

St. Bernadette PTO Executive Board Meeting

Tuesday, February 12, 2013

7:00-8:00 p.m.

Library

In attendance: Patricia Beeks, Beth Monroe, Jeanmarie Spradlin, Chris Popeck, Erin Moore, Rose Kwiatkowski, Amy Burger, Mary Fedorochko, and Jim Shepherd.

1. Opening Prayer (Spradlin)
2. President's Report (Spradlin)
 - a. Catholic Schools Week – thank you to all who came to help with the tours and Mrs. McGillin for taking care of the food and set-up.
 - b. Auction – thank you to all for everything you did to make this a wonderful evening from set up, clean up or checking people in or out. Thank you to Mrs. Moore for arranging help with the banking, Mrs. Kwiatkowski for the chocolate pops and cookies along with the help of Mrs. Disy and to Mrs. Fedorochko – a huge success because of you. Thank you to Mr. Fedorochko and Mrs. Potochney for acting as referees. Thank you also to Mrs. Earp for handling the checking in and checking out.
 - c. Disco Dance – thank you to Mrs. Kwiatkowski, Mrs. Loren, Mrs. Jones and everyone else who helped set up and work this event. Another good time. We had a good turnout.
 - d. Barnes & Noble Night – thank you to Mrs. Fedorochko, Mrs. Kwiatkowski, Mrs. Potochney, teachers, Cardinal Choir and everyone else who helped out with this event. Thank you to Mrs. Monroe for being the greeter and handing out the colored badges.
 - e. Annual Teacher Gifts – I met with Mr. Shepherd, Mrs. Beeks and Mrs. Feerst and those funds will be distributed to the teachers in June.
 - f. DPTO Meeting – next meeting is February 23, 2013, 8:30 am at Paul VI High School.
3. Treasurer's Report (Shepherd)
 - a) Distributed budget as of 1/31/13. Per Mrs. Feerst, budgets will not be distributed until reconciled by her first. This will not hold up the minutes but will be sent separately to the general membership. Mrs. Beeks suggested that the letter from the president be sent with the budget.
 - b) Sweatshirts – Mrs. Beeks stated that the accounting of the sweatshirt monies and expenses should be under Special Projects (as the Board has done). Per Mrs. Feerst, the Miscellaneous account should seldom be used.
 - c) Designated Beneficiaries –The PTO chose to make the organization/beneficiary successful on their own helping with supplies and such, they had the "potential" of making more money than if the PTO were to split the net profits. For the dance, the 8th grade will make about \$700 after we subtract the pizza. If we would have given them the profit from the dance, they would only get about \$450 after our expenses. This gave them the opportunity to make more money than they would have gotten if the profits

had been split. This gives them the incentive to work a little harder and get a bigger payoff. Mrs. Beeks asked what will happen to the profits of the dance and it was noted there are no profits but actually a slight loss.

4. Room Parent Update (Kwiatkowski/Burger)
 - a) Disco Dance – it was a great time and was an affordable event for families to attend.
 - b) Auction – thank you to the Room Parents for collecting items for the auction.
 - c) Spring Dance – this event will be from 6-8 pm. Any items that were left over from the Disco Dance will be used at this time – i.e. water, chips, and sodas. There will probably be pizza this time and then the same DJ as the Disco Dance.
 - d) Next Staff Lunch – Mrs. Burger asked the group for the next staff lunch in March if a catered lunch would be acceptable. The plan was to collect Baja Fresh gift cards and provide lunch with those. The consensus was that this would be fine and Mrs. Beeks agreed.
5. Ways and Means (Fedorochko)
 - a. Barnes and Noble Night – this was the first time ever that a school, at the Springfield store, sold over \$10,500.00 in books between 5 p.m. & 8:30 p.m. which bumps us up to 20% back. On-line sales totals are not in yet but we will get 10% of that number. Mrs. Fedorochko was able to deliver the first section of the Teacher Wish List which was \$1,700.00 worth of books. We were also able to purchase ALL of the books on the teacher table as well, which was about \$1,000.00.
 - b. Auction – this was a great night, good food and good company. There is still \$8,000.00 out to be collected but to date we have collected \$30,000.00. There are still some open spots for teacher parties so Mrs. Fedorochko will be walking the carpool line to sell those and try to get a flyer out.
 - c. Playground – Mrs. Fedorochko went to some local schools and took some pictures of their playgrounds. She is meeting with an engineer next week to look at the field and its drainage issues and she will get those results to Fr. Kevin. It was noted that the field used to be level but when the church was built the clean fill dirt was dumped out onto the field with the hopes it would settle and become level again. We can't do anything while the kids are in school but we can assess at the end of the year exactly how much money we have and move forward from there.
 - d. Recycle Day –Mrs. Fedorochko feels that this event may need to be postponed due to the donor fatigue with the upcoming Car Raffle, Penny Challenge, Bishop Lenten Appeal and the Race for Education. Our short term goal this year has been to start playground renovations, and we should wait to see how things go with the Annual Fund Campaign. At this time we shouldn't take on a new initiative, since the Annual Fund will be starting.
 - 1) Mrs. Kwiatkowski asked for clarification on what is to be expected from the PTO regarding fundraising going forward and what will be done through the Annual Fund. Mrs. Beeks responded that some schools in the Diocese will combine all fund raisers with the Annual Fund but she feels with the success the PTO has had that is not what should be done here. St. Bernadette PTO should still hold the Golf Tournament, Auction

