

St. Brendan School
PTO Board Meeting

Date: February 15, 2019

Time: 7:20 p.m.

Location: Mayans

Meeting Summary

Attendees: Camarin Wanamaker, Ivanna Sukkar, Kerrie Mayans, Karah Burgess, Suzanne Ames, and Jessica Kuchan

Meeting Minutes – reviewed, no changes, approved

New Business

- AED Device – Chrissy Schrader provided the PTO with cost information for the purchase of an AED (automated external defibrillator) device for the school. AED purchase price is \$1,275 plus taxes and additional supplies. Ivanna S. updated the Board that she discussed this purchase with Catherine Shumate. Mrs. Shumate explained to Ivanna S. that teachers are trained on the AED device as part of their first aid training. PTO Board suggested that the AED be located in the hall by extended care so that it is accessible to the field and the gym. PTO will discuss maintenance costs and responsibilities with school; PTO suggested integrating the AED maintenance with the emergency preparedness coordination. Ivanna S. moved to approve, seconded by Camarin W., approved by all attendees. Funding for the AED purchase will come from the boxtop fundraising.
- March meeting – Ivanna S. updated the Board on the March PTO Meeting. Julie Metzger R.N. will provide a presentation to promote communication with preteens and teens. PTO will conduct an abbreviated general business meeting from 6:00 to 6:30pm. Metzger will speak from 7 to 8:30 with question and answer to follow. Ivanna S. will coordinate with Catherine S. on childcare. PTO will provide refreshments.
- New format of Meeting Materials and Meeting Protocol – Jessica K. provided a revised format of meeting minutes, task list and agenda. Camarin W. provided the Board with a revised format for committee chairs to update information through a google form. Board discussed developing a code of conduct, which is added to the task list. Board reviewed, and approved approach of updating the committee reports, agenda, meeting minutes and task list.
- Auction – Karah B. and Kerrie M. provided an update on the auction. Karah B. explained the need for a new sound vendor. PTO approved the new vendor and cost. There will be another auction upstairs at the Lynnwood Convention Center, relating to African Big Game Hunting. As a result,

the parking lot may be overcrowded and there may be protestors for the other auction. Karah is sending out a SignUp Genius for the extra volunteers needed.

Other topics/Future Events Discussed:

- Family Engagement –
 - Bite of Brendan/Family Event Discussion – Bite of Brendan raised \$1,450. Camarin W. explained that turn-out was less than expected, likely because it was the end of a busy catholic schools week. Suzanne A. explained that very few of the chefs have sought reimbursement therefore the revenue appears to be consistent with the last Bite of Brendan. PTO praised Tina Ferguson's help and authorized the purchase of a \$50 gift card as a thank you gift. PTO Board discussed how often to have this family engagement event.
 - PTO Board set as a task preparing a calendar of family engagement events by the end of the school year, in coordination with school commission.
- PTO Inventory and Storage – PTO discussed that it maintains many materials throughout the year and should have a running inventory. PTO set as a task as developing an inventory protocol in order to manage resources. Discussion set for April meeting.
- PTO Purchase of Coffee Pot and Bulletin Boards – Suzanne A. agreed to bring a cost estimate for proposed purchase of coffee pot and bulletin boards to the PTO Board at its March meeting.

Meeting concluded at 8pm.