

St. Brendan School PTO Board Meeting

Date: October 11, 2018

Time: 6:00 p.m. – 7:35 pm

Location: School Art and Music Room

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: Amy D, Camarin W., Ivanna Sukkar, Suzanne A, Kerrie M, Karah B, Patty N., Cari M., Shauna C.
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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 – 6:05 (5 min)	Opening Prayer				Ivanna Sukkar
6:05 – 6:15 (10 min)	September Meeting Minutes			Approved	Ivanna Sukkar
6:15 -6:25 (10 min)	PTO Budget			Approved	Suzanne Ames & Chrissy Schrader
6:25 – 6:40 (15 min)	Principal Updates		Report/Action	Update on school activities *10/11 Mrs. Shumate not present at this meeting.	Catherine Shumate
6:40 – 7:00 (20 min)	Committee Liaisons		Report/Action	Respond to action plan and requests from subgroups.	<ul style="list-style-type: none"> Craft Fair Auction Family Events Student Store

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					<ul style="list-style-type: none"> Staff appreciation
7:00 – 7:30 (30 min)	New Business				Ivanna Sukkar
7:35 – 7:40 (5 min)	<u>Meeting Close/Next Steps</u>				Ivanna Sukkar

What/Who/When:

What	Who	When	Status	Notes
PTO Meeting Schedule	Mrs. Shumate, Ivanna, PTO Board	As needed	In Process	<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. *10/11: Decided to keep November focus on Educational apps and invite teachers to attend/present apps they use in the classroom and/or suggested apps for parents.</p> <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 – Board meeting: Auction progress report, auction on 2/23</p> <p>March 14 – General meeting: Social + guest speaker/parent education</p>

What	Who	When	Status	Notes
				<p>April 11 – Board meeting (Big one): Auction recap, Review volunteer list for 2019-2020, choose board and volunteers, budget for 2019-2020</p> <p>May 9 – General meeting: Guest speaker/topic</p> <p>June 13 – Board meeting: Go over budget if not done at April meeting, end-of-year recap.</p>
Craft Fair PTO Table	PTO Board	January	In Process	<p>Sarah suggested PTO come up with ideas for PTO to sell something to raise funds using the open table previously used by teachers.</p> <p>*10/11 PTO will sell glassy babies at the fair this year. PTO will continue to brainstorm ideas for possible things to sell at the fair next year.</p>
Scrip Improvements	Anna	December	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> <p>*10/11 Scrip is looking for ideas of where they should sell cards. PTO suggested picking a consistent time to sell cards like every Wednesday at carpool. So people know a time they can buy cards. PTO also suggested bringing back credit cards again. Scrip also requested information on whether we can apply money raised from Parish purchases of gift cards to the fundraising goal for families who need help meeting their commitment.</p>
Matching Chair	Catherine Shumate	December	In Process	<p>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.</p> <p>*10/11 PTO is concerned that we are losing money from matching funds. Letters and reminders should go out for every dollar that is collected from anyone working at a matching company.</p>
Staff Requests	Sarah	December	In Process	<p>Staff has requested a new coffee pot for the staff lounge and new bulletin boards how should PTO proceed with these items.</p> <p>*8.21 Catherine requested a cost breakdown of these items.</p> <p>*10/11 Sarah asked this item be moved to December.</p>

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Memory Books	PTO Board	December	In Process	Memory Books came in over budget discuss ways to make overage. *10/11 Shauna plans to keep the hard covers for memory books. She is going to do a photo booth at Bingo night and request donations. She will use the donations to help cover the hard cover costs.
Family Fun Nights	Camarin W. Carolina S.	Ongoing	In Process	PTO discussed changing up family fun nights and possibly combining the parish and school picnic next year. Back to school BBQ on September 21, 2018. 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. *10/11 The family BBQ was very successful. PTO had the wonderful problem of too many volunteers. Ivanna also took notes about this event. Notes not discussed at meeting but added to OneDrive for reference/future discussion. PTO will continue to look for a co-chair for this position. Upcoming events include Bingo night, Elevated Sports, Movie night. Carolina S. plans to have a speaker from her organization come and speak before The Greatest Showman Movie on 11/16. The family fun nights committee plans to proceed with a Christmas reception this year as a way for people to socialize after the Christmas concert.
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.
Family Engagement	Ivanna	Ongoing	In Process	There was discussion at the 9/19 School Commission on looking at levels of engagement and increasing parent engagement. Discussion included an idea to an audit after each event to consider impact versus effort. Additionally, to look into WATCH DOGS to increase engagement by fathers/grandfathers and to create an engagement committee

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				*10/11 PTO discussed bringing back discussing events when they are over about possible changes, things that went well, etc., as one way to address this issue.
Storage	Needed	Ongoing	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.
PTO tea	Ivanna S. & Mari D	September	Completed	Discussed changes to PTO tea including adding incentives and more tables and better advertising.
Auction	Karah B. Kerrie M.	October	In Process	*10/11 Discussion at the meeting in asking for venue and general auction changes to be submitted before Feb. 20 to the auction committee, Karah will work on a write up for this and distribute it appropriately. Auction has paid 1 st Deposit for facilities, paid software fees for 3 years and website fee for 1 year. Theme is Tropical Nights. Auction will move ticket price back to \$80.00 per ticket.
Craft Fair	Sarah B. Patty N. Amy D. Cari M. Suzanne A.	November	In Process	Craft Fair has recruited several new members for leadership roles for next year. Craft Fair Co-Chair (Vendors)-Patty Najour Craft Fair Co-Chair Cari Moore Bake Sale- Fran Sanchez Publicity Chair-Camarin Wanamaker Raffle- Kitchen Chair- Lupita

What	Who	When	Status	Notes
				<p>Student Vendors-</p> <p>Set Up/Clean Up-</p> <p>Cari Moore also presented to the board a idea to bring Santa pictures to the craft fair. Cari requested purchasing a photo printer make this work. The printer could be used at PTO events as well. Craft Fair will use the extra booth fees from the new pre-k room to cover the costs of this booth.</p> <p>Craft Fair will change signs to read 11am start time the next time we make signs.</p> <p>Brenda requested \$500.00 for new signage as we are missing several signs. PTO approved this purchase and Suzanne will bring it to Mrs. Shumate for approval.</p>
Student Store	Linda Severs	November	In Process	*10/11 Linda was unable to attend PTO meeting but sent a update with data showing what student store made and spent last year. She is meeting to discuss plans for next year and possible funding ideas for the store. Data sheets will be sent out with this round of minutes and posted to the website.

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