

**LOFT Meeting
March 27, 2007**

Board Toni Holtzhauser, Michelle O'Toole, Lori Piscitello, Tracy Rehl, Jean
Attendance: Spackman
Member Brenda Basalla, Sue Corrigan, Chuck Hokky, Meghann Hubach, Susan Moore,
Attendance: Cheryl Moran, MaryAnn Utrata and Marilyn Wangler

- I. The meeting was called to order with a prayer at 7:36 p.m.
- II. Minutes from the February 27, 2007 meeting were reviewed and approved. **m/s/v**
- III. Treasurer's Report – Jean distributed a report with information as of March 27, 2007. She has not received the most recent bank statement. She has written the spring supply money checks and distributed them.
We have a spirit wear inventory of \$3,500. The school is going to buy the inventory from us. We will keep selling spirit wear through the end of the school year.
Outstanding revenue and expenses were discussed.
Jean reported that Kathy Cleveland and Mary Holland will talk to the bank about the fees. Our bank expenses include two years worth of checks, over drafts, and fees for writing checks.
Next year, Catholic Schools Week needs its our line item.
The revised revenue and expense form was reviewed. The change to the By Laws, Article X, Section 5 was reviewed and approved. **m/s/v**
Next month we will see if we need to adjust the budget.
- IV. Principal's Report – Mrs. Wangler reported.
 - Money is needed for the up keep of the computer lab, specifically for redecoration, window treatments, and carpet.
 - The laminator has broken after 27 years. A new one cost \$2,000 to \$3,000. This may be an auction item.
 - Fr. Walsh needs the date and time for the induction ceremony. Lori said to ask when he is available. Mass will be held in the chapel.
 - Regarding the budget, there are no assemblies planned.
 - Jean asked if the special field trips were/will be taken. Mrs. Wangler reported that yes, they have been or will be taken.
- V. Report of Standing Committees –
 - Magazine Sale – Jean reported that more money is coming in from this sale. The budget figure is current.
 - Night at the Races – Jean reported that the profit is \$8,860. Outstanding expenses are about \$100 and pledges not collected are about \$200.
 - Tobogganing – Jean reported the event made about \$100. It was fun and there was good weather for it. Eighty percent new families at the event.
 - Luau – Brenda reported that sign in was a nightmare and maybe we should use permission slips. Lori suggested moving the admission table closer to the door. Toni reported that parents were not told they would have to sign in the students. It was suggested that next year maybe do presale tickets and to send the information out earlier.
 - Golf Outing – Lori reviewed what Patty sent. The golf course is near Medina. It was decided to hold the golf outing in the afternoon. The suggested fee is between \$75 & \$85. Lori will tell Patty the decision regarding the time of the event.
 - School Supplies – Michelle reported that she has been going back and forth with the company regarding the supply lists. They are on schedule for the final approval. Orders and payments are due to the company by May 11, 2007. Order forms will go out when we come back from spring break and the order will be due

to the school on May 7. The kits will arrive in August when the office opens, around two weeks before school starts. Lori asked if it is possible to have an open house the Saturday before school starts so students can bring in their supplies. Mrs. Wangler said that she would have to discuss this with the staff and administration.

Malley's Easter Candy Sale – Tracy reported that paper orders totaled \$9,466.90 and the profit is \$3,124.08. Internet ordering is available through April 1. Internet orders over \$65 receive free shipping and three \$10 certificates.

Flower Sale – Lori reported that the order forms are out to the families. Cheryl reported that pick up is the Friday before Mother's Day.

Burgers and Beer – Ms. Hubach will chair the corn hole tournament. We need to get enough corn hole boards. Mrs. Utrata said that a third grade dad, Adam Muskiewicz, has a business that makes corn holes. The entry fee will be \$20 and it was decided that to pay out all the money. Lori and Timi will be doing the food. This will be on June 1, 2007.

Egg Hunt – Mrs. Wangle reported that Fr. Walsh said this is not to be done during Holy Week. We can do it the Monday when we come back from spring break. Lori has told Cathi O'Toole about the date change. We will let the office know about the time.

Sunshine Committee – Jean reported that flowers have been purchased and there has been the arrangement of dinners.

VI. Unfinished Business –

Defining Standing Committees – No report.

VII. New Business –

Nominating Committee – The nominating committee will consist of two LOFT board members, two LOFT members, and a teacher. Cheryl Moran, Toni Holtzhauser, and Tracy Rehl volunteered to be on the committee. Mrs. Wangler will check on getting a teacher. Lori will check on getting another LOFT member. Tracy distributed and reviewed the nominating form that will go home and on the web site.

VIII. Open Forum –

- Jean said that we need to look at clean up after events. She heard that after the luau it was pretty messy. Brenda reported that they swept three times after the luau. Toni said that we need to know what is expected. Cheryl reported that they [LCA Board] are putting together a list and it is going through committees. Mrs. Wangler said that this is not just a LOFT issue.
- Committee folders need to be assigned to someone to review and distribute when defining standing committees.
- There was discussion on volunteers and it was suggested that maybe this could be addressed at the state of the school address. Only 130 families responded to Paul Nickels volunteer survey in the fall. There was a suggestion to look at what the school needs volunteers for and what the parishes need volunteers for and where there is over lap.

IX. Announcements –

Scheduling of rooms is now done through Mrs. Wangler. The gym is signed out to after care until 4:00 p.m. every school day. The master schedule is kept in the office.

Mrs. Wangler will find out when the state of the school address is scheduled.

LOFT has received a requested for a donation for a Leukemia & Lymphoma Society fundraiser. It was decided not to give a donation. If we would give to one, we should give to all.

X. Closing Prayer and Adjournment – Meeting ended at 9:06 p.m.

Minutes submitted by Tracy Rehl.