. She thanked the Board members who assisted with the first Open House and said she would like for Board assistance during the next two sessions.

Catholic Schools Week is January 24 – 29.

The Building Our Community of Faith Campaign Project Update:

Msgr. Tim and the Building Campaign Committee have resubmitted the plans to the Bishop and to the Town of Cary. The two-phase plan now calls for phase two to be built first. This will include a gym, auditorium, chapel, new classrooms, and a conference room. The parish still needs to raise \$300,000 by year's end to meet the requirement of \$2 million cash to begin construction. The current plans are only approved by the City of Cary until February, 2010. Construction must begin in the spring or the entire plan and approvals must start over again. A letter will go out Wednesday outlining the new plans and requests for fundraising.

PTO President Update, Laura Grelck and Kelly Garnett

Laura stated that this will be her last official Board Meeting and in January Kelly Garnett will lead the PTO. She said it had been a wonderful experience that had made her very grateful that her children attended StMS. Laura said Kelly is ready to take the lead. The official handoff will be at the January meeting.

Laura discussed the PTO General Meeting held November 19, which was our first-ever morning meeting and extremely well attended. Seventy-five people attended. Father Mike gave a very inspiring story. Laura suggested that we consider another morning PTO General Meeting and the Board voted to hold its May meeting in the morning. Kelly Garnett was to follow-up on getting this time changed. Doris Tobin offered to furnish bagels, juice, and coffee as with the last morning meeting.

The Board agreed that daycare for the next morning meeting will not be provided, as the logistics and manpower required are too cumbersome to do more than once in the year.

Kelly Garnett asked that the Board consider whether the President-Elect and the VP Fundraising-Elect Board positions should be reconsidered such that the President and VP Fundraising begin shadowing as soon as elections are over and that their tenure fill one school calendar year. She said that the school-year tenure makes more sense than to have the positions begin and end in the middle of two school years.

Dr. Wannemuehler suggested that perhaps we consider having two VP Fundraising positions, as this position has so many responsibilities and could use extra help to share in the work.

Laura Grelck asked that we reference our by-laws and table this discussion. This should be on the agenda at the January meeting. All agreed.

Laura Grelck discussed the committee that was formed to research the possibility of a Holiday Shop, with high end vendors from all over. The committee, chaired by Marylynn Fitzgerald was to research possible vendors and best time of season to hold such a market. The church currently

has a craft shop in progress. The Board decided that it is best not to continue investigating a school-only Holiday Shop, as it will conflict with the successful shop held by the parish. In addition, we need to wait until our gym is complete before stepping forward.

Kelly Garnett said that Mrs. Jarboe had offered to do a SmartBoard demonstration for parents before our next PTO General Meeting. The suggestion was made that a demo be held 30 minutes prior to the next meeting.

Treasurer Update, Kermit Dowdy

Performance of Current Year Budget as of December 5, 2009

	<u>Budget Amt</u>	<u>YTD Amt</u>	<u>Variance Amt</u>
Fundraising Accounts			
• Angel Bucks	\$20,000	\$10,501.17	(\$9,498.83)
• Jolly Elf Trail Run	\$13,000	\$10,603.98	(\$2,396.02)
• Auction	\$100,000	(\$795.00)	(\$100,795.00)
• Original Artworks	\$2,000	\$4,938.95	\$2,938.95
• Plant Sales	\$2,500	\$3,683.50	\$1,183.50
• Sports Concessions	\$0	<u>\$225.05</u>	<u>\$225.05</u>
Totals	\$137,500	\$29,157.65	(\$108,342.35)
Social Accounts			
• Book Sales	\$500	\$0.00	(\$500.00)
• Family Bingo Night	\$2,000	(\$200.00)	(\$2,200.00)
• General PTO (Misc.)	\$1,000	\$5,492.15	\$4,492.15
• Middle School Dances	\$650	\$465.91	(\$184.09)
• Saint Nicholas Shop	<u>\$500</u>	<u>(\$3,211.90)</u>	<u>(\$3,711.90)</u>
Totals	4,650	\$2,546.16	(\$2,103.84)
INCOME ACCOUNT TOTALS	\$142,500	\$31,703.81	(\$110,446.19)
Expense Accounts			
• Athletics	\$19,536.52	\$7,188.20	(\$12,348.32)
• Capital Building Improvements	\$13,902.39	\$13,902.29	\$0.00
• Fine & Performing Arts	\$10,487.78	\$10,511.73	\$23.95
• Library	\$2,793.48	\$1,705.25	(\$1,088.23)
• PTO Administration	\$1,726.83	\$25.00	(\$1,701.83)
• Reserves & Endowments	\$12,471.13	0.00	(12,471.13)
• Spiritual & Educational Enrichment	\$6,134.13	\$92.54	(\$6,041.59)
• Student Activities	\$14,708.26	\$636.93	(\$14,071.33)
• Teacher & Admin Support	\$9,141.43	\$5,543.81	(\$3,597.62)
• Technology	<u>\$23,170.65</u>	<u>\$23,171.00</u>	<u>\$0.35</u>

