

## St. Brigid School PTO Meeting

Monday, October 16, 2017

Meeting brought to order 6:36 p.m.

Board members present: Scott Keyes, Julie Bayardo, Max Schneider, Kara Malkowski

PTO members present: Fr. Andy Booms, Maureen Becker, MaryBeth Galinski, Sara Groth, Susie Hollingshead, Jean Cronin, Kelly Broker, Angelina Mitus, Catie Jenkins, Valerie Whiteley

1. Prayer – Fr. A. Booms
2. Introductions of attendees
3. Minutes – review of Sept. 18, motion to approve w/corrections by J. Cronin, 2<sup>nd</sup> MaryBeth, all in favor
4. Treasurer’s Report – M. Schneider
  - a. New office manager started today
  - b. Next month will have full report based on data from parish
  - c. M. Becker - Chamber of Commerce membership paid
  - d. M. Becker – Halloween party order was placed based on past budget amount; order was \$353.01. It was observed that Halloween party budget was a line item for past three years. Transparency is important and M. Becker wanted to make sure it didn’t need to be approved by PTO.
5. President’s report – none at this time
6. Principal’s report – M. Becker
  - a. “Hurrican Help” carnival being held by Middle School students, but moving back a week to allow for promotion. Date TBD based on availability. Suggestion by M. Galinski – have afterschool care students brought to carnival. Request will be forwarded to A. Reed.
  - b. Halloween Parade through downtown and city/county buildings will be escorted by Midland Police. Whole-school and classroom parties will be held for the remainder of the afternoon. Parent volunteers will run the games.
  - c. Nov. 1<sup>st</sup> Mass will be with Blessed Sacrament students.
  - d. Parent-Teacher conferences coming soon and sign up forms will be in the lobby.
  - e. Almost done with 1<sup>st</sup> marking period.
  - f. Student Council grades K – 5 – penny war next week to support hurricane recovery in Texas.
7. Pastor’s report – Fr. A. Booms
  - a. Email update (Google) has been approved and implemented, and will take effect next week.
  - b. Website design is under development.
  - c. Emerald Evening fund allocation have been under discussion with committee and Mrs. Becker. Will discuss more when Emerald Evening update is given later in meeting.

- d. Living Rosary this morning was very beautiful and the kids did a great job.
8. Volunteer Coordinator Report – M. Galinski
- Provided form to illustrate volunteer participation. 62 of 78 families have submitted forms.
  - 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades have 100% return of sign-up forms. Consider offering prize of free dress pass to those three classes.
  - List has been sent to all key contacts as of Oct. 15.
  - High number of volunteers in short-term areas such as Boxtops. Should we explore ways to use that group of people for “work at home” items? Suggestion: next year’s form could include general “work from home” category for which to sign up.
  - Areas in which key contact TBD: Walkathon, Sock Hop, Stage – Scenery, TAG
  - Also still needed is a volunteer who is willing to be in charge of school publicity.
  - Junior Achievement will be presented in every classroom this year, because we have enough volunteers.
  - Q: Should Girls on the Run be added to form? A: Will be added. (Grades 3 – 5, and 6 – 8)
  - Intended changes/enhancements for 2018/2019 form: Add vacation bible school, graduation planning, Halloween party (front page), consider adding middle school dances, crafting day and holiday shop to form. Consider adding minimum # of things to volunteer for. Form needs to be available with other school-required forms in August.
9. Scrip update – J. Cronin

Profit fiscal YTD vs. previous year

Period	2017-18 scrip year					2016-17 scrip year				
	PTO	TRP	GASF	Athletics	Total	PTO	TRP	GASF	Athletics	Total
Q1	\$1707	\$794	\$0	\$0	\$2501	\$1665	\$778	\$32	\$0	\$2475
Q2	\$1244	\$991	\$0	\$0	\$2235	\$1946	\$1855	\$182	\$0	\$3983
YTD										
Total	\$2,951	\$1,785	\$0	\$0	\$4,736	\$3,611	\$2,633	\$214	\$0	\$6,458

Participation current fiscal year

Number of families who have achieved \$100 minimum profit for PTO: 14

Period	School family	School/parish staff	Parishioner	Friend or relative	Total
Q1	24	3	2	3	32
Q2 YTD	30	3	1	4	38

## Total sales fiscal YTD vs. previous year

Period	2017-18 scrip year			2016-17 scrip year		
	PrestoPay	Total	% PrestoPay	PrestoPay	Total	%PrestoPay
Q1	\$41,775	\$50,830	82%	\$46,355	\$58,393	74%
Q2 YTD	\$29,320	\$43,417	67%	\$51,280	\$77,848	66%
Total	\$71,095	\$94,247	75%	\$97,635	\$136,241	72%

## 2017-18 goals

Goal	Current status
>=10% increase in funds to PTO vs. 2016-17	+14% (\$2951 vs. \$2,585 prorated)
>= 70% of new families using scrip	6 of 16 new families (38%) placed orders in Q2
>= 50% of all families using scrip	30 of 81 families (40%) placed orders in Q2
>=25% of school staff using scrip	3 of 21 staff (14%) placed orders in Q2
>=40% of participants signed up for PrestoPay	36 of 135 participants (27%)
>=12 scrip to go table volunteers	4 new volunteers trained in Q2; 11 trained volunteers now (not including 3 x scrip coordinators)

## Potential ideas for meet goals

- Morning sales - plan to do survey soon to determine whether Wednesday or Friday sales are preferred
- Contests - 1st one to target Christmas sales; will bring proposal to November PTO meeting
- Identify new local vendors and/or GLSC cards to keep in scrip to go box - submitted request to add Live Oak Coffeehouse to local vendors; may do survey in new year.
- Additional sales opportunities - consider selling at holiday fair, fish fries, and pancake breakfasts, but dependent on availability of volunteers
- TRP set up - for current year, decision made to keep program as previous years. Before end of school year, need to discuss TRP especially with regard to families getting financial assistance.
- Other ideas to help increase participation?

