

PTO St. Bernadette School

Tracey Pilone, President; Mandy Molinari, Vice President; Laurie Altdorfer, Treasurer; Becky Garcia, Ways and Means; Yvonne Horner, Secretary
Web: www.stbernpa.org/parent-teacher-organization/pto-introduction

Date: November 4, 2011

To All St. Bernadette School Parents:

Attached are the minutes from our most recent PTO General Membership Meeting on October 20. The membership approved the funding for the bookkeeper position for the balance of the year to handle the PTO's books. We then turned the process over to Mrs. Beeks, and she began the search process.

As you know, October was a very busy month for the PTO. Thanks to the efforts of Mary Fedorochko, we had a lovely golf outing on the 17th, and raised over \$7,000! The Fall Festival went very well, and Trish Buswell, Susan Loughlin, and Maricarmen Illeccias, our grade reps, arranged a great time for us all! Moon bounces, music, crafts for the younger kids, and Becky Garcia arranged for a late afternoon visit from the fire department. This is definitely a whole school event, with every room parent organizing an event and volunteers from all the grades. Thank you everyone!

The following week we had the Race for Education. Donations are still coming in, and please let your family and friends know that it's not too late to contribute (<http://tinyurl.com/StBRace>). My thanks to all those who helped on Race Day, which was great fun! Also, my thanks to Zulieka Romero, Amy Burger, Matt Young, Jennifer Senzano, and Arlene David who set up the event. We had a great time.

If you have questions please feel free to email me (Tracey Pilone) (tracey@pilone.org) or Mandy Molinari (mandyuberti@hotmail.com), our next scheduled General Membership meeting will be after the holidays in January.

Sincerely,

Tracey Pilone
President

Saint Bernadette PTO General Membership Meeting Minutes

Thursday October 20, 2011 7:30 PM

School Cafeteria

In Attendance:

Mrs. Trish Beeks, Tracey Pilone, Mandy Molinari, Laurie Altdorfer, Yvonne Horner, Becky Garcia, and a total of 26 attendees

Opening Prayer

The Knights of Columbus and their service at St. Bernadette: Joe McDonald

Mr. McDonald, Deputy Grand Knight, presented information about the history of the Knights, and their mission. The Knights at St. Bernadette hold fundraisers, and all money raised throughout the year is in turn used for services and donations which benefit the school, the parish, and KOVAR. Recent donations to the school include donations for tuition assistance, a teacher recognition monetary award, and purchases of an ice cream freezer, milk refrigerator, and gymnasium scoreboard. They also host an annual 5K Fun Run, blood drives, family bingo night, Breakfast with Santa, and a food station at the Fall Festival. In addition, the Knights manage the car raffle for our parish tuition assistance program, and sponsor the charter for our Cub Scouts.

President's Report: Tracey Pilone

Comment regarding the PTO financial statements that were sent out yesterday: Tracey Pilone noted that the financial statements were published prematurely. The proper procedure is for them to be reconciled by the parish office prior to distribution to the PTO membership.

Uniform Exchange: The uniform exchange is in need of more volunteers, and a discussion was held regarding the future of the uniform exchange. The consensus was that we need to continue the operation of the uniform exchange, as it provides a valuable service. A request for volunteers will go out in an e-packet.

Treasurer's Report: Laurie Altdorfer

Bookkeeper hiring proposal for this school year:

The recently passed Charter change allowed the Board the option of hiring a bookkeeper for this school year. The Executive Board approved the hiring of a bookkeeper for this school year. The general membership needs to vote on this proposal.

The Treasurer will oversee this position, and continue to approve expenses prior to payments being released by a bookkeeper. The bookkeeper would be hired by the school as a school employee, and the PTO would reimburse the school. Mrs. Beeks will make the hiring decision, and will approve the bookkeeper's hours each pay period.

This expense would be budgeted from the Kitchen Staff Salaries and Operating Committee Expense, as indicated on the Budget that was presented this year.

A discussion followed. Questions included the necessity of this being a paid position, especially since a number of our fundraising events have been moved online, and we have a separate bookkeeper for the cafeteria. The response was that this is still a position which requires up to 10 hours per week, and we have not had anyone step up to take this on as a volunteer for the rest of the school year. A request was made of the attendees for a volunteer bookkeeper, with no response. Currently we have a shortage of volunteers, and this is a position that requires consistency and dedication. Other PTO's in our diocese have decided that the PTO bookkeeper should be a paid position.

A motion was made to approve the hiring of a PTO bookkeeper. A vote was taken, and the proposal was approved by 14 to 9.

Further discussion ensued regarding the amount of work hours per week, and the amount of funds to be allocated to the bookkeeper position for the remainder of this school year. It was determined that the number of hours should not exceed 10 hours per week. This will be included in the position description, and Mrs. Beeks will be approving the time cards each pay period.

A motion was made to allocate \$7000 towards the bookkeeper position for this school year. A vote was taken, and was approved by 15 to 3.

Fundraiser Update: Mary Fedorochko

The Golf Outing profit this year is \$7,687.60

The EPI (school supplies) profit is \$2,161.60

From the Boxtops program, we remitted a shipment, and are expecting \$1250.

Scrip Sales have been discontinued (as noted in the recent Executive Board minutes). The sales from our remaining inventory have been completed, with \$2,740 for July, \$2,425 for August, and \$10,340 for September. A question was raised as to whether we could continue Scrip sales online. It was noted by

the Board that online Scrip sales are still mailed to the school, not the purchaser, and the PTO would be responsible for cards. The Diocese discourages involvement in Scrip programs, therefore the PTO will not offer Scrip online or in any other format.

Meeting ended at 8:45 pm.