

MINUTES

Saint Bernadette PTO Minutes

August 11, 2011

In attendance

Mrs. Beeks, Tracey Pilone, Mandy Molinari, Laurie Altdorfer, Becky Garcia

Opening Prayer

Playground Mulch

Need 12" of mulch under the equipment before the school starts. Norma Salvatori has also advised that there is one piece of equipment needs to have extra timber, while the school can handle that situation, the board needs to provide the mulch. Board voted to proceed with mulching ASAP after pricing is received from Imageworks. The mulch budget will be updated to reflect the actual cost that comes in from Imageworks.

Scrip

The board had a general conversation about how to handle scrip next year. After input from the parish and the diocese and reviewing the profits from last year, the board considered 3 options: Option #1, eliminating the program entirely, option #2, online sales over without an inventory, and option #3 continue after Mass sales and maintain an inventory.

The board has been advised by the diocese that Kidmail is ok, but only if volunteers stock them, not the staff, so we cannot distribute them through the office. Mrs. Beeks suggested trying distributing during dismissal in the gym.

Existing inventory needs to be treated as cash with parish approved procedures. Scrip volunteers need to track how much money is spent due to shipping.

The board unanimously voted to restrict future sales to online only, after selling out the existing inventory.

The board will revisit the scrip status in January to see if we should change strategy.

Budget

The board reviewed the draft budget to make final adjustments prior to presenting it to the membership on August 30.

Field Trip Bus expenses will to be revised to include the surplus from last year. Mrs. Beeks will advise how much we need for the year when she reaches a final enrollment number.

Opt out program surplus from last year should be reflected in the opt out expenses for next year. Mrs. Beeks advised that those monies will be used to hire another person 3 days per week, so most parents will only have duty twice next year. Employees will be in the cafeteria, with parents serving duty outside on the playground only.

Kitchen staff is having some turnover, Mrs. Beeks is looking for replacements.

Charter

The board went over a draft charter presented by the Vice President. Many of the changes were to reflect the fact that the circumstances in the cafeteria have changed and we are hiring more people to do jobs that had been volunteer.

The events coordinator position was removed, and an elections section added, although some of the verbage came from other places in the charter.

Finances are going to be covered in several ways. The diocesan policies that need to be followed will be added as an appendix, since we must follow them. The bookkeeper will be added as an annual position to be voted up or down.

At August 30, the change is presented and then the ballots distributed.

Specific fees for classroom events will be removed so they can be changed without a charter change.

Forms

Event approval form and funds request are both required to be approved by either the VP or the Treasurer. The President signs the checks, that way two officers need to be involved in every transaction and the principal is no longer involved.

Website overhaul

Add the charter, have events calendar (incorporate Google calendar), forms, monthly treasurer reports, minutes, scrip, "Presidents Letter" with agenda for upcoming PTO general membership meetings, upcoming events.

Volunteer Coordinator

Moe Laren & Jill Hardek resigned and been replaced by Heather Jorgensen. They are working the transitions and details will follow.

Charter Chair

Joan Cantarelli has agreed to serve for another year.

Principal's Report

Mrs. Beeks suggested that Bob Cartuccio from the diocese come and meet with all volunteers who will be handling money to discuss the proper procedures and ethics.

Mrs. Beeks also suggested another revenue source for the school, summer camps. Fairfax Collegiate has been at another diocesan school this summer and the school charges rent. Classrooms need to be cleared and restocked, and there are some cleaning and utility costs. Becky Garcia will do the leg work and find out more details.

Mrs. Beeks requested help with the school brochure update the text.

RFE

The board voted to approve online fundraising for the race for education to help reduce the amount of work required to get the race off the ground. Other schools in the diocese have used online services before and the cost is comparable to the postage used in years past.

Next Meeting

Executive Committee – 10/ 4 at 7:30, location TBD.

Attachment : Draft budget for 2011-2012