

St. Mary PTO Meeting Minutes

Date: October 3, 2012

Location: St. Mary's Computer Lab

Time: 6:30 pm

Meeting Called to Order By: Jennifer Santana at 6:35

I. Prayer by: Mrs. Markey

II. Attendance:

Kate Laferriere

Jennifer Santana

Celeste Grimes

Allison Markey

Marina Montoya

Paula Mazariego

Lessie Casey

Gabby Diaz

Seleste Mejia

Margaret Ramirez

Not in Attendance:

Fr. Vaughn

Jenny Gorman

III. Minutes:

Minutes from previous meeting passed unanimously by Jennifer Santana & Gabby Diaz

IV. Executive Reports

Treasurer's Report: Marina Montoya

- Movie night made \$232.70, after \$150 petty cash was paid back
- Account balance is now \$6,275.79
- Polo Shirts have not been ordered
- \$16.95/shirt for a total of \$84.75 needs to be paid
- Check for shirts not to exceed \$100.00

Follow up on checks

- 9/11 a check, #1158, was written for petty cash for \$150

Needs the projected financial budget for 2012 -2013 (needs list)

Principal's Report: Mrs. Laferriere

- Website up and running, Gabby will be taking over website
- Errors on PTO message board

Paula took a second look and August minutes have not been corrected, they have now been corrected according to Jennifer Santana

Norms of the meeting, behaviors of the group, have been established as follows:

- Be on time, 6:30 start
- Silence cell phones
- Keep on time
- Agree on Minutes & keep to the Minutes
- Whatever is said in the meeting stays in the meeting & leave united
- No sidebars; let people finish their thoughts
- No hearsay; act like an adult i.e. don't talk behind someone's back when that person is unable to defend himself/herself
- Once an item is voted upon, follow the vote
- E-mail Jenn with an idea to be put on agenda, if not it will be tabled
- Votable issues include anything involving money, non-money issues regarding what is going to be brought together, spirit of PTO needs to be addressed in meeting
- Start promptly at 6:30 and end at 8:30
- Any PTO event, needs to be supported by PTO board members by attending event
- Come to meeting knowing we have the best of intentions at heart
- Before an event review Responsibilities & Roles

Roles & Responsibilities

- Reviewed Roles & Responsibilities
- Treasurer – anything under \$200 would be taken out of petty cash
- PTO account is under St. Mary's account and only Mrs. Laferriere & Father Vaughn may have access
- Bank statements will be put in the PTO box on the 1st of every month

V. Correspondence

No correspondence

VI. Committee Reports:

Ways & Means Report: Lessie

- Panda made \$928
- 20% 185.60 will receive check within 3 weeks
- Shakey's 11/7/12 – be there by 4:45 to request a box, it will be from 5 – 8pm
- 1/9/13 – McTeacher's night will be from 4 – 7pm
- 200 certificates for kids were donated
- In n' Out pre-ordering needs to be done by late November or early December it will be a school fundraiser
- In n' Out 20% of enrollment certificates, 285 is current enrollment

Box Tops Report: Jenny

- Jenny will not be coming to meetings
- 2nd, 3rd, & 6th grade won pizza party, teachers will come up with date
- Room mom's to take care of drinks, teachers need to tell Mildred to order pizza
- 3rd grade won free dress on Oct. 11
- Every November & May Tops need to be submitted

VII. Old Business:

Bill submitted to Marina for reimbursement in the amount of \$30.94

Motion to increase amount by \$10.94 made by Paula second by Gabby, no opposed motion passed

VIII. New Business:

Social: Margaret

- Trunk or Treat – cars, pumpkin carving contest, mummy wrap & pie eating contest
- Mummy wrap – for the teachers, kids could wrap
- Parents pie eating contest
- Still in question is the blow up movie projector and movie
- 4:30 will be set-up time
- 5:00 – Food will be sold by academic decathlon
- 6:00 – Cars to be inside gates
- 6:30 – start festivities & done by 8:30 to clean up & exit by 9:00
- Pumpkin – theme for carving in question, 3 winners and \$5 certificate for winner of each event for a total of \$15
- Motion made for no more than \$100 to be spent on prizes by Gabby, Paula seconds, Motion passed
- Mummy wrap will be done with toilet paper
- Pumpkins must be carved prior to arriving
- Family games as prizes for winners

Mrs. Laferriere's Report:

- PTO daycare concern – it will be fixed for next meeting, great turnout a lot of parents
- Bank Statement discussed already
- UCLA game at Noon bus will leave at 9:00am and will return by 6:00pm
- Tickets for game will be \$10 per person needs to be paid by Friday
- Next event will be the Hot Chocolate Nutcracker for the 4 – 8 grade
- Bus price will be increasing to \$19, leave St. Mary @7:30, performance @10am
- Would like to host a Crop 'til you Drop event during the Thanksgiving break, preferably Monday the 19th, from 8am – 8am; bring snacks & your scrapbooking pages
- Wireless access points to go up this weekend
- Goal in January is to bring a guest speaker for the 6,7& 8th grades
- Would like to have an iPad in the hands of every 6 – 8th grader
- Funding for computers in classrooms and maybe a loan/lease program for iPad

- Technology survey to go out
- Barnes & Noble to take place first weekend in November starting on Friday and ends on Saturday
- Door prizes will be given away, Friday night is PTO night and Saturday is Student Council

IX. Communications / Announcements:

- AR List needs to be updated in order to remove a book titled "13 +1"
- Challenge students to read award winning books
- Date for spring dance TBD

Thank you to Allison Markey for providing dinner for tonight's meeting

X. Closing Prayer By: Mrs. Markey

Meeting adjourned @9:20

Next meeting will be on November 14 @ 6:30

Location Computer Lab

Minutes Compiled By: Allison Markey, PTO Secretary