

# MINUTES



## **St. Leo the Great Parent Teacher Organization Executive Board Meeting Minutes** *August 3, 2011*

The meeting was called to order by PTO President, Teresa Ketron at 7:16p.m.  
PTO President-Elect, Katie Wilson recorded the minutes.

### **In attendance**

**Board Members: Teresa Ketron, Katie Wilson, Kim Perry, Julie Mertz, Nancy Wiegand, Deborah Ball, and Melissa Baker.** *Absent: David DiPippa, Coleen MacKay, and Susan Holler.*

### **Approval of Minutes**

The June minutes were distributed for review and will be voted for approval at the next meeting.

### **Treasurer's Report**

Coleen MacKay was not present to report.

### **Review of PTO Events and Meeting Calendar**

PTO event dates have been added to the 2011-2012 school calendar. Key updates: Family Fun Night has been moved to October 29, 2011; Family Bingo Night will be held on February 3, 2012. Quiz Bowl has been confirmed for March 3, 2012. **Action item:** Teresa will confirm all dates, specifically Family Bingo Night for the possibility of moving to January 27 to kick off Catholic Schools Week and to also provide a week between Bingo Night and the Casino Night & Auction.

### **Welcome Back Day**

Teresa is crafting the PTO Welcome Back letter to send all families by week's end. The letter will include important information regarding Welcome Back Day, school volunteer opportunities and a save the date for upcoming school events.

Kim Perry approached Brion's Grille to host a Welcome Back Day gathering and fundraiser. They have agreed to give 10% back to St Leo's School off of each bill during the lunch hours on Friday, August 26. A motion was made and unanimously passed to host a fundraiser at Brion's Grille after the Welcome Back Day.

- School Supplies Setup – Teresa will follow up to arrange and coordinate the setup, which takes place the day before Welcome Back Day.
- Used Uniform Sale – Julie Mertz volunteered to chair the Used Uniform Sale and will coordinate efforts regarding the sale at Welcome Back Day.
- Spirit Wear Sale – Kim Perry will spearhead the Spirit Wear Sale and will recruit volunteers to work shifts during Welcome Back Day.
- Membership Table – Teresa will coordinate shifts for this table and will work with Susan Holler regarding the membership directory.
- Other Club/Group Tables - Julie suggested a station to encourage sign-ups for lunch room/playground duty. Additionally, Nancy suggested the PTO setup a kiosk to demonstrate the volunteer website portal.

### **Discuss Early School Events**

- Innisbrook – Kim Perry volunteered to chair the Innisbrook fundraiser for this year.
- In lieu of the Spring Festival, PTO will combine efforts with the annual Parish Picnic scheduled for September 10, 2011. Fr. Whitestone has agreed to host the picnic and festival with volunteer support from the PTO. Silvia Neves has agreed to coordinate the festival rides and ticket sales while the PTO will recruit volunteers and assist with school-wide marketing.
- Back to School Nights – are scheduled for September 8 for the middle school and September 13 for the lower school. Teresa will represent the PTO and encourage volunteer engagement. **NOTE: Date change for Middle School Back to School Night – September 13, 2011.**
- General Membership Meeting – Teresa proposed to have a general PTO membership meeting combined with a speaker in the Fall. Teresa, Cynthia, Nancy and Julie will work to further develop.

### **Topics for September Meeting Agenda**

- PTO 2011-2012 Budget approval
- Kim Perry will present a Fundraising Plan
- PTO Golf Tournament details

### **New Initiatives**

- PTO has requested to enhance communications to school families through the room parent program. Moving forward, the room parents will notify class families of any special events/activities the school is supporting; i.e. out of uniform days, special projects, etc. Nancy will initiate efforts with the room parent coordinators.
- Kim Perry has agreed to be the main contact for our school spirit ordering vendor (CCI). Additionally, she will coordinate the ordering of field day and Jesus Day shirts to centralize the responsibility.

The meeting was adjourned at 9:21pm by PTO President Teresa Ketron.