

# St. Leo School

## PTO Meeting 5/12/16

### In attendance:

Georgette Schraeder, Francine Ritz, Melissa Kinsley, Colleen Friedman, Yami Pardino, Tammy Wheeler, Cody Schoen, Amy Valente and Francesca Coviello

1. Meeting called to order @7:35 Mrs. Schraeder lead prayer.
2. Issue with new checks. Missing a second signature line: Yami and Francesca discussed. Two signatures needed for \$250+ payments.
3. Budget for 2016-17 \$33,100 info sheet handed out
  - Majority of funds will be issued for technology for middle school computer transformation process. 25 laptops with software and camera for teachers @\$1000 each
  - Redesign of School website- we have a 3 year contract @\$3500/ year including text alerts with Edlio- several other schools use this program including Bishop McGinness. This program is compatible with google calendar and hopefully this will make things more stream -line for families and teachers.
  - Music-musical instruments a 4-5 year plan to purchase :\$2000 including (2 xylophones, 2 glockenspiels, a set of tubanos and metallophone)
  - Mr. Brock also issue a funds request for a music conference for Orff Certification \$2000
4. Discussion of current financial responsibilities -\$15,200
  - Catholic Schools Week- \$2000
  - LeBlue-\$700
  - Principal Discretionary- \$3,000
  - Grounds(playground/mulch)-\$500( this was written as garden club but i believe was a mistake)
  - Christmas and Beginning of year start up funds for teachers-\$5000
  - Beginning and End of year Picnics-\$2,000
  - Yearbook \$2,000
  - Endowment-??
  - Charlotte Diocese- \$250
5. Revenue sources in 2016-17( fundraisers)
  - Innisbrook - Joanne Leahy
  - Fall Festival
  - RUN LEO- March 18, 2017 still waiting on final numbers for 2016 Potential dates for 2017 March 7th or 14th
  - Book Fair- Nov 1-11, 2016

- Kids Creations
- NC SalesTax
  - Potential fundraisers-
    - Butter Braids
    - Chipotle Spirit Night
    - Brynn's Yogurt
- Other Fundraisers
 

Box Tops for Education: Get a check 2x a year after box tops have been sent in. Michelle Hanson is the current contact.
- Community Coffee- Francesca will contact church to put box out. These have no expiration date. If we get approval an information sheet will be put in the bulletin
- Target : Thanks -A- Million (billion) [target.com/thanksabillion](http://target.com/thanksabillion)
  - Go to [target.com/thanksabillion](http://target.com/thanksabillion) and say something nice about a teacher and Target will donate \$25 to the school

6. Cody will talk to Melissa about sending an evite for the PTO end of year lunch.

7. Discussed having a School/Parish Grounds Day

Pulling Weeds,

Large Playground Mulch is an annual upkeep need to set a date for late summer.

Preschool- rubber mulch has been applied and will require very little upkeep

Looking into a maintenance program for large playground. Holes get dug quickly around swings and end of slides. So when it rains several structures are "out of commission" for days after. Also is difficult keeping the kids out of the puddles in the holes. Cody will contact future principal and 8th grade teachers for next year to get a program that will allow older students set up a rotation. Due to insurance reasons there may be a "permission slip" that will encompass the school year dates. Cody will arrange a meeting with 8th grade teachers and future principal regarding this project.

St Leo School  
PTO Meeting 8-18-16

In Attendance:

Mrs. Brown, Amy Valente, Tammy Wheeler, Francesca Coviello, Cody Schoen  
Met in Library

- Used Uniform sale will be in the Gym before New Family Orientation on Aug 18 @5pm

All tables will be set on gym floor.

- New Family meeting will have “stations and tables”
  - PTO table will have older spirit wear to give to new families
  - Each family will get a stamp for their passport
    - PTO table will have info on duties of PTO, fundraisers and Scrips
- Teachers Luncheon - will be in library on Friday MR. BBQ will deliver @11:30
- “Workroom”- new teachers mailboxes - Cody will put teachers gifts in mailboxes with a card attached for “class spending money”
  
- Mrs Brown requested a monetary donation for OSHA approved emergency boxes for science room( sharps container), and a smaller one for each class ( gloves and bandaids) a way to help the office less busy with kids
- Back to school picnic: Friday sept @@11:15 price out for sandwiches Jimmy John's , Costco, Which Which etc.
  - Drinks, see what's left from the race last year and then get more water bottles
    - Francesca will price out plates and water bottles
  
- PTO fundraiser Innisbrook
- 2:00 assembly on Aug 31 in gym Innisbrook will have a rep come to speak to the school
  - Order forms will get sent home in Thursday folders on 9/1 and turn in on 9/22
    - 7th Grade will be selling coupon books at back to school picnic
  
- Spirit Night - Which Which ( both locations) 10% back for all day sales : students will receive a flyer and will need to mention SLS when ordering in order to get the sale.
  - PTO has been permitted to do these “spirit nights” as often as we choose. Will likely stick to 1 per 1-2 months
  
- Fall Festival will be October & 5-8pm, Food trucks ( pizza, taco, kona ice, camel city)
  - Amy will take care of calling and booking the food trucks

- Class moms will be in charge of class booth
- Need to contact Lucy in church office for “reservation”  
Reserve activity center in case of rain, and noise permit for outside
- Music- Mike Allen or Mrs. Ritz daughter
- Adult Social for non-auction year: mayb Feb 24,25( Mardi Gras theme??) renting a bus for transportation
  
- Future PTO meetings will be in Library 2nd Thursday of the month

Meeting adjourned.

# St. Leo School

## PTO Meeting

### 9-8-16

In attendance: Mrs. Browne, Amy Valente, Tammy Wheeler, Francesca Coviello, Cody Schoen, Mrs. Ritz

Met in Library

- Used uniform sale was great. PTO raised \$350~
  - Will look into an end of year sale, need to purge some of the older uniforms.
  
- Teacher luncheon and Back to school picnic went well.
- Teachers are turning in their receipts for reimbursement per Mrs. Brown.
- Innisbrook fundraiser went out- teachers will receive 50% off of their order as years past.
- Spirit nights will be fairly regular
  - Flyers will go out and printing costs is PTO responsibility
  
- Fall Festival is Oct 7 2015 budget \$1800, \$250 DJ
  - 4 food trucks ( home slice, kona, taco truck and french food truck)
  - Class booths
    - Talk to Lucy for reservation, noise permit , insurance from vendors, rain out will be in Parish Center.
    - 50/50 raffle
    - Mike - Live music Brian - acoustic/live possible husband and wife from Mrs. Schraeders retirement party
    - Talk to Colleen Friedman about past beer tent and donation/ cup protocol
    - Need tickets or raffle Francesca will see what is left from before
  
- Adult social in spring- February 2017??
- School needs first aid necessities for next year
- Long term fix for the slide on big playground

Meeting adjourned.

St. Leo School  
PTO Meeting  
September 9, 2016

In attendance: Amy Valente, Tammy Wheeler, Cody Schoen  
Met in Library

- Discussed beer tent for fall festival Oct 7,
  - Amy will order keg from City Bev- likely Ying Ling
  - PTO husbands will work the beer tent
  - Cody- table covers and cups ~300 cups
    - Table covers for 8 tables