

St. Bernadette School PTO General Membership Meeting May 25, 2011

7:30 pm

Meeting Minutes

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

President's Report: Geoff Bacino

PTO Nominations:

We have two nominations—one for President and one for Vice President. We still need more names for Secretary, Grade Representative, Volunteer Coordinator, Ways and Means, and Cultural Arts Coordinator.

Budget:

Due to a visit by the auditor of the Diocese, we are waiting to put the budgets together. We have become a small business. Fr. Kevin, Mrs. Beeks and Geoff have discussed a bookkeeper position. The treasurer position has become more complex and we can't rely on a volunteer to do it. We have spoken to some people about the job. The treasurer would continue to be the voting member of the board, the paid bookkeeper would handle just finances. WE are looking to put the finances in working order. We can put it out for applications. Question from a parent about transparency—will this position be opened up and posted? The salary would be \$15 an hour.

Question from Mrs. Potochney: Is it necessary to hire a bookkeeper? Geoff says this is a tough job and we can't ask a parent to do it in a volunteer basis.

Question from a parent: What was the audit for? Geoff says it was for last year 2009-2010. Why don't we have anything for this year? We have had some issues and we have to work through them. We will have a budget for you in the next few weeks. It will be from the PTO Board.

Mrs. Beeks says it is a large job that demands a lot of time and the person trying to work through that has other responsibilities. It is a huge job and it's not current and up-to-date so we do not want to give false information. This entails a lot of time to do the job. It is her understanding that after July 1, the job will be opened up. We are trying to get the finances up-to-date. The intent is to get a current budget so we know how much money was collected for the Sock Hop and Scrip, etc...and then all the bills need to be paid.

Mrs. Beeks says several years ago, it was obvious that the kitchen program was getting so large that we saw the need to hire an administrator because of the amount of money that is handled. The PTO produces a lot of revenue and with it, corresponding expenses.

Question from a parent: How will we get a copy of the budget once it's up-to-date?

Mrs. Beeks says we will send it out through email.

Question from a parent: How many hours will it take for this person to do this budget? Geoff says we think it will be a 10 hour a week job. Assuming it will take about 15-20 hours. We can cap it at 20 hours.

Question from parent: When the PTO starts employing people, what about the concerns about insurance and withholding taxes? Mrs. Beeks says they are parish employees and fall under the Diocese.

Do we have insurance if people walk off with the money? Mrs. Beeks says thousands and thousands of dollars are handled by volunteers. It was often collected and taken home in the past. It changed over the years. When there is an employee, work will be done on the parish grounds.

Comment from a parent: A commitment of 10 hours of week is a lot of money that could go to the kids. Mrs. Beeks says the feeling is if we have a volunteer who can do that, we could do that. The PTO board discussed that this was an overwhelming job and we need to get the books up-to-date and build a budget from there.

Geoff says he would love to find a volunteer who can do the kitchen, etc...But people have to step up. Short of getting someone to do it, we need to pay someone to do it.

Question from a parent: Has there been a call for CPA's to do this job?

Mrs. Beeks says we appreciate any work that any volunteers who do work for this school. It has to be an understanding of a commitment of time.

Geoff says we're in this situation because it's a small business to operate and it's a full time job. We either have someone to volunteer to do this or we hire someone to do this.

A parent says if we knew during the current school that we had problems with the treasurer, then there should have been an alert to the parents. I don't like my fundraising money being spent to count my money.

Geoff says, Scrip generates a lot of money, checks, withdrawals, etc...if you miss a week it snowballs. I don't want to spend our money doing this anymore than I want to spend money on the kitchen but if we can't get a volunteer to do this then we have to pay someone.

A parent says money is coming in, we need to hire someone, we need to have someone to step up. This is a way to solve the budget. It's a huge job. It's a large amount of money that has to be kept track off. If we don't have someone step up and do it then we need to hire someone to fix it.

A parent says if we pay someone, they would be responsible for that job as opposed to a volunteer who can walk away at any time.

Mrs. Beeks says it's a huge learning curve from year to year. The board was not trying to hide anything. The solution is to hire someone to get the books current. Mrs. Beeks says far more money is coming in than is going out.

Question from a parent: How long will it take to get this done?

Mrs. Beeks says the attempt is to get it taken care of as soon as possible and inform the community about the current status of the budget as soon as possible.

