

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

April 14, 2010

Meeting Purpose:

Event Review, Event Status and Planning, General Business

Board Members Present:

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

Guests:

Mizuho Akiba, Nancy Wiegand, Kathy Budzynski

Welcome, Opening Prayer. Larry McGrail called the meeting to order at 7:15pm and welcomed all present. He led the group in an Opening Prayer

March Minutes. The minutes for both the PTO Executive Board Meeting and General Membership meeting were approved with changes requested. (See revised minutes on school web site.)

Treasurer's Report. Kim stated that she had not yet received comment/input from Erin Cooke. Ending cash balance as of March 2010 was \$34,779.37. There was a lot of activity this past month. A whole year has almost passed and we've only accounted for half of the interest budgeted. This year we have spent more than we budgeted for. We did not have a Golf Tournament to generate money this year, and the Carnival expenses are still outstanding.

- Quiz Bowl. Made \$2,133.38. Event closed.
- Carnival. Made deposit to vendor (\$5,061.00), 30% of the contract amount. Next payment is due May 21, for the remainder of the contract amount.
- Ice Cream Social. Made about \$1,000.00. We do have some left over ice cream, equaling about 200 servings. Teresa has asked Carolyn Muller whether the classes would like to have the left over ice cream to supplement end of year ice cream parties. If no interest, then another option is to offer free ice cream to the first 100-200 people at the Carnival.
- Golf Tournament. Right now a negative.
- Dinner Out. As of today, we have made \$941.80.
- Cultural Arts. We are about \$1,000.00 ahead. This does include the 6th Grade Medieval Day activities.
- Volunteer Lunch. Need to talk about.
- Technical Fund. Almost closed out. Includes Computer Lab expenses.

--Mr. DiPippa asked about the Listening Library entry of \$300.00. He said he would ask Mrs. Craven to place an order. He also asked whether we could add \$200.00

to the Field Day fund. The Board voted to approve this request with a unanimous “yes” vote.

--Larry asked about the Auction Pay Software. Mr. DiPippa answered that the \$400.00 could be removed from the budget since the software cost has already been taken care of.

Volunteer Committee Report. (Survey Results attached) Sent out just before the snow days. Coleen brought up the idea of a “Buddy System” which would involve volunteers to call and invite fellow school families to volunteer. The Committee is part-way through the process of looking at other schools.

-- Larry mentioned that Fr. Whitestone will have the final decision on whether a financial payment can be made in lieu of actual volunteer hours.

-- Mr. DiPippa noted that it is hard to keep track of “banks” of volunteer hours. Families do have the option of writing a letter explaining their circumstances if they need to request a waiver.

-- Coleen said that the Lunch Room, Playground and Library needs seem to be the most difficult to sign up for. Coleen said the Committee plans to ask for volunteers for the upcoming school year in the Spring.

-- Larry will contact Mrs. Craven and Mrs. McCarty to ask about their requirements.

-- Mr. DiPippa mentioned that Fr. Whitestone said he would like to see the survey results.

Fundraising Committee Report. Suzanne noted that some comments in the Volunteer Survey applied to Fundraising.

- Chick-fil-A. Only 7 cheesecakes were ordered. Made \$35.00.
- Five Below. Only made \$56.00 at the Fairfax store.
- Baja Fresh. April 20. 4-10 pm. 15% comes back to us. Flyer is ready. Should we schedule another BF night to complement the Art Fair?
- Coyote Grill. May 4th is the same night as the Art Fair. Wants this night out to be more of an adult night rather than a family night out. Should look at May 20.

Executive Board Elections. (Ballot attached) Suggestion was offered that we should add “this year only” to the One-Year Term notation. Some confusion over whether a family has one vote per PTO membership or one vote for each parent.

-- Mr. DiPippa will include a hard copy of the Ballot in Thursday’s newsletter as well as attach it to the e-mail version and have it placed on the school’s web site.

--Completed Ballots are due April 23.

General Membership Meetings. At the March 24 meeting, a few attendees volunteered to help out with the Science program. Mr. DiPippa found someone with a Science background and hired her. The individual's name is Miss Patel who has helped with Math Mania and the 8th Grade High School Placement Exam. She has a Masters and has taught 6th, 7th and 8th grade in the Diocese. She will come in 2-3 times per week.

Golf Tournament. The web site is up and running and looks good. Tom is working on securing sponsors. He wanted to set up PayPal and Kim advised him to go through Erin.

Ice Cream Social. See Treasurer's report/budget discussion.

Family Carnival. Had a successful first meeting. Marketing through CCD classes as well. Working on permits. Working on securing food vendors. Also lining up PortaPotties. A full color flyer will go out next week.

Mentor Family Program. Cynthia reported that:

- a letter to current families asking for volunteers will go out tomorrow and will be posted on the school's web site as well. The letter will ask for information such as what activities families are interested in, what language(s) is(are) spoken at home, where the family goes to mass, and the best number and e-mail address to reach the family.
- a letter to new families to let them know about the program will be sent to those already registered and will be included in registration materials.
- For Welcome Back Day families will be given an itinerary and a check list of what is needed. And, a meeting will be scheduled for transfer students in Grades 6, 7 and 8.

-- Suggestion was offered that some clarification is needed on what should be brought to Welcome Back Day. For example, a bag to carry all books collected.

PTO Facebook Page. From the PTO suggestion box: St. Leo's should create a Facebook page as another way to communicate.

-- Mr. DiPippa responded that he ran this by Fr. Whitestone and the Diocese office. The Diocese is working on establishing a policy, so we are not able to do anything with this suggestion at this time.

Volunteer Luncheon. May 27. Larry reported that in the past it has seen limited attendance because it is held during the day. At one point it had been a dinner. Last year it was held at Brion's Grill at a cost of about \$2,200.00. We have the following options:

- Restaurant off-site (other than Brion's Grill)
- Guadalupe Room – Catered
- Dinner

Larry stated he will be the chair. We have budgeted \$2,000.00. During our last discussion, it was pointed out that using the Guadalupe Room will allow teacher's to stop

in. Both Kim and Mr. DiPippa have caterers they can recommend. Larry said he will get bids and call for a vote from the Board to approve.

Volunteer of the Year. We need to think about nominations. We will present the award at the Lunch.

- Mary Beth Crosson
- Kristen Bolster

Larry said he will compile the list of nominees and ask for votes.

Closing Remarks.

- Larry said:
 - He will prepare a rough draft of an agenda for next year, complete with assignments for Board members.
 - Our next meeting will be May 12 at a location to be determined. Invitees will be current Board members and newly elected officers.

-- Mr. DiPippa mentioned that a couple of people have asked him about agenda topics being sent out via e-mail to non-board members before things are finalized or a finished product produced. His opinion is that we should keep deliberations amongst Board members only and then publicize information/decisions when finalized.

-- Suzanne mentioned that many of our restaurant partners want opportunities to cater different events.

Adjourn. Meeting was adjourned at 9:09 pm.