

St. Mary PTO Meeting Minutes

Date: November 14, 2012

Location: St. Mary's Computer Lab

Time: 6:30 pm

Meeting Called to Order By: Jennifer Santana at 6:30

I. Prayer by: Marina Montoya

II. Attendance:

Jennifer Santana

Allison Markey

Marina Montoya

Paula Mazariego

Lessie Casey

Gabby Diaz

Seleste Mejia

Margaret Ramirez

Fr. Vaughn

Not in Attendance:

Mrs. Laferriere

III. Minutes:

Minutes from previous meeting to be approved at next meeting

IV. Executive Reports

Treasurer's Report: Marina Montoya

- Approved to give \$115.17 for PTO shirts
- Total account balance \$5,979.68
- Microscopes have not been ordered
- Jenny Gorman would like to be reimbursed for postage paid for box tops in the amount of \$11.74.
- Margaret motions to reimburse Jenny Gorman for postage paid for Box Tops in the amount of \$11.74, Seleste seconds, and motion passes unanimously.
- Will work on the projected financial budget for 2012 - 2013

President's Report: Jennifer Santana

- PTO shirts are done
- Yearbook picture will be taken during Christmas party in December
- Popcorn machine approved, it will be purchased through the school and PTO will reimburse once it has arrived
- Popcorn machine was originally estimated at \$232.00 the actual cost would be \$263.00.
- Gabby motions to pay the difference of \$40.00 for the popcorn machine, Lessie seconds, and motion carried.

V. Correspondence

No correspondence

VI. Committee Reports:

Ways & Means Report: Lessie

- Shakey's made \$1843.92, PTO made \$460.92
- 1/9/13 - McTeacher's night will be from 4 - 7pm, teachers need to be there by 3:30
- Since Jenny Gorman will not be attending meetings Lessie will be reporting monthly regarding Box Tops.

Box Tops Report

- Asking Committee to have banner to promote Box Tops
- Would like students to create the banners and PTO will laminate
- Need to reimburse cafeteria for pizza parties, amount to be discussed at next meeting
- Kids want instant gratification, would like to reward kids with 10 Box Tops for 1 character counts
- For November & December would like to offer hot chocolate & cookies for winners; K-2; 3-5; 6-8
- \$685.00 amount made from Box Tops, the amount includes last years Box Tops
- In order to get students motivated, have the student write their name on bag with Box Tops and the name will be put into a basket for a chance at winning a \$1.00 certificate to the cafeteria
- Seleste motions that PTO provide \$1.00 for Box Top certificate awarded to one student as follows K-2, 3-5 and 6-8; Margaret seconds, motion carries.

Service hours: Seleste

- Service hours will be e-mailed to Gabby
- Letter will be prepared per family, to be handed out during parent / teacher conferences

VII. Old Business:

Crop 'til you Drop (Scrapbook event) has been canceled, to be re-scheduled at a later time

VIII. New Business:

Social: Margaret

- Would like to send out a survey for recent events held at school to be discussed at next meeting
- The projected budget of \$100.00 for prizes for the Trunk or Treat was over by \$20.00
- Jennifer motions to replace \$20.00 to petty cash, Selesté seconds, and motion carries.
- Movie night will try to be scheduled for the last week of April

Halo News: Gabby

- Would like to send out Halo News via E-blast, needs to be discussed with Mrs. Laferriere during next meeting
- Need to make PTO website link more accessible on St. Mary's website
- Will keep up with the fundraising flyers on Weebly website for future use

President's Report: Jennifer Santana

- Would like to find out how much Academic Decathlon made during Trunk or Treat
- Christmas party/dinner set for 12.12.12 @6:00pm sharp
- Would like to do a gift exchange for no more than \$10.00 and no gift cards
- PTO paying for Christmas party @ Olive Garden, estimating at \$200.00
- Spring dance, need to decide if we will be having one, if so, need to pick a day. Will it be for adults or students? To be discussed further at next meeting.
- If the dance will be parents only may look into collaborating with Knights of Columbus. Need more information before a decision will be made.
- Vice President has stepped down and Paula has stepped up to fill the position.
- The Parliamentarian position needs to be filled.

Principal's Report: Mrs. Laferriere via Jennifer Santana

- Barnes & Noble was a success, \$500 will go to PTO and \$500 will go to Student Council
- December 1, will be scrapbooking day
- On February 1 – In N' Out truck will be on site for Night School from 6 – 7:30
- Night School will be from 2:30 – 6:30
- Banners need to be made for In N' Out on December 3rd
- Parents have stepped up to work the Santa Secret Shop, will not be continued next year

IX. Communications / Announcements:

- Thanksgiving Break November 19 – 23
- Santa Secret Shop December 4 – 7th (Need Volunteers)
- Christmas Program December 14 @7pm
- Christmas parties will be on December 19
- Christmas Break December 20 – January 2, 2013

Thank you to Marina for providing dinner for tonight's meeting

X. Closing Prayer By: Mrs. Montoya

Meeting adjourned @8:00

Next meeting will be on December 12 @ 6:00

Location: Olive Garden

Minutes Compiled By: Allison Markey, PTO Secretary