

St. Bernadette PTO Executive Board Meeting

Tuesday, October 9, 2012

7:00-8:30 p.m.

School Cafeteria

In attendance: Beth Monroe, Denise Richard, Jeanmarie Spradlin, Chris Popeck, Erin Moore, Kim Jones, Jim Shepherd, Amy Burger, Rose Kwiatkowski, Mary Fedorochko, Sandy Barrick, and Lisa McGilliin

1. Opening Prayer (Spradlin)
2. President's Report (Spradlin)
  - a. Mrs. K's mom passed away and the PTO will be sending flowers once the final arrangements have been made.
  - b. A big "thank you" to all the work that has gone on and continues to happen for the Fall Festival this coming weekend.
  - c. Middle School Locker Solution: Mr. Clapp has a solution which involves disassembling the latching system and installing magnets. He can find the magnets for \$2.03 each and it will take him 5-10 minutes to do each locker. The final cost will be less than \$1,000.00. Mrs. Beeks and Mrs. Monroe have looked at the prototype locker and have approved moving forward. There are approximately 200 lockers to fix. Mrs. Spradlin made a motion that the PTO will pay for this project out of our Special Projects budget and called for a second to the motion. Mrs. Kwiatkowski seconded the motion. The balance of the members concurred and approved the motion.
  - d. Diocesan PTO President Jim Rives sent an email regarding an upcoming Free Event at St. Andrew the Apostle, Clifton, VA. The Accidentals, a women's a capella singing group from The College of William and Mary, concert will be held Monday, October 15<sup>th</sup> at 2:00 pm in their Parish Hall.
  - e. Mrs. Spradlin called for agenda items for the General Membership Meeting next week
    - i. Bookkeeper position
    - ii. Fall Festival
    - iii. Middle School lockers
    - iv. Halloween happenings
    - v. Auction update
3. Vice President's Report (Popeck)
  - a. Nothing to report at this time.
4. Secretary Report (Moore)
  - a. Minutes from the last Executive Meeting were distributed to the school community and parish office without further comment.
  - b. Website updates have taken place with the exception of the Google Calendar. Mr. Snyder is working on this.
5. Treasurer's Report (Shepherd)

- a. Distributed Balance Sheet and Budget Overview report and reviewed format.
  - b. Items with a \* means that there was a change in that account during the month.
    - i. PTO dues have been received from the Parish Office.
    - ii. EPI money received.
    - iii. Golf Tournament – hole sponsor, golfer registration fees and donations.
    - iv. Fall Festival – table fees have come in and funds have been disbursed to vendors.
    - v. 8<sup>th</sup> grade red school sweatshirts have been ordered.
    - vi. Cultural Arts Program - African Step was a nice program. Mrs. Barrick asked if our Cultural Arts Representative would be attending the Cultural Arts Showcase. The answer is yes. It is in the spring and it is for booking events for the 2013-2014 school year.
    - vii. Fall Festival – Mr. Shepherd stated that final numbers would not be available for the General Membership Meeting next week.
6. Room Parent Update (Kwiatkowski/Burger/Jones)
- a. Fall Festival Update
    - i. We have pumpkins! Mrs. Kwiatkowski and Mrs. Fedorochko were able to get 343 little pumpkins for a little over \$200.
    - ii. Crafters will have their tables set up in the cafeteria.
    - iii. There will be a yoga/Pilates demonstration by Suzie Carmack from Centered Being in Lorton.
    - iv. Requests for help have been sent out and all shifts seem to be covered.
    - v. Mr. Snee has said that any 8<sup>th</sup> graders helping out will get credit for Service Hours.
    - vi. Mrs. Fedorochko has put together 2 raffle baskets (Monster High and Angry Birds). She will be selling tickets this week under the canopy as well.
    - vii. The signs that were made and place in the island were very nice. Some were lost due to mowing. Since there is no date on them they can be save and used for next year’s event.
    - viii. Matt Barrick has offered to be our photographer at the Fall Festival and will be setting up outside. Asking for \$5.00 donations for family pictures.
    - ix. We have some gift cards (Sweet Frogs, Papa Johns & Giant) – which will be used for Bingo prizes.
    - x. Giant Foods is also donating the whip cream for the pie throwing contest.
    - xi. Mrs. Monroe asked if we were able to arrange for the fire truck – and Mrs. Burger confirmed they will be here barring an emergency. \*Mrs. Burger received a call October 11, 2012 from Captain Beasley from the West Springfield Fire and Rescue Department apologizing that they would not be at the Fall Festival as their station is having an open house that day. He offered to bring the equipment by another day for the children to see.
    - xii. Mrs. Jones told us about Chick Fil-A donating 400 chocolate chip cookies and that the Cow will be here from 11-1 with red and white balloons.

- xiii. Reminder for PTO Members to be at the school at 8:00 a.m. to help with the set up and organization.
  - xiv. Crafters to be here between 9:30 and 10 am and to be done setting up by 10:45.
  - xv. Discussion on how to do the raffle ticket – Mrs. Fedorochko suggested post-its with name and phone number.
  - xvi. The vendors all paid \$25 registration fee and most are donating something back to the school which will be used for the auction.
7. Ways and Means (Fedorochko)
- a. Golf Tournament – October 22 – Springfield Golf and Country Club, hole sponsors and foursomes are still available.
  - b. Box Tops for Education
    - i. The Box Top Store will be open at the Fall Festival.
    - ii. Mrs. Fedorochko is working with Mrs. Molinari to find missing box tops from the contest last year. It was reported that there was \$1,000.00 submitted but we have only received credit for \$658.00.
    - iii. To clarify the fall submission is credited to us by April 15 and the spring submission is credit by December 15. This fall’s submission will only be about \$500 but the spring submission should be substantial.
    - iv. There is a new wooden box with a lock and key located in the vestibule of the church for boxtops.
  - c. Poinsettia order has been place for the church.
  - d. Super Auction – February 2nd – Springfield Golf and Country Club. Mrs. Fedorochko asked who the liaison is to help with the Teacher Parties for the Auction and Mrs. Monroe wasn’t sure but she will look into it and get with the teachers. Mrs. Fedorochko has plenty of ideas if any of the new teachers aren’t sure what to do. Need to know what the parties are before the Christmas break so they can get in the “Auction Catalog”. Mrs. Fedorochko said the crates are going well – most of the classes have their themes and she is painting and decorating the crates. Mrs. Richard has offered her office again this year for housing the crates.
  - e. Barnes and Noble Night – February 6<sup>th</sup>. Would like to have the Cardinal Choir there and will work on that.
  - f. Teacher Wish List – Mrs. Fedorochko strongly suggested that the Teacher Wish List program be brought back. This is a very important program because this is another way that parents can make a contribution to the teachers and classroom. Mrs. Fedorochko would like to meet with Mrs. Monroe, who ran a very successful program in the past and get the program re-established in the next 7-10 days. Mrs. Barrick agreed that this program would be very much appreciated by the teachers. The teachers spend a lot of their own money and this will help out tremendously. The board was in favor of bringing this program back and having Mrs. Fedorochko spearhead the efforts.
  - g. Playground Renovations – Mrs. Fedorochko is still working on the bids for the playground. It is a longer process as she is getting bids based on several different criteria (with mulch, with padding, self-installation etc.). The school community seems

to be excited about this project. She hopes to have something to present to the school community before the auction. She is also working on some alternate ways to get donations. The hope is to have preliminary plans by our next Executive Committee Meeting.

8. Principal's Report (Monroe/Richard)
  - a. Nothing to report at this time.
9. Closing Prayer (Spradlin) – Meeting Adjourns 8:30 p.m.