

Saint Mary PTO Meeting Minutes

Date: August 14, 2013

Location: Saint Mary's Computer Lab

Time: 6:30 pm

Meeting Called to Order By: Jennifer Santana @ 6:33 pm

I. Prayer by: Mrs. Laferriere

II. Attendance:

Kate Laferriere

Jennifer Santana

Allison Markey

Gabriela Diaz

Alicia Garay

Sandra Zepeda-Contreras

Seleste Mejia

Norma

Christina Rubio

Nennette Barriga

Not In Attendance: Father Vaughn

III. Welcoming of Special Guests:

Mrs. Fuentes

IV. Minutes:

Minutes from previous meeting passed

V. Executive Reports:

Principal: Mrs. Laferriere

- Thank you to those of you who attended the Summit over the Summit.
- Follow up summit to take place on August 24th. We will follow up on mission statements and look at the calendar of events. The plan is to condense events in order to prevent parents from becoming overwhelmed with too many fundraisers/events.
- Awesome job with the Orientation; our parents felt welcomed.
- Raffle drawing of the two backpacks was a great idea. Thank you Jennifer Santana for the donation of the two backpacks each valued at \$12.

- Enrollment is high at 290.
- 90 iPads have arrived.
- We are still waiting on Mini Mac Server in order to prevent the server from crashing.
- School will be closed on Friday, Sept. 27th and Monday, Sept. 30th in order to set up and break down after the Parish festival.
- Thank you to Mr. Albert for working so hard and diligently on swapping out all of the water pipes in our school. He fixed any concerns that were not up to code and we are now compliant with any new code regulations. He did the work at cost for a total of \$19,000. We now have shut off valves for the water fountains, office area, bathrooms, kitchen and coolers. **Mr. Albert** will be presented with a plaque during our first general PTO meeting on Wednesday, August 28.
- Night school will take place at a later date because the school classrooms are being used by the Religious Education Office and they booked classrooms before we had a chance to.
- Guest speaker encourages young girls to get more involved in the engineer field.
- E-blast to go out for donations for the fair.

President: Jennifer Santana

- New bi-laws were added to our binder.
- Parliamentarian; to keep the meeting going in a timely manner.
- Secretary; to keep all planning records and notes.
- Box Tops; will now go under fundraising and there will be no Box Top representative. It was noted there was little follow through last year and dates must be set as far as when the prizes will be handed out.
- PTO will communicate with the winning teacher, classroom and student as to the prize and hand out of prizes.
- Please be mindful Box Tops do have expiration dates.
- There will be better record keeping in order to facilitate PTO knowing where the money being raised is spent.
- PTO is to start taking "Wish List" requests from Teachers and Saint Mary School clubs/organizations. "Wish List" items must be written down and submitted for approval. A request does not guarantee "delivery."
- PTO folder will be placed in the school office, making it easier for parents to read a hard copy of minutes.
- Mrs. David is the only one who turned in her receipts for the \$150 dollars.
- It was brought up by Jennifer the school is to be reimbursed \$46.50 for lost ice cream money.
- Allison motioned for the reimbursement and I seconded, the school will be reimbursed for no more than \$46.50.
- The petty cash box currently has \$117 dollars, PTO agrees to raise the funds to no more than \$300.

- A check will be made out to cash for \$300 dollars and the check will be given to Mrs. Bautista to cash for us. Money will be placed in the box immediately and it is understood the check book will never leave the school site under any circumstance.
- It is understood there will be paper trail and someone will have to sign off on any cash being spent at all times and for what purpose. Receipts are to be handed in immediately.
- A \$25 gift card is to be presented to the student with the most Box Tops for the month of July and August.
- PTO will give money to Kinder promotion, 8th grade banquet and First Communion.

VI. Committee Reports

Ways and Means:

- Jersey Mikes will be our first “fundraiser.” We must hand out flyers ahead of time. The owner will donate a “Family Deal Meal” if we decide to raffle a basket in order to promote the event.
- The basket should be ready by the 21st of September in order to showcase.

Social:

- Awesome job so far, everything that has been planned has been great so far.
- First movie night is to take place Sept. 6th.
- Movie poster to go up in August.
- It is agreed we will sell Hot Dogs. A table will be set up during the first General PTO meeting to pre-sale hot dog meals. A concession stand will be added.

Publicity and Halo:

- Is to take pictures at all events. We are keeping Halo News; Halo News is to be showcased on the PTO Website . PTO will keep the school website link until we change servers. The goal is to get information out there and keep all families informed and encourage involvement in school wide activities.
- The School Directory is out. The Directory is to be discussed at the end of the school year; does PTO want to take over the Directory?
- Box Tops to be added to Halo News and all other flyers to continue support and promotion.
- Halo News is to be completed and submitted by the 25th of every month to the VP for approval.
- Website is to be updated at least once a month.
- Mrs. French is to receive any communications by the first of every month in order to guarantee proper dissemination of material.

Service Hours:

- Great Job Selesté!
- Please make sure you forward any updates to everyone.

VII. Correspondence

- No correspondence

VIII. Announcements/Items to be discussed further:

- Book the date for Shakey's in October; Oct. 16th from 5-8 p.m.
- Trunk or Treat to be planned out in greater detail; Oct. 15th?
- Turkey Bowl to raise funds for Thanksgiving Feast Turkey.
- Barnes and Noble to take place in November.
- Fashion Show to take place in March.

IX. Closing Prayer:

- Mrs. Laferriere
- Meeting adjourned at 9:18 p.m.
- Next meeting will take place on September 4, 2013
- Location: Computer Lab
- Minutes compiled By: Gabriela Diaz, PTO Secretary