



Date: April 6, 2022
Time: 6:00 pm
Location: St Mary ABC Room
Event: St Mary PTU Meeting

ATTENDEES

BOARD: Brian Intihar, Sheila Liszka, Megan Fogle

GENERAL: Frederike Winterstellar, Fr. Scott, Lynn Woolard, Gina Ciani, Heather Stetler, Angela Donato, Kathy Payto, Jen Zulandt, Kara Passow, Coach

- i. **Call to order** - Sheila called to order at 6:05
- ii. **Prayer** – Sheila led in prayer
- iii. **Review of Prior General Meeting Minutes** : Lynn motioned to accept; Brian accepted.
- iv. **Officer reports**
 - President - Netted about \$400 from the Chipotle fundraiser; There were a few issues with the restaurant that night, mainly ingredients and supplies
 - Vice President – Friday the scholarship forms were distributed, due at the end of April; We raised the amount to \$1,000 per student. On graduation day there is a mass in the morning, but the scholarship essays will be read in the evening so that the students are surprised. Mrs. W will confirm.
 - Secretary - No report
 - Treasurer - total cash balance is 143, +39k from last year; True performance YoY will be in the May report. Budget to actual 13k spent to 45k; Teacher expenditures are under budget but are starting to hit and fully expect to exhaust budget by end of the year. About half the marketing budget has been drawn, but traditionally we put it against the marketing fund. CSW will be cleaned up at the end of the year. Donations almost fully covered the cost of the pancake breakfast. There were two true donations received for the playground - \$500 from the Ptaznik family and 10K from the Zulandt family. Last year was an anomaly with budget but we were in good shape. 2023 proposed budget is in the financial records; high level items to discuss – proposed budget is 49.8k total budget. Removed PPE line item and adjustment for library; there will be some maintenance costs with the new playground. Proposed to add \$800 to the teacher reimbursement accounts and the board approved (this can be a slush fund and/or cover any new hires). Mrs. Fedak provided cleanups and adjustments and those are all noted in the financials document – there is a new category for student contests added (1K increase in overall budget). We have also recommended increasing 8th grade scholarship to 1K.
- v. **Teacher Liaison & Principal's Report** – Due to a funeral in the a.m. on Friday stations have been moved to after mass and will be livestreamed. Eight graders will do a Facebook live event to sell their products; The teachers are grateful for everything the PTU has provided this year. Ideally, we would like submissions by 5/15 so that we can pay out by the end of May.



Student council had their social at Ernst so the recommendation for Mother/Son night is to bring cash/snacks because credit card machine was down.

We are looking forward to Grandparents' Day on Tuesday and happy to bring back this year. If a grandparent wants to take their children home please send another form to teachers to let them know (they will have a separate sign-up sheet). There will be mass/snacks/and egg hunt weather-permitting.

Wednesday is the last day before Spring Break and will be an all-day retreat day; Teachers have many activities planned.

Upon return from Spring Break, week of April 25 will be final round of MAP Testing.

Spring Concert will be April 26

Jr High Play will be Aladdin on April 27

2022-2023 calendar will be sent out next week

Solicitations for Ambassador families will be sent out in May.

vi. 2022-2024 Board Voting

All candidates unanimously accepted by the group.

vii. Fundraising Reports/Committee Updates

- a. Playground – Summary: 116k would fully complete the playground (estimate); Recommended path forward would be the supervised installation with 10 volunteers and would save us 8k. Contracts are being prepared to send to the Diocese. Further discussion to get final number of PTU's commitment to the project so that the parish can also commit funds. Board's reco is to commit 90k. This would leave us with money to fund the budget for next year. With this reco it we would have to raise the rest of the funds for the operating budget next year.

The largest concern is the deficit in the budget for next year and to make it all up. If we kept all the operating budget, we can give 65k to the playground**. We need to be able to pay for the events and raise money. We are all in agreeance that excess funds go to the playground in order to be sure what we can cut. We can investigate sponsorship opportunities so that we target other businesses or have a separate fundraiser to raise the balance of the funds.

Parish finance council is meeting Monday, 4/11 and we will need to provide a number at that time.

Next steps: Look at the budget and rely on the school to provide what can be cut. We need to be comfortable with what to cut.

**This is the amount available to date; Following the meeting, it was determined that PTU can contribute the originally discussed 90k and still fund next year's budget. This is due to significant additional revenues, minor budget tweaks, and a few line items that will not be used that will be factored into accounting for next years' budget.

- b. Viking Online Auction – We are at 11k; We need to get a set date and a chair now – there are big ones in the area that are the same date every year, so we try to work around it. Plus, we can get in for donations early on before businesses have committed



their donation budget for the year. Marc Burr is head of nominating committee; he can solicit chairs (all events for the next year). Traditionally there is a fundraising chair

- c. Father/Daughter dance; 110 people signed up. We need more desserts – email will be sent.
- d. Mother/Son outing update – Forms are trickling in, have about 25 pairs so far. Deadline is next Wednesday.
- e. Spring Flower Sale final numbers – Raised \$5,950; The balance will arrive when flowers are delivered. Up from last year. Only 56% of students participated. Idea to do a PTU order and then sell after masses. PTU would have to budget for that. Would like to have them delivered before Mothers' Day.
- f. Fall school fundraiser would traditionally go for adopt a student. Mrs. W will confirm where money goes and how much is raised.
- g. End-of-year picnic – May 14; 4:30 mass and then picnic. PTU will reconfirm dates to make sure the Banquet Room is available. More to come...
- h. Burntwood Tavern Dining Fundraiser – May 1-4
- i. Spirit Store – This would fall under fundraising committee if PTU was to take it back.

viii. **New Business**

- a. **Contracts** – Fr is the only one that can sign contracts on behalf of the parish and the school; he submits to Diocesan legal counsel before signing; probably adds 7-10 days of lead time to have it fully approved. Financial compliance is important such as warranties, liability; includes any capital projects over 25k (three bid rule) must also be submitted to the Diocese.
- b. **Uniform Swap** – Will be moved to June 1 & 2.
- c. **By Laws Acceptance – May Meeting**

ix. **Open Discussion**

- a. Stoller fundraising – they dropped of a sample kit along with catalog; ideally before the holidays; Possibly doing it around the time of the purse bash, average profit of \$6/item. Mrs. W will talk to marketing about switching up the fundraisers to this instead of pretzels and magazines.
- b. Reimbursement forms on website – PTU would really like it to be added, it can be on there but not as a public link. Fr would prefer the person to speak directly with the Treasurer/board, and the forms are also in the office.
- c. Maple Festival – there was a family that had done it in the past, but we should have it done for next year. It's the biggest community event of the year. Can we do it simple? Just a banner and trailer this year and pass out candy?
- d. Enrollment for next year: Currently we are at 165, projected number for next year is 171. Confident families signed up will go through with registration. The pre-schools are just about full, and most have waiting lists. We are a school dependent on Chardon Bussing, so we must be mindful for start/end times, especially since we are a K-8 school. We should really look at adjusting start time of pre-school to feed into the rest of the school. Do we do a middle school shadow day?



Mrs. W and Fr. Scott asked PTU how to market the school and increase enrollment – suggestions included surveying families on why they decided not to return, more outreach and visibility in the community,

- x. **Adjournment:** Motion to adjourn Gina C. at 8:07, seconded by Brian I.