

St. Bernadette School PTO Executive Board Meeting March 15, 2011

7:00 pm

Meeting Minutes

Attendance:

President	Geoff Bacino	Present
Vice President	Erin Moore	Present
Secretary	Andrea O'Grady	Present
Treasurer	Mike Hickman	Present
Ways and Means	Joe Bury	Present
Principal	Mrs. Beeks	Present
Vice Principal	Mrs. Richard	Present
Faculty Representative	Sandy Barrick	Present
Grade Representative	Tracey Pilone	Absent
Volunteer Coordinator	Jill Hardek	Absent
Cultural Arts	Christine Gacharna	Absent
Charter Chair	Joan Cantarelli	Absent
Volunteer Requests	Moe Loren	Present

Copy to: Donna Feerst Church
Fr. Larsen
Fr. Pollard
All Committee Members

The following constitutes our understanding of the matters discussed and conclusions reached. If there are any errors or omissions in the basic discussions, please notify the writer.

MEETING NOTES:

Opening Prayer: Geoff Bacino

Ways and Means Report: Joe Bury

Auction:

Silent Auction—particulars have not been determined yet. One possibility is auctioning off some of the art work the children in the school have done. We could have art work framed. Baskets would be the other big part of the silent auction. Another idea would

be a casino night. The chance of increasing revenue would be better with a casino night. Not with real money but this would be a fun night for adults.

Mrs. Beeks says we discussed the night of the Sock Hop as the same night of the Mini Auction. She will think about auctioning off children's art work. A casino night could be arranged with the Knights of Columbus. We could have a casual casino night with a DJ. It would be ambitious to have both a mini auction and a casino night. Many Catholic schools have had casino nights. The mini-auction was heavily supported by the faculty and staff last year. A majority of what was auctioned off last year was donated by the faculty and staff.

We will plan to have a sock hop with the mini-auction with a possible extra casino night. The Sock Hop/Mini-Auction will be May 6, 2011.

Volunteer Report: Moe Loren

Moe distributed a Volunteer Request list and a Volunteering Subcommittee document with a variety of solutions.

Jill Hardek, Melissa Bryant and Moe Loren organized this list.

The main concern tonight is the PTO column of the Volunteer Requests. What is the pool of volunteers that we have—stay at home parents, military families, working families, etc...its difficult to put this together if you don't know what the demographics of the school are. Over the years this has changed dramatically. We also looked at other schools in the diocese. We studied their programs to see if they have the same problem with volunteers. They all seem to have the same problem we have. Some do have set programs in place with a set number of volunteer hours or an opt-out fee. We are trying to find a solution. What are the jobs and what is the job description? How many hours are entailed? There are a lot of moving parts.

Those of us on the committee are not convinced we have tapped into all of the potential volunteers at the school. People sign up for things and don't get follow up calls. We need better communication. We have a lot of people but we have not gotten out there and pulled them in to tell them about jobs they can fill. We need to do this throughout the school year. Also, during the school year we should not compound the problem by doing too many things in one month. Should we eliminate some things? The committee went back to what Fr. Larsen said, we need to tweak the system. Maybe that is what we need to do—find out exactly what the teachers need, etc...can people do things at home? It's a bigger problem than saying we don't have people to volunteer. We need to study it.

Mrs. Beeks said the committee has put a lot of work into this. We have needs of the PTO and needs of the teachers and they are put under the same umbrella. The

committee did a good job separating jobs between PTO and teacher's need. We need to ask the teachers what is needed then send a note to the parents. The room parent at Back to School Night can say these are our needs, have people sign up and the room parent can over see it. Mrs. Beeks has collected the paperwork from the teachers for their needs. The room parent would oversee each of the teachers needs. The part that is not figured out yet is the specials teachers. This would be the room parent's responsibilities. When someone signs up they should know what they have to do because many times when you sign up for things you don't know what you have to do. Will the volunteer committee find out what these jobs entail for sock hop, fall festival, etc...?

Geoff says it's good to give responsibility to the room parents at the beginning of the year so they know what is expected in the year ahead.

Moe says a lot of the problem with volunteering is that no one knows what to do—there are no turnover folders.

Mrs. Beeks says the PTO needs to look at this Volunteer Request list and see what is needed. We should go to people who have run these events in the past and get them to explain what each entails.

Geoff says we should have a pass down manual—from start to finish what needs to be done for the events for new people to step in and run the event.

