

MINUTES



St Leo the Great Parent Teacher Organization Executive Board Meeting Minutes December 1, 2010

The meeting was called to order by PTO President, Larry McGrail at 7:20p.m. PTO Secretary Katie Wilson was present to record the minutes.

In attendance

Board Members: Larry McGrail, Jennifer Conroy, Katie Wilson, Nancy Wiegand, Cynthia Washington, Deborah Baker, Melissa Baker

Absent: Coleen MacKay, Teresa Ketron, Julie Clinch, David DiPippa

Approval of Minutes

The minutes from the November 3, 2010 meeting were unanimously approved and distributed. They will be posted to the St Leo's website.

Treasurer's Report

Coleen MacKay was not present to provide the Treasurer's Report.

Community Programs

Teresa Ketron was not present but provided the following written update:

- **Service Projects:** Suzanne Dowd was not present at the meeting but provided the following update via written report - community service projects continue to develop within our school. Mrs. Ball's 3rd Grade class is incorporating a service project with the LAMB Center. They are providing toiletries for the center and delivering them before the holidays. The 6th Grade is collecting pillow cases for a project in Haiti. The pillow cases will be made into clothing. Mrs. Washington reported additional service projects taking place around the school: Catholic Charities donation, St. Vincent DePaul- toiletries collection, gift giving mass, St. Marten coin collection- monies donated for gifts to gift giving Mass, Coat Drive, Holy Childhood Assoc., plus many others.
- **Bingo Night** - Katie Wilson and Jennifer Conroy reported that the event is scheduled for Friday, February 4, 2011 at the St Leo's gym with snow date being the following evening on Saturday, February 5th. An event plan was provided and included the following details: Admission cost is \$5/person that will include participation in 10 rounds of bingo, (2) gaming cards, plus (1) raffle ticket for an opportunity to win the Grand Prize. The traditional 8th Grade Media Sale will take place in the science room and organized by the 8th grade class and their

parents. Katie Wilson asked the PTO for \$700 to cover the costs of the Bingo equipment and supplies. The motion was second and unanimously carried to purchase the bingo equipment. Additionally, the 8th Grade will sponsor a concession stand featuring hotdogs, chips, soda and ice cream that will be on sale during the event. Proceeds will support the 8th grade fundraising efforts. The Bingo Steering Committee will continue to meet to further develop the event.

- Spring Festival – much discussion centered on the date to hold this year’s Spring Festival. The PTO reviewed the school event calendar to determine the best date for St Leo’s families. It was unanimously passed that the Fun Festival will take place on May 21 with a rain date on June 4.

Volunteer Programs

Nancy Wiegand presented a software solution to assist with the tracking of volunteer hours. HelpCounter Volunteer Software enables schools to track volunteer hours, organize committees plus maintain a volunteer database with emailing enabling and recruitment. The software company is based in Oregon and is used in many school districts across the country. The software contains an annual fee of \$150.

Since the service provides a free trial period, Larry recommended we try out the software and develop an implementation plan to understand the data import and the processes therein. Nancy will investigate further and present the implementation plan to move forward. Questions to consider; how is data uploaded; will a PC be required in the front office for volunteer sign in; what would be the appropriate PR blitz to communicate this new process to our school families; how quickly can we get the software implemented. **Action:** Nancy will further investigate the trial period for its implementation while develop an implementation plan and Cynthia Washington will look into finding a laptop with Internet access for the front reception area to track volunteer hours.

Fundraising Programs

Julie Clinch was not present but provided the following written update:

- Chick-fil-A Calendar sales are going slowly.
- Spirit Wear items for the Christmas holiday are now closed. There was not a report on how well the sales performed.
- St Leo’s Golf Tournament - Tom McGovern, Tournament Chair was not able to attend the meeting so the Golf Tournament report was tabled.
- Dinner Out – Suzanne Dowd provided an update via written report: The Let’s Dish fundraiser runs through January 15th. Fuddruckers is under new management thus has new guidelines regarding fundraisers. Suzanne is working with the new manager for options and will report back at the next PTO meeting. Suzanne is also working on a Fairfax Ice Arena fundraiser/event for late January. More will be reported at the next PTO meeting.

Closing Remarks

Larry mentioned that a representative from Claire's Gourmet will attend our January PTO meeting to present new fundraising opportunities. The company supplies high end desserts.

Mrs. Washington provided an update on the Design for Excellence project. The steering committee has completed the Faith, Leadership and Personnel sections. The visiting committee will be finalizing the project in early May. At that time the PTO will be asked to host the visiting team. More details will come at the January PTO meeting.

The meeting was adjourned at 9:02pm by PTO President Larry McGrail.