Mrs. Beeks says the Board feels that it is best to have a Treasurer to volunteer to do this but if no one volunteers than we need to hire someone to do this job. This has never happened before. We are trying to solve the problem.

Question from a parent: Who will be doing the hiring for the bookkeeper? How will that person be selected?

Mrs. Beeks says the PTO Board could be involved but that Fr. Kevin does all the hiring and we must follow the policies of the Diocese. This person would also have to work closely with Donna Feerst. The PTO would write the job description. They count the money, deposit the money, put it in the spreadsheet and report to Mrs. Beeks and the Board.

**Motion from the floor to hire a part time employee from June 1 to July 1.
Short-term employee to bring our finances current. Motion is passed.**

New Board Members:

Tracey Pilone has volunteered to be PTO President. Mandy Molinari has offered to run for Vice President. Geoff accepts those without acclamation.

Geoff thanks the current PTO Board. This PTO has a long history of doing a great job on behalf of the kids. Geoff thanks Mrs. Beeks for her work with the Board.

Mrs. Potochney thanks Geoff on behalf of the faculty for his service over the last two years.

President's Report: Mrs. Beeks

Treasurer/Bookkeeper:

Mrs. Beeks is still unclear with what is going to happen after July 1. As the money comes in and is supposed to come out, there still needs to be a discussion about the future of the treasurer.

A parent says if we hire someone, we have to make a motion to change the charter, present it to the parents, mail it out and then it has to be voted on. Mrs. Beeks asks if the votes could come back via email?

Question from a parent: Is there a strategic plan for a five year budget plan?

A parent says our budget is for year to year -we know certain things we are going to pay for.

Mrs. Beeks and the board will work with the bookkeeper to produce the 2011-2012 budget.

Question from a parent: Is there going to be a job description posted?

Mrs. Beeks says we can send out an email to the school community.

School Needs

A Second grader put together a picture of something she would like the PTO to discuss for what they need—it was for swings on the playground.

PTO Board:

Mrs. Beeks thanks the current PTO Board. They worked very hard and tried to do the very best for the school. Behind the scenes, Geoff has done a remarkable job and Mrs. Beeks appreciates the great support he's given to the kids of the school.

The Faculty and Staff

They have attended all the PTO meetings throughout the year and Mrs. Beeks appreciates all the faculty and staff have done.

Enrollment

It looks good for next year. We are about where we were last year.

Kindergarten ceremony:

The ceremony is coming up. They have really worked hard this year. They are ready to go to first grade.

The Class of 2011

We have wonderful leaders who are ready to graduate.

Mrs. Beeks thanks the faculty and staff for all they are doing and continue to do the last 15 days of school.

Lab Learners

This is a hands-on Science program for K-8. It cost's \$75,000. There are 5 schools in the Diocese that have this program. Right now, Fr. Kevin has approved \$40,000 to Lab Learners from Race for Education. It is not something that we have to open the doors with in August. We can have it installed in the middle of the school year once the money is raised. We can do K-5 grade and then do Middle School at another time.

Teachers Aides:

Question from a parent: Have you thought any more about teacher's aides for the first grade? Mrs. Beeks says she is working on it and working on the budget. As principal of the school, she has to meet the needs all of 492 students. We have been blessed to hire talented people at this school. In the last few weeks, she brought someone into the first grade in the last three weeks helping out both classes.

Question from a parent: Class size for this coming year is about the same size as last year, could you tell us what the numbers are for next year's first grade?

Mrs. Beeks says there are 30 students in each of the first grade classes.

Question from a parent: Are the parents on the substitute list assisting as a teacher's aide? Is it someone who can help with the curriculum?

Mrs. Krolicki says her teacher's aide works in reading groups and with kids who are struggling. Her need is for her to work with the children, not making copies or doing bulletin boards.

Mrs. Beeks says we have resource teachers who work with children. She says it's her goal to have the best teachers in the classrooms and we do. In addition she has been able to hire special education teachers. That is our commitment.

Geoff says the school works hard to take care of your kids. Mrs. Beeks says she is most grateful for your questions and concerns. No problem is solved if she doesn't know about it.

New Business:

Mrs. Kwalwasser brings up lunch duty/playground duty. See hand out. The numbers don't match.

Mrs. Beeks explains that last year when the Board reviewed the playground/lunch duty, they voted to increase the duty to three times per student per year.

Closing Prayer: Geoff Bacino

Meeting Adjourned 9:37