Who are the go to people?

Fall Festival—Tracey Pilone, Carole Vogel, Joanmarie Kwalwasser

Food—Mrs. Prince and Mr. Snee

Sock Hop—Joanmarie Kwalwasser and Carole Vogel

Open House—Beth Monroe and Mrs. Beeks

Box tops—Mary Fedorochko

Scrip—Mary Fedorochko or Norma Salvatori

Golf Tournament—Mary Fedorochko, and Rose Kwiatkowski

Auction—Mary Fedorochko and Rose Kwiatkowski

Giant Bonus Bucks—Mary Fedorochko,

Santa Workshop—Mrs. Clark, Norma Salvatori

Uniform Exchange—we should downsize this and the PTO should let it go.

Teacher Wish List—we don't need resources/manpower to do this. This can be done a different way.

Barnes and Noble night—

PTO Volunteer Coordinator—Jill Hardek

PTO Officers—current officers

Grade Reps—Tracey Pilone—we should just have one grade rep to oversee the Room Parents

Poinsettia—Clare Barcovic, Mary Fedorochko

Geoff will approach these people to get information about what is needed for these events.

Sandy Barrick says, speaking as a Kindergarten teacher, most of the parents of Kindergarteners are new to school and they might have a problem stepping in because they don't feel connected yet to the school. If we can get these parents to feel connected to each other, we can draw them in, maybe in a social atmosphere. It might be a way to get more volunteers from the Kindergarten families.

Ms. Beeks says maybe a good time to do this is in August when the new parents all get together.

Moe Loren says she would like to take this up with the Kindergarten families.

Mrs. Beeks says another thing we did as we looked over this list of events is notice there are 2 grade levels that did not have a major event happening in their grade. One of them is 6th grade. She asks there be some consideration to look at each of the grade levels and see what their responsibilities are.

President's Report: Geoff Bacino

Board nominations

Information will be sent in an email about what each of the board positions entails. This will be put in the Cardinal Flyer as well.

PTO Treasurer Position

Should we make this a paid position? This has increasingly become a tougher and tougher job. The treasurer is the one who makes the trains run on time. Significant amounts of money come in. Should we take this to the PTO for a Charter Change? Mrs. Beeks said this is a job. It entails about 15 hours a week. Mike Hickman says it's primarily bookkeeping. The time adds up because there are a lot of little things that need to be done. For us to do this for next year, it needs to be done at the next general membership meeting. If we do make this a paid position, then the treasurer would no longer have a vote on the board. A suggestion would be to give the Grade Representative a vote on the board.

Charter Change:

Erin Moore motions to bring a vote to the general PTO membership for a Charter Change. The Charter Change will change the PTO Treasurer from a volunteer position to a paid position. In addition, the Charter Change will change the voting positions on the PTO Executive Board to: President, Vice President, Secretary, Ways and Means Chairman and Grade Representative.

Treasurer's Report—Mike Hickman

We transferred a check to the Arlington Diocese for \$43,000 for Race for Education.

We are not seeing income coming in yet from Flynn and O'Hara for uniforms.

FY10 books are in the parish mailroom and locked.

Lunch program profits are \$28,000.

Principal's Report—Mrs. Beeks

Summer Camp

Mrs. Beeks looked into a possible Summer Camp program. But the roofs are being replaced over the summer so it won't be possible to have a Summer Camp this year. We will try to have it next year.

Lab Learners

Mrs. Beeks says she would like money from the auction to be used for Lab Learners. Lab Learners is about \$75,000 for Grades K-8. Mrs. Beeks and Mrs. Ladner discussed a modified program for grades K-6, costing \$65,000. Several schools in the diocese have used this. Whatever is made at the auction could be put towards the Lab Learners program. This is a hands-on program. It includes teacher professional development and all of the equipment.

We are in the process of getting the Active Board for the Spanish room. The little Spanish room is the only room without an Active Board.

We have a new copier in place next to the faculty lounge.

The money is being spent from the Race for Education.

Cafeteria Recording System

There has to be a better system. Mrs. Beeks is looking at the possibility of something more modern for kids to use when buying their lunches. For example, putting money on a card they would use each time to buy lunch.

Kitchen Helper

Mrs. Beeks is in the process of looking for a kitchen helper.

Closing Prayer: Geoff Bacino

Meeting Adjourned: 8:57pm