## Financial update

- Scrip account balance:\$10,104.50
- Inventory balance: \$9,878.00
- Scrip account reconciliation issues: waiting for confirmation of August & September reconciliation from parish financial intern
- Inventory adjustments: none
- Unusual or one-off charges or income: \$25 gift certificate issued to AnnMarie Horcher to compensate for 2013 order found in school office this summer (gift certificates no longer valid).
- Other miscellaneous issues
  - Ann Vican is being trained as backup for day-to-day operations of scrip program, and Jean Cronin is taking on TRP role.

- 2016-17 diocesan report
    - Receipts: \$98,832 (\$970 gift certificates, \$86,717 scrip purchases, \$11,145 PrestoPay credits)
    - Disbursements: \$99,263 (PTO \$6951, GASF \$620, TRP \$6840, annual fee \$79, postage \$359, scrip purchase orders \$84,414)
  - a. Q: Have we considered working with Parish to sell after Mass? Past sales did take place, but additional volunteers are needed to sell Scrip regularly after Masses.
  - b. Additional options are pancake breakfasts, coffee & donuts, Holiday Fair
  - c. Q: Is anything ever put into bulletin to promote Scrip? We have in the past and can consider doing it again.
  - d. PrestoPay lessons and Scrip tutoring can be offered.
  - e. Family “stories” on how they use Scrip can be used to promote usage.
  - f. Tropical Smoothie is a local vendor suggestion.
10. Emerald Evening report – S. Keyes
- a. Event is sold out
  - b. Currently have 280 slated for attendance
  - c. \$32,550 in sponsorships currently
  - d. \$14,000 income from cash raffle (\$10,000 prize money)
  - e. Raffle tickets have been sold after Mass
11. Unfinished Business
- a. Teacher wish lists - all but 7<sup>th</sup> grade have submitted lists
    - i. J. Cronin suggests that a committee gather to review needs/wants, and what money shall be used for each need (teacher allocation, PTO general fund, Emerald Evening)
    - ii. M. Schneider will work with M. Becker to categorize lists.
  - b. Emerald Evening funds distribution utilization – Fr. A. Booms
    - i. “Wish list” from Fr. Andy
      1. Need to clarify where the Auction money will be directed
      2. Money will assist with sustainability of school
      3. Technology infrastructure updates to increase usability and expansion (wifi, wiring, cabinets, etc.) – estimate \$20,000 - \$30,000
      4. Charitable work for Guardian Angel Scholarship Fund (current dispersal has been close to \$40,000) – perhaps 20%
      5. Decision has been made to not participate in federal lunch assistance in order to alleviate federal restrictions on lunch program. Auction funds could replace that assistance (currently 4 students). Concern of M. Schneider – how will this expense be managed in the future? Personal opinion is that funding should be directed to projects and goals that offer broad benefit to school. Consensus was that lunch assistance can be absorbed into “charitable giving” category.

6. Green improvements (rebate eligible, lower utility costs) – lighting to LED
  7. Playground improvements (est. \$5,000 for recoating of equipment)
  8. Classroom technology needs.
  9. Some money has been granted by Gerstacker Foundation for after school STEM program.
  10. Building loan partial prepayment.
- ii. M. Becker – some current requests are technology-focused, other needs are classroom- and program-based. How can we go forward on purchases that are time-sensitive? Teacher budget can be used.
  - iii. S. Keyes motions that up to \$200 for books for the Battle of the Books Program, Steven Budd 2<sup>nd</sup>, all in favor.
  - iv. M. Becker motion, M. Schneider 2<sup>nd</sup>, all in favor -- TARGET FOR THIS YEAR'S DESIGNATIONS: Pie chart: 10% debt service, 35% sustainability improvements, 35% classroom enhancements (iPads, science lab, etc.), 20% tithe (Guardian Angel Scholarship Fund)
  - v. Emerald Evening program can highlight teacher requests that fall into "bucket" allocations.
  - vi. Important to educate people what the money was used for.
  - vii. S. Keyes – suggests that money from last year's event is available to fix infrastructure to lay the groundwork to move forward with upgrades and enhancements. Concerned that people will want tangible evidence of what their money will be used for, versus infrastructure. Not supported by general audience. Tabled until teachers lists are prioritized.
- c. New business (Guardian Angel Scholarship funding, need for communication coordinator) tabled.
  - d. S. Keyes motion to adjourn, M. Schnieder 2<sup>nd</sup>

Meeting adjourned at 8:40 p.m.