Totals	\$114,072.60	\$62,776.85	(\$51,295.75)
Total Earnings	\$28,077.40	(\$31,073.04)	(\$59,150.44)

Finance Notes:

The PTO board members voted to approve the to-date expenses for the Jolly Elf Trail Run, Bingo Night, Saint Nicholas Shop and Auction. Laura Grellck commented that this year the committee chairpersons were given a target for the budget and expenses of the social and fundraising events. All chairpersons to date have reviewed their budgets and expenses with appropriate Board members to ensure cost-saving measures are in place and that expenditures are on track. Jenipher Free commented that the tuition-reimbursement Auction item will be cut from the auction budget this year. Per Kermit’s request, the PTO Board voted to approve the budgets on the Jolly Elf Trail Run, St. Nick Shop, Bingo and Auction.

Spiritual and Educational Enrichment Update, Liz Riegel

Upcoming Events:

John Panepinto will speak at the January 12 PTO General Meeting at 7:00 pm. The topic will be **Finding Balance in Uncertain Times**.

Fr. Mike Spurr had offered to hold a “Coffee with Father Mike” session in the springtime. March might be a good time for such a session.

Julie Taylor, Apex High School Teacher, will speak this year. We are in the process of finalizing a date.

Liz Riegel shared with us the results of her survey to parents.

The survey was entitled:

Spring Educational Opportunities For StMS Parents

I would like to participate in a six-week Lenten Book Group:

YES 23
NO 7

If you answered YES to the Book Group, please select your preferred time to meet:

8 am Tuesdays 9
8am Wednesdays 8
10am Tuesdays 9
10am Wednesdays 4

I would like to attend a Lenten Luncheon with a guest speaker the week of March 22, 2010:

YES 21
NO 8

I would like to participate in a day of reflection, on a Friday during Lent from 8 am to 3 pm, to give myself the gift of time to listen to God's words for me and to pray with other parents for our children, our teachers, our community and the needs of our world.

YES 12
NO 17

Liz is researching books for this a Lenten book study. Dr. Wannemuehler suggested two books, "If You Want to Walk on Water, You've Got to Get Out of the Boat," by John Ortberg, or "The Shack," by William P. Young, or "Gift of the Red Bird," by Paula D'Arcy. Dr. Wannemuehler shared with us she is reading for Advent a spiritual book on the reflection of the Book of Nehemiah.

Social Events Update, Doris Tobin

Upcoming Events:

December 14th to 16th is the St. Nicholas Gift Shop. The event will be held in the Archangel Centre, not above the gym as it was last year. Doris is working with chair Donna Kocur on shop event details. There may be a need for volunteers to help with set-up the Sunday evening before the gift shop opens Monday. There will be signage and blow-up snowmen in carpool reminding parents of the event.

January 22th : Bowling for Grades 5 and 6
7th / 8th Grade Dance in Parish Center

Fundraising Events Update, Jennifer Clark and Jenipher Free

Jolly Elf Trail Run:

The run is set for December 12th from 8 am to 12:00 noon. There are approximately 600 registered runners this year. T-shirts can be ordered by Friday.

Chick-Fil-A and Kilwin's Night:

The event was well-attended. The estimated profit is \$500. Three more nights have been scheduled for January 13, March 24, and May 12.

The topic was discussed about the low turnout at Westie's (Beef O'Brady's). The new ownership and menu changes may have some bearing. The PTO members decided to continue the event, as the owners have generously donated a portion of the event proceeds since our school started. The school is grateful for them.

Jennifer presented a new fundraising event: "Phoneraiser." Mr. Jose San Miguel will pick up the phones and accessories. The details are still being worked out. The date for this event is January 11 -15.

Decade of Dreams Auction:

Jenipher Free informed us that the event was in planning stages. A new item this year will be a gift-card wall, where those who donate gift cards to this attraction by a certain date will be given two free raffle tickets to win the entire collection of gift cards. Those who donate will be encouraged to purchase donation through Angel Bucks.

Laura Greleck advised she has received three verbal responses from sponsorships to date.

Jenipher also advised that the budget was examined to determine what costs could be eliminated. The tuition reimbursement was eliminated.

The meeting adjourned at 9:31 am.

