

Our Lady of the Elms  
HS/MS Parent Club Meeting  
August 11, 2011

The meeting was called to order by President Mandy Brooks at 7:02pm.

Opening prayer was given by Lisa Massello, school Principal.

Introductions of all present.

Members present were Mandy Brooks, Rita Richford, Missie Schoenbaechler, Tony Charley, Carole Coury, Alice Incorvia, Nivine El-Refal, Mary Padula, Pam Hickson-Stevenson, Jane Prem and Kristin Brennan.

Minutes of the April meeting read and approved.

Mandy reported that she and Carole have met to set the budget for the year and it will be presented tonight. (attachment) She further has met with Rita to review membership. Mandy reported that she also has put together the fall mailing and seen that it was sent out, sent out a condolence card to Elizabeth Arnold, the head of housekeeping for the passing of her Aunt, sent out information to Mr. McGee to update the website and met with Carli to finalize the Endowment Document.

Rita told us she will be the chair of membership and volunteers for this year. Please send in your forms as soon as possible. Divorced couples will continue to pay \$20.00 each or \$40.00 per family unit. Our students will receive a dress down pass if dues are paid before meet the teacher night.

Treasurer-Report to follow. (attachment)

Secretary-Tony reported that there are two communications. The first from the Class of 2011 thanking us for all we do for the students and the second from Mrs. Flippin thanking us for all we do for the

school, teachers and staff. On a sad note, Tony reported that Mr. Tom Whimms passed away quite suddenly a few weeks ago. He is survived by his wife Stephanie, a former PTO Executive Board member for several years and their two daughters, both graduates of Our Lady of the Elms. A card will be sent to the family.

February Fantasy-The date for February Fantasy will be March 17, 2012 and renamed "The Elms Gala." Co-Chairs for this event are Mary Ann Spiros and Sue Nichles. The parent club rep is Kristin Brennan.

Principal-Miss Massello reported that there are 185 students in the high school and middle school which is down by 8 students from last year. Mrs. Dria was hired as the new math teacher. The school is still looking for a part time art teacher.

Construction is now underway for the new roof. The Elms Board authorized this. The goal is to have this done before school starts. The new dog is here....her name is Echo and will be around the school along with Gracie.

Unfinished Business- - Carli Miller. Lisa Massello and Mandy Brooks met regarding the Guardian Scholarship from our Endowment Fund and put it in a new format. After discussion and suggested corrections, a motion was made by Rita Rochford and seconded by Pam Hickson-Stevenson to accept this document as corrected. The motion passed.

Alice Incorvia reported that she is ready for concessions for this year's events.

By-Laws- The committee is to meet and review suggestions to updating the by-laws.

The Board Members Job Descriptions were reviewed and suggestions are to be brought to the next meeting. Class Reps should consider sending out a letter to their class parents to introduce themselves as their class rep to the Executive Board and offer them any assistance they might need.

Meet the teacher night September 13, 2011. The PTO Board Meeting is at 6:00pm and the general meeting is at 6:30pm.

### Treasurers Report

Carole reported the budget for 2011-2012. Research for the scholarship fund withdraws will need to take place to be sure that the funds are truly being distributed and recorded in the proper manner. Budget for events are reduced this year to make every attempt to keep a balanced budget. Correction of fall mailing to is to made from \$40.00 to \$60.00. Motion to accept the budget was made by Mandy and seconded by Mary Padua. There was no further discussion and the motion passed.

### Fund Raising-

Missy reported that the nut sale will take place and she is working on sending out information and order forms for the nuts. These will go out in a one-call.

Other ideas for fundraising were cookbook sales, sponsor banners in the gym for sporting activities, sell elms sporting jackets, sell elms ties. Miss Massello will check with the spirt store to be sure we are not interfering with something they are planning and get back to us.

A lengthy discussion was held regarding awards night and notification to parents regarding the awards their daughter might be receiving as well as the means of sending out the invitations. The cost of the invitations is the reason for the discussion. No action was taken.

No further business appearing, the meeting was adjourned at 8:20pm.

Respectfully submitted,  
Anthony Charley Jr.  
HS/MS Parent Club Secretary