

St. Brendan School PTO Board Meeting

Date: January 10, 2019

Time: 6:00 p.m. – 8:00 p.m.

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.

Roles:

Scribe: Sarah Beeson/Ivanna Sukkar
Attendees: Camarin Wanamaker, Ivanna Sukkar, Suzanne Ames, Sarah Beeson, Kerrie Mayans, Karah Burgess, Patricia Najour, Anna Scott, Catherine Shumate, Sherry Huettl

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		Centering		Ivanna Sukkar
6:05 – 6:10 (5 min)	November Meeting Minutes		Review	Approved	Ivanna Sukkar
6:10 -6:15 (5 min)	PTO Budget *Fun Run proceeds starting to be used (pre-K playground equipment). *Still waiting on Elevated Sportz fundraiser check. *Going forward with Box Tops educational garden; \$800 from last year		Review/Update	Approved	Suzanne Ames

	and \$400 collected this year. Daryl Hansmann to build garden beds, which will be cared for by a class(es).				
6:15 – 6:30 (15 min)	<p>Principal Updates</p> <p>*Fund-a-need ideas discussed:</p> <ul style="list-style-type: none"> -Reading curriculum -Teacher laptops -Website -Playground upgrades <p>*Working to bring teacher salaries equal to local school district. Requested ideas for how to help teachers in the meantime.</p> <p>*Suggestion for each committee chair to be responsible for updating their information on the website; consider adding this to chair responsibilities moving forward.</p>		Report	Update	Catherine Shumate
6:30 – 6:50 (20 min)	<p>Committee Liaisons</p>		Report/Action	Respond to action plan and requests from subgroups. See What/Who/When (below).	<ul style="list-style-type: none"> • Craft Fair • Auction • Family Events • Student Store • Staff appreciation
6:50 – 7:25 (35 min)	<p>New Business</p>		Discussion/Action	New items discussed added to What/Who/When (below).	Ivanna Sukkar
7:25 – 7:30 (5 min)	<p>Meeting Close/Next Steps</p>			Next meeting date TBD. Will be a working meeting to help auction team.	Ivanna Sukkar

What/Who/When:

What	Who	When	Status	Notes
Staff Appreciation Week	Suzanne	May	In Process	Working on ideas for Staff Appreciation week.
PTO Meeting Schedule	Mrs. Shumate, Ivanna Sukkar, PTO Board	As needed	In Process	<p>Remaining Meeting Schedule (updated 1/10):</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> <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 PTO's 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 Shumate.</p> <p>*1/10 Ivanna suggested moving date of February meeting to not coincide with Valentine's Day and to move to location to Kerrie Mayans' house to make it a working meeting and help with any needed auction items. Karah/Kerrie to send suggested dates.</p>

Scrip Improvements	Anna Scott	December	In Process	<p>*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 Christen L.</p> <p>*1/10 Anna is looking at how we can bring credit cards back to Scrip. She is looking at using PayPal Here. Anna is looking for a focus group to test the product. Anna noted that Scrip sales are down. PTO discussed that one reason is due to fewer volunteers being visible to sell.</p>
Matching Chair	Mrs. Shumate	March	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> <p>*1/10 Pushed discussion to March meeting. Catherine to consult with Christen L.</p>
Staff Requests	Sarah Beeson	March	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> <p>*1/10 Pushed discussion to March meeting or later</p>
Memory Books	PTO Board	March	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> <p>*1/10 Pushed discussion forward. Will need a new Memory Book chair for 2019-2020 school year as Shauna is stepping down. Next year Yearbook elective for middle school will be offered only in 2nd trimester.</p>

Family Fun Nights	Camarin Wanamaker, Carolina Sommer	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 a reflective post-mortem on Bingo night. PTO requested a post-mortem report on all future events.</p> <p>Upcoming events include Movie night (January) and International Night (February).</p> <p>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.</p> <p>*1/10 Movie Night theme is "Choose Kindness" with The Greatest Showman movie, on 1/12. International Night coming on 2/1.</p>
Volunteer Survey	Ivanna Sukkar	December	Completed	<p>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.</p> <p>*11/8 PTO moved this item to the December agenda.</p> <p>*1/10 The volunteer survey will be run by PTO board this year, and Ivanna/Suzanne will collect and sort data. Ivanna working to edit last year's information for Christen to send out with February registration. There was discussion of looking at new ways to request volunteers in coming school year, using this survey as a jumping-off point and having a "live" Sign-Up Genius regularly updated with needs throughout the school year, as well as creating a list of "at-home" opportunities. Board and chairs to revisit at beginning of next school year.</p>
AED Device for the school	Chrissy Schrader	February	In Process	<p>*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.</p> <p>*1/10 Pushed discussion to February. Suzanne noted need for this item with the Girls on the Run program starting.</p>

Family Engagement	Ivanna Sukkar	Ongoing	In Process	<p>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.</p> <p>*11/8 PTO encouraged further discussions with School Commission on this effort. Ivanna S. to attend School Commission meeting.</p> <p>*1/10 Ivanna to invite a School Commission member to March meeting to further discuss how PTO and School Commission can work together on engagement.</p>
Storage	Needed	Ongoing	In Process	<p>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, 8th grade play items, and a variety of items used throughout the school year.</p>
PTO Tea	Ivanna Sukkar, Mari Davenport	September	Completed	<p>Discussed changes to PTO tea including adding incentives and more tables and better advertising.</p>
Auction	Karah Burgess, Kerrie Mayans	Ongoing through March	In Process	<p>*11/8 Karah B. provided update that Auction sent a notice out seeking input for the 2020 venue. Kerrie updated that Auction has paid 1st and 2nd 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 for families; January 18 for businesses. Set for update on December agenda.</p> <p>*1/10 Auction is looking for parent parties. Auction was looking for other party ideas as well. It was suggested to do better repackaging of silent auction items.</p>

Craft Fair	Sarah Beeson, Patty Najour, Amy D'Ambrosia, Cari Dodson, Suzanne Ames	November	In Process	<p>*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.</p> <p>*1/10 PTO wants to have a booth at craft fair next year. What should we sell? PTO is looking for ways to make more money at craft fair. Pie sales, food for kitchen, make sure we have a comfortable seating area, running food for vendors allow volunteers grades 4 and above. Do we have a chair for kitchen?</p>
Student Store/Christmas Store	Linda Severs, Sherry Huettl	November	In Process	<p>*11/8 Christmas Store is planned for December 14th. 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.</p> <p>*11/8 Student store has decided to donate \$400 to Sibling House. Student store working to get a volunteer signup sheet. Update set for December agenda.</p> <p>*1/10 Christmas Store was moved to Monday, Dec. 10th Sherry reported a great year; profits were up. For next year, need to make sure the date does not conflict with the concert. Some of the students were upset with the 4-gift limit. Ideas of working with teachers to allow student to come back at end of the day, or to allow parents to bring students in after pickup.</p>
PTO Meeting Minutes Review	Jessica Kuchan	February	In Process	<p>PTO would like to revisit the format of the agenda/who-what-when/decision-tracking document.</p> <p>*1/10 Pushed discussion to February</p>
Class Teacher Gifts	Suzanne Ames/PTO Board	March	In Process	<p>PTO would like to make a uniform donation amount/split for class gifts to teachers and aides for Christmas and end-of-year gifts. Currently, the head room parents contribute 20% of their classes' donations to staff and specialists. The remaining 80% has been each room parent's discretion about how to split for classes with teacher aides. Need to determine a</p>

				suitable "split" to make uniform for all classes so there is no confusion/mixed information.
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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