

St. Brendan School PTO Board Meeting

Date: August 21, 2018

Time: 6:00 p.m. – 9:00 p.m.

Location: McMenamins

Meeting Vision and Purpose	To encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.
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Roles:	Scribe: Sarah Beeson Attendees: Suzanne Ames, Ivanna Sukkar, Camarin Wanamaker, Chrissy Schrader, Jessica Kuchan, Catherine Shumate, Sarah Beeson
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Agenda

Time	Topic/Agenda Item	Materials (attachment titles, link to document)	TYPE (Action, Discussion, Consent, Info)	Objectives/Outcomes	Discussion Leader
6:00 – 6:10 (10 min)	Opening Prayer				Ivanna Sukkar
6:10 – 6:20 (10 min)	June Meeting Minutes			Approved	Ivanna Sukkar
6:20 -6:30 (10 min)	PTO Budget			Approved	Suzanne Ames
6:30 – 6:45 (15 min)	<ul style="list-style-type: none"> Principal Updates 		Report/Action	Respond to action items or requests from committees.	Catherine Shumate
6:45 – 7:15 (30 min)	Committee Liaisons <ul style="list-style-type: none"> What do you need from School PTO 	Detailed Action Plans	Report/Action	Respond to action plan and requests from subgroups.	<ul style="list-style-type: none"> Craft Fair Auction Family Fun Gift Cards Box Tops

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					<ul style="list-style-type: none"> • Student Store • Staff appreciation • Facilities • School Commission • Development
7:15-7:50 (35 min)	New Business				Ivanna Sukkar
7:50 – 8:00 (10 min)	<u>Meeting Close/Next Steps:</u> <ul style="list-style-type: none"> • Review action items 				Ivanna Sukkar

WWWs:

What	Who	When	Status	Notes
PTO meeting structure and ideas	Mrs. Shumate, Ivanna, PTO Board	As needed	In Process	<p>*8.21 proposed working schedule for the year</p> <p>August – Date and location TBD – Board meeting -Set goals/focus for the year. -Finalize PTO Tea structure and schedule. -Discuss any remaining open coordinators.</p> <p>September 13 – General meeting -Family Tech Talk Night: Inspiring digital responsibility -Remind of upcoming PTO BBQ (9/21). Have Family Events chairs attend to see what’s needed, discuss other upcoming events for the year.</p> <p>October 11 – Board meeting -Need craft fair and auction chairs to attend to provide progress reports, answer questions, etc.</p> <p>November 8 – General meeting -Auction information night. Come find out what volunteer opportunities are available and sign up. Also: Educational apps.</p>

What	Who	When	Status	Notes
				<p>December 13 – Board meeting -Craft fair recap/report -Auction – progress report, questions -Fun Run recap?</p> <p>January 10 – General meeting -Guest speaker/topic</p> <p>February 14 (reschedule because Valentine’s Day??) – Board meeting - Auction – progress report, auction on 2/23</p> <p>March 14 – General meeting -Social + guest speaker/parent education</p> <p>April 11 – Board meeting (Big one) -Auction recap -Review volunteer list for 2019-2020, choose board and volunteers -Set budget for 2019-2020</p> <p>May 8 – General meeting -Guest speaker/topic</p> <p>June 14 (reschedule if needed) – Board meeting -Go over budget if not done at April meeting. -End-of-year recap.</p>
Volunteer Survey	Ivanna	November	In Process	Volunteer information to be given to PTO president no later than the April PTO meeting to allow enough time to fill positions for the following year. PTO is also looking into how to simplify this form and how the information is compiled for the board.
AED Device for the school	Chrissy S.	November	In Process	Chrissy S. will take this over and is looking at possibly procuring one from her work contacts.
Storage	Needed	On-going	In Process	PTO is responsible for a large amount of fundraising for the school as well as supporting the school in many other areas. When the storage we had that is currently Mrs. Rooney’s office and the old PTO office (the current 3-year-old preschool) was removed from PTO we experienced difficulties finding space to store items we need to provide this support. PTO would like to look at possible solutions to this problem. We currently need storage for auction items, craft fair items, 8 th grade play items, and a variety of items used throughout the school year.
Scrip Improvements	Anna	September	In Process	<p>Anna is looking at the possibility of adding credit card ordering back into the gift card program.</p> <p>*5/10 Anna reported looking at marketing tools to help increase Scrip sales.</p>

What	Who	When	Status	Notes
Matching Chair	Catherine Shumate	October	In Process	Parents asked at a meeting if company matching was being tracked and letters sent out for every occasion matching is possible. PTO suggested possibly adding a PTO chair position that would be in charge of monitoring and tracking matching.
Staff Requests	Sarah	September	In Process	Staff has requested a new coffee pot for the staff lounge and new bulletin boards how should PTO proceed with these items. *8.21 Catherine requested a cost breakdown of these items.
Memory Books	PTO Board	September	In Process	Memory Books came in over budget discuss ways to make overage.
Family Fun Nights	Camarin W.	September	In Process	PTO discussed changing up family fun nights and possibly combining the parish and school picnic next year. A reception after the Christmas concert was also discussed. Camarin plans to chair family nights this year but will be recruiting subcommittee members to lead individual events. The PTO board would also like to renew the focus on family fun nights and community building this year.
PTO tea	Ivanna S. Mari D	September	In Process	Discussed changes to PTO tea including adding incentives and more tables and better advertising.

Decision Tracking:

Decisions Made	Status
Moved questions of how PTO and Development are structured over to the Finance Committee.	Complete
PTO Approved donating one booth space to the staff at craft fair.	Complete
Catherine decided she does not want to move the 8 th grade budget to PTO at this time.	Complete
PTO board will rotate attending School Commission Meetings as we are missing our outgoing president.	Complete
Box Tops will be directed to the garden project again this year.	Complete