

# St. Brendan School PTO Board Meeting

**Date:** November 8, 2018

**Time:** 6:00 p.m. – 7:05 pm

**Location:** School Art and Music Room

|                                   |  |
|-----------------------------------|--|
| <b>Meeting Vision and Purpose</b> | <b>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.</b> |
|-----------------------------------|--|

|               |  |
|---------------|--|
| <b>Roles:</b> | Scribe: Jessica Kuchan<br>Attendees: Ivanna S., Kerrie M., Amanda M., Suzanne A., Anna S., Camarin W., Karah B, and Sally S. |
|---------------|--|

## Agenda

| Time                   | Topic/Agenda Item   | Materials<br>(attachment titles, link to document) | TYPE<br>(Action, Discussion, Consent, Info) | Objectives/Outcomes  | Discussion Leader |
|------------------------|---|--|---|--|-------------------|
| 6:00 – 6:05<br>(5 min) | <b>Opening Prayer</b>   |  | Centering                                   |  | Ivanna Sukkar     |
| 6:05 – 6:10<br>(5 min) | <b>October Meeting Minutes</b>  |  | Review                                      | Approved, without change   | Ivanna Sukkar     |
| 6:10 -6:15<br>(5 min)  | <b>PTO Budget</b>   |  | Review                                      | Update<br>*11/8 Suzanne Ames & Chrissy Schrader not present for discussion | Ivanna Sukkar     |
| 6:15 – 6:20<br>(5 min) | <b>Principal Updates</b> <ul style="list-style-type: none"> <li>Tech Committee: update website; seeking volunteers.</li> <li>Fulcrum Grant Application: Submitted to fund parking lot paving.</li> <li>Amici: December 8 from 10 to 1 to work on the middle school hallway</li> </ul> |  | Report                                      | Update<br>*11/8 Mrs. Shumate not present.                                  | Ivanna Sukkar     |

| Time                    | Topic/Agenda Item   | Materials<br>(attachment titles, link to document) | TYPE<br>(Action, Discussion, Consent, Info) | Objectives/Outcomes   | Discussion Leader   |
|-------------------------|---|--|---|---|---|
|                         | <ul style="list-style-type: none"> <li>Meeting schedule</li> </ul>  |  |   |   |   |
| 6:20 – 6:35<br>(15 min) | <b>Committee Liaisons</b>   |  | Report/Action                               | Respond to action plan and requests from subgroups. See Who/What/When   | <ul style="list-style-type: none"> <li>Craft Fair</li> <li>Auction</li> <li>Family Events</li> <li>Student Store</li> <li>Staff appreciation</li> </ul> |
| 6:35 – 7:00<br>(25 min) | <b>New Business: Topic of Month</b> <ul style="list-style-type: none"> <li><i>Educational Apps</i></li> </ul> |  |   | Amanda McIntosh, kindergarten teacher, compiled a list of educational apps for parents.<br>Consider YouTube kids channel as well<br>No other parent attendees | Ivanna Sukkar   |
| 7:00 – 7:12<br>(5 min)  | <b>Meeting Close/Next Steps</b>   |  |   |   | Ivanna Sukkar   |

**What/Who/When:**

| What                 | Who                             | When      | Status     | Notes  |
|----------------------|---------------------------------|-----------|------------|--|
| PTO Meeting Schedule | Mrs. Shumate, Ivanna, PTO Board | As needed | In Process | <p>November 8 – General meeting: Auction information night. Come find out what volunteer opportunities are available and sign up. Also: Educational apps.</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> <p>April 11 – Board meeting (Big one): Auction recap, Review volunteer list for 2019-2020, choose board and volunteers, budget for 2019-2020</p> |

| <b>What</b>        | <b>Who</b>             | <b>When</b> | <b>Status</b> | <b>Notes</b>  |
|--------------------|------------------------|-------------|---------------|---|
|                    |                        |             |               | <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> <p>*11/8 The PTO discussed that the PTOs meeting schedule of having every-other “general” meeting is not producing the desired effect of more parent participation. PTO raised the concern that the board business is taking a substantial part of the general meeting time and the meetings have been sparsely attended by parents and teachers. Ivanna S. will discuss with Catherine Schumate.</p> |
| Scrip Improvements | Anna S.                | December    | In Process    | *11/8 Anna provided update that sales are slower than anticipated; fewer standing orders. PTO discussed increased marketing for standing orders and using script for class gifts/projects. Will have revenue updates soon. <u>Need:</u> marketing chair and help for mass sales. Anna S. is working to get updated credit card processing information and is seeking input from Christian L.  |
| 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>   |
| Memory Books       | PTO Board              | December    | In Process    | <p>Memory Books came in over budget discuss ways to make overage.</p> <p>*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.</p>  |
| Family Fun Nights  | Camarin W. Carolina S. | Ongoing     | In Process    | <p>*8/21 PTO discussed changing up family fun nights and possibly combining the parish and school picnic next year.</p> <p>*11/8 Bingo: PTO revenue was \$37 due to overages on decorations and gift spending. 2017 revenue was \$300 with less attendees. PTO provided</p>   |

| <b>What</b>               | <b>Who</b>         | <b>When</b> | <b>Status</b> | <b>Notes</b>   |
|---------------------------|--------------------|-------------|---------------|--|
|                           |                    |             |               | a reflective post-mortem on Bingo night. PTO requested a post-mortem report on all future events.<br>Upcoming events include Movie night.<br>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             | December    | 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.<br>*11/8 PTO moved this item to the December agenda.   |
| AED Device for the school | Chrissy S.         | November    | In Process    | *11/8 Chrissy S. unavailable. Moved to December agenda. 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.<br>*11/8 PTO encouraged further discussions with School Commission on this effort. Ivanna S. to attend School Commission meeting.   |
| 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 <sup>th</sup> 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    | *11/8 Karah B. provided update that Auction sent a notice out seeking input for the 2020 venue. Kerrie updated that Auction has paid 1 <sup>st</sup> and 2 <sup>nd</sup> 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. <u>Needs:</u> class project leads; general sponsor solicitation lead; catalog preparation and editing. Karah and Kerrie are working to develop logo and invitation. Deadlines for auction items: December 15                            |

| <b>What</b>                   | <b>Who</b>  | <b>When</b> | <b>Status</b> | <b>Notes</b>   |
|-------------------------------|---|-------------|---------------|--|
|                               |   |             |               | for families; January 18 for businesses. Set for update on December agenda.  |
| Craft Fair                    | Sarah B.<br>Patty N.<br>Amy D.<br>Cari M.<br>Suzanne A. | November    | In Process    | *11/8 Santa booth will be set up in the lobby by the elevator; preschool room is setup for vendors; Cari M. received all the photo equipment. Update on revenue and post-mortem set for December agenda.   |
| Student Store/Christmas Store | Linda Severs  | November    | In Process    | *11/8 Christmas Store is planned for December 14 <sup>th</sup> . PTO discussed whether having the Christmas Store on the same day as the Christmas concert was problematic. Camarin agreed to discuss the issue with subcommittee. PTO discussed including photographs in items for the students, including using the photo equipment, or contacting Joy at Kennedy for outside assistance.<br><br>*11/8 Student store has decided to donate \$400 to Sibling House. Student store working to get a volunteer sign up sheet. Update set for December agenda. |
| PTO Meeting Minutes Review    | Jessica K.  | December    | In Process    | PTO would like to revisit the format of the agenda/who-what-when/decision tracking document.   |

**Decision Tracking:**

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