

**St. Leo the Great Parent-Teacher Organization's
Executive Board Meeting**

March 10, 2010

Meeting Purpose:

Event Review, Event Status and Planning, General Business

Board Members Present:

Larry McGrail, Teresa Ketrone, Suzanne Dowd, Kim Pham, David DiPippa, Cynthia Washington, Melissa Baker, Deborah Ball, Coleen MacKay, Mary Knapp

Guests:

Mizuho Akiba, Nancy Wiegand, Kathy Budzynski, Kimberly Faunce, Silvia Neves, William Schouviller

Welcome, Opening Prayer. Larry McGrail called the meeting to order at 7:19pm and welcomed all present. He led the group in an Opening Prayer

February Minutes. Larry requested that language be added to reference that the Board approved Mr. Torma's request for additional funds for the 6th Grade Medieval Day activities with a unanimous vote in favor.

- Mr. DiPippa referenced the last page of the Feb 10th minutes, regarding the permits/rider, and asked to have the wording clarified to reflect that we would need to obtain a rider from the Vendor to exempt the Arlington Diocese and St. Leo's from liability.

- Correct spelling of Silvia's name.

Treasurer's Report. Kim reported a cash balance of \$44,447.63. Two bills paid. As of today, cumulative income of \$941.00.

- Quiz Bowl. About \$2,100.00 profit. The "round sponsors" worked very well.

- Spirit Wear. Next week. Should make about \$1,000.00

- Larry asked about the upcoming Used Uniform Sale. He's received requests to extend the hours or have another sale at the Ice Cream Social. He will contact Lesli Kraiger.

- Golf Tournament. Received \$1,000.00 donation to sponsor 6 faculty. \$4,410.00 paid out for deposit to Westfields and for software.

- Catholic Digest. Last year's subscription never got paid (\$802.04).

- Dinner Out. Made \$941.80.

- Cultural. Does not include Mr. Torma's additional funding.

- Catholic Business Dinner. Increased to \$600.00.

- PTO Dues. Paid. Will show next time.

- Computers. Mr. Hedderson has bills coming in. Materials coming in. Mr. Hedderson wants to try to change out the computers by end-of-year.

- Larry asked about Innisbrook and the late fee. Kim said the late fee was forgiven because we've committed to another year with them.

- Ice Cream Social. We do not know whether we will make money or lose money.

Volunteer Committee Report. Almost 100 out of 375 families turned in the surveys. Results will be presented at the next meeting.

Question: Via letter from Larry/Mr. DiPippa can we encourage people with certain skill sets to volunteer for PTO positions?

Fundraising Committee Report.

- Ice-Skating. Very well attended. Along with dinner at McDonald's, we made about \$100.00. And \$100.00 to Pennies for Patients.

- Ledo's. Not that well attended. About \$100.00.

- Chick-fil-A Cheesecakes. Coming up. Have flyer ready.

- 5 Below. Week before Easter, March 27-April 3. Made almost \$200.00 last time (before Christmas).

- Basketball Teams at Fuddrucker's. Competition among grades to see who can bring in the most families. The winner gets a coupon. Need to settle on dates.

- Baja Fresh. In April.

- Coyote Grill. In May. Also trying to coordinate live music.

*Volunteer Luncheon. MaryBeth is not going to chair this event. We need to decide locations. Maybe here with a caterer (Kim knows of one), perhaps the Guadalupe Room?

By-Laws Modification. Father Whitestone's changes have been incorporated and the revised version has been sent to Larry, Mr. DiPippa and Father Whitestone. Mr. DiPippa asked that we wait to approve the modifications at the next General Membership Meeting.

General Membership Meetings.

- Minutes should be sent to Mr. DiPippa for posting on the web page.

- Both Larry and Mr. DiPippa were pleased with the first meeting, but agreed that the process needs improvement. The most "votes" for a topic will get it on to the agenda. Larry wants to discourage "blaster" e-mails that 2 parents used last time around, so he has devised a Request for PTO Agenda Topic form (see attached).