and dances and those proceeds would be used for the entitlements of the school i.e. buses, and short term items as in the past like the Art Room, Library, Smart Boards, Science Lab and Lab Learner Program etc.. Marketing and Development will be focusing on the BIG MONEY items, being the third source revenue that is not totally on the back of parents with children currently enrolled. They intend to reach deep into the alumni pool and parish community. The Annual Fund is for the \$100,000's and not expected to be achieved in one year – this is long term. This will not affect the current PTO fundraisers.

2) Mrs. Fedorochko followed up that the impression from Mr. Carroll's power-point presentation was that the short term fundraising was not the way the Diocese of Arlington wants PTO's to follow. She did not want to embarrass the PTO or the school at the General Membership Meeting but again what she heard was that the \$7,000 to \$10,000 fundraisers were to stop. This is most of our fundraising goals. Mrs. Beeks said that ISPD has encouraged combining the smaller fund raisers into an Annual Fund but she feels that the St. Bernadette PTO is very successful and should not stop fundraising. The Annual Fund is hoping to raise money for big projects that may take many years i.e. replacing all the windows in the school. It may take a year or two to get the Annual Fund off the ground. The Annual Fund is a fundraising program encouraged by the Diocese. The Annual Fund is for long term, sustained fund raising. It is just a piece of the Marketing and Development program. We need to continue our marketing strategies so as to maintain enrollment so that we can continue to keep staff. Mrs. Beeks added that the PTO Executive Board's Mission is to raise money and to advise, so she says no change is anticipated in the mission of the PTO.

e. Mrs. Fedorochko addressed Mrs. Lichtenberger's request regarding replacing the Blessed Mary statues for the classroom. She has researched this project and they cost between \$40.00 and \$300.00 each. Mrs. Beeks stated that she had asked the SCA at the beginning of the year to raise money for the flags in the classrooms and maybe this is what they could make their focus for next year. She also suggested that maybe the PTO Board Finance Committee could add a budget item for \$300 to \$400 for this project as well.

6. Principal's Report (Beeks)

a. Thanked the Executive Board for their recent successful fundraising events.

- 1) Thank you to Mrs. Fedorochko for Barnes and Noble night and the number of books that have been purchased for the classrooms.
- 2) Auction – Thank you to Mrs. Fedorochko and the committee members for a successful event. Thank you to the PTO for treating the teachers and staff.

- b. Vendors – if you have a Vendor for an event the contract must be sent to Mrs. Feerst first to confirm they comply with the Diocese policies and then it will be sent to Fr. Kevin for approval and signature.
 - c. Mrs. Beeks and Mrs. Monroe met with the teachers regarding the reading program. They spoke about what is appropriate for the students to be reading. They reviewed the Scholastics Book Club Program and it was noted that many of the books were inappropriate in content. Therefore, we will discontinue sending out the monthly Scholastic Book Club to parents. We are looking at an alternative book club going forward. The teachers were also asked to inform parents of any required reading for the class.
 - d. Ash Wednesday/Lent – Stations of the Cross will be held every Friday afternoon during Lent and all are encouraged to join the school community.
 - e. Open Houses – they are going well. Thank you to Mrs. Vogel for all of her help and also to all of the tour guides.
 - f. Re-registration – forms are out to the parents and are coming back in. They were redesigned to make them easier for all. Mrs. Fedorochko asked about the book fees. Mrs. Monroe said that they will be included with the PTO dues in the end of school year packet.
7. Closing Prayer (Spradlin) – Meeting Adjourns 8:00 p.m.