- Mr. DiPippa said "resolution" is redundant. He also wanted to revisit how to determine what topics will be included on the agenda or whether some topics should be resolved in another way. We still need to decide on a "formula" to determine what makes it onto the agenda.

Question: When do we make use of the form?

Answer: Larry will send it to those who have already submitted requests electronically.

- Kim Faunce reported on the Spanish Committee's progress. There are many different facets to this issue. The committee met March 1 and talked about goals and weaknesses. For the Middle School the goal is to be prepared to take the placement exam and move on the Spanish II in High School which will be better for the college

application process. Recommendations include break down the text book over the three years with some kind of test at the end of each year. For grading, determine how many graded events are in each quarter and assess progress. Examining the Diocesan curriculum is unclear because the Diocese is reviewing the Spanish program this year. The committee would like to compare St. Leo's program to what is available in public schools, but they need more information.

- March General Membership Meeting.

- 7 – 9pm.

- First half business.

- Spanish Committee summary report.

- 8th Grade Graduation. Brief discussion. Current 7th Grade survey.

- Science.

- Cultural/Assemblies.

- 25 minutes for each topic

- Mr. DiPippa wants some sort of conclusion for a topic.

- Larry asked whether we have a need for more than 2 General Membership Meetings a year?

- Comment: We need some way to receive/encourage submission of discussion topics, i.e., suggestion box, but we don't need to have a meeting every time.

- Comment: We need to communicate with families better, i.e., weekly folder; advertise suggestion box via PTO e-mail.

Golf Tournament. No report.

Ice Cream Social. The social is on March 20th. Teresa Ketron reported on the progress of this event and said that everything is moving forward and going well. The event will probably be short on volunteers so any help is welcome. She discussed some issues regarding the ordering of the ice cream, including asking the board to help decide whether to spend extra money on whipped cream purchased from Friendly's at \$9/can or to buy it ourselves. If the whipped cream is purchased from Friendly's, they provide 2 or 3 employees to scoop the ice cream for the event because they are the only people allowed to use their cans. If the whipped cream is purchased outside of Friendly's, we would need to find people to scoop. The board agreed that we should pay the extra money and have Friendly's scoop the ice cream.

Spring Fun Run/Family Carnival. Silvia said that money is a concern. Advance purchase \$10.00 all day pass or \$15.00 at the door. Pass includes entry, rides and games. Does not include food or other booths.

- Will try to get vendors to sell food.

- Working with the vendor on the liability issues. We will need to make a deposit when these issues are resolved.

--The Fun Run will be around Van Dyke Park. No paperwork is required by the City.

Question: What about neighborhood families that might want to come?

Answer: Yes, they can.

Question: What location, exactly?

Answer: Grass field and some on pavement in front of Parish Hall.

--Worst case we lose \$2,000.00. Best case, we make about \$2,000.00.

Question: Do we have/need a Rain Date?

Answer: With this vendor, we can pick a rain date—June 5.

Question: When?

Answer: May 22.

Question: How many volunteers will be needed?

Answer: The vendor provides people for the rides.

•Motion made, and seconded, to commit \$6,000.00 without any guarantees on the outcome? The “ayes” carried and motion approved.

Mentor Family Program. Cynthia would like to initiate the program now and work with the new Community Coordinator. She has prepared a letter to go to families asking who might want to be host/buddy families. She wants to match up these families ASAP with new families as soon as the new families submit their registration fee, even mid-summer.

Question: Will you ask new families if they want a buddy family?

Answer: Yes.

Board Nominations.

--Larry McGrail for President.

--Jennifer Conroy for President Elect.

--Teresa Ketron for Director of Community Needs.

--Nancy Wiegand for Volunteer Coordinator.

Closing Remarks. Larry thanked everyone for attending.

Adjourn. Meeting was adjourned at 9:28pm.