

St. Brigid School PTO Meeting - UNAPPROVED

Monday, November 20, 2017

Meeting brought to order 6:35 p.m.

Board members present: S. Keyes, J. Bayardo, M. Schneider, K. Malkowski

PTO members present: S. Nemeth, S. Groth, J. Cronin, L. Wilkowski, Fr. A. Booms, J. West, M. Becker, V. Whitely,

1. Opening prayer – Fr. A. Booms
2. Minutes – approved with one minor edit, S. Keyes motioned, A. Booms 2nd, all in favor
3. Scrip report – J. Cronin
 - a. 11/21 is Thank-Scrip-Ing Day
 - b. Loan from Parish will be paid back in January, after profit from December sales is realized.

Profit fiscal YTD vs. previous year

	2017-18 scrip year					2016-17 scrip year				
Period	PTO	TRP	GASF	Ath. dept	Total	PTO	TRP	GASF	Ath. dept	Total
Q1	\$1707	\$794	\$0	\$0	\$2501	\$1665	\$778	\$32	\$0	\$2475
Q2 to date	\$2118	\$1929	\$0	\$0	\$4046	\$1946	\$1855	\$182	\$0	\$3983
Total	\$3825	\$2723	\$0	\$0	\$6547	\$3611	\$2633	214\$	\$0	\$6458

Participation current fiscal year

Period	School family	School/parish staff	Parishioner	Friend or relative	Total
Q1	24	3	2	3	32
Q2 to date	33	4	4	8	49

Number of families who have achieved \$100 minimum profit for PTO: 17

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 to date	\$54,735	\$85,171	64%	\$51,280	\$77,848	66%
Total	\$	\$	%	\$	\$	%

2017-18 goals

Goal	Current status
>=10% increase in funds to PTO vs. 2016-17	+6% YTD with 11 days remaining in Q2
>= 70% of new families signed up and using scrip	38% (6 of 16) placed orders in Q2
>= 50% of all families signed up and using scrip	42% (33 of 78) placed orders in Q2
>=25% of school staff signed up and using scrip	19% (4 of 21) placed orders in Q2
>=40% of participants signed up for PrestoPay	27% (37 of 138 participants)
>=12 scrip to go table volunteers	11 trained volunteers (including 3 scrip coordinators) + 2 still to be trained

Potential ideas for meet goals

- C. Morning sales – restarted Friday morning sales Nov. 3. Sales first week were \$0, but last week \$545 sold.
- D. Holiday contest proposal - Classroom holiday contest: letter and order form would go home with students Tues. 11/21. Last day for delivery will be Dec. 15. Highest total dollars per student = free dress pass day for class. Any order over \$100 would qualify for a drawing for a \$50 gift certificate. K. Malkowski motions approval for \$50 gift certificate, S. Keyes 2nd, all in favor.
 - a. External scrip sales – send order form and information letter home with students on Wednesday, November 22. Orders accepted Nov. 27 – Dec. 8 with delivery on Dec. 15.
 - b. Contest will run November 21 – December 31.
 - i. Class with highest total order \$/student will win free dress day.
 - ii. All orders \$100 and over will be put in a drawing for a \$50 scrip gift certificate.

- iii. Bonus entries or separate prizes for new families, staff, and/or PrestoPay orders?
- E. Identify new local retailers and/or GLSC cards to keep in scrip to go box
 - a. Submitted request to add Live Oak Coffeehouse to local vendors. Some confusion as they gave us gift bag instead. Following up to try and get meeting to explain scrip.
 - b. Julie Bayardo is contacting Tropical Smoothie Café to see if they'd be interested in joining program.
 - c. Plan to do survey in new year to identify new retailers that families want to see participate in program and GLSC cards to keep in inventory.
- F. Additional sales opportunities
 - a. Sold at holiday fair (cash only sales) – total sales of \$1120, but \$1000 of that was to existing school family. Two parishioners plus a community member took order forms and expressed interest in buying in future.
 - b. Plan to sell at Dec. 3 pancake breakfast and Dec. 10 and 17 coffee and donuts. Flyer was in this weekend's bulletin, and reminders will be in the bulletins for Nov. 26 – Dec. 17.
 - c. New parish business manager, Jeannine Hovey, wants to try to expand program use amongst parishioners. Will try a targeted trial with parish council members plus a couple of staff members in early 2018. Rebate from parishioner purchases – could their rebate be directed to parish, and receipted as tax-deductible? **Need to know if PTO approves parishioner TRP going to parish donation. Tabled until January.**
- G. Education & marketing
 - a. Two scrip school sessions held Nov. 6, 13, and 20, and one more is planned for Nov. 27. No one attended first sessions on scrip/TRP overview. Two people attended second session on PrestoPay, and two others had planned to come so presentation was shared with them.
 - b. Scrip newsletter is coming out weekly thanks to Ann Vican. Have received three scrip stories from families to share in the newsletter. Thanks to Steve Budd, Kara Malkowski, and Lori Dehlin.
 - c. Have been posting scrip information periodically on the Parents of Saint Brigid Midland group on Facebook. **Feedback?**
- H. TRP set up - for current year, decision made to keep program as previous years. Well before end of school year (February PTO?), need to discuss TRP especially with regard to families getting financial assistance.
- I. Financial update
 - Scrip account balance: \$15,181.71
 - Inventory balance: \$7,434
 - Scrip account reconciliation issues: none through end of September, waiting for confirmation of October reconciliation
 - Inventory adjustments: none
 - Unusual or one-off charges or income: 2 x \$15 gift certificates ordered by Mrs. Becker to reward middle school students service hour awards (transfer from PTO occurred 15Nov17)
 - Other miscellaneous issues: during discussion held with new parish business manager, Jeannine Hovey, and accounting intern, David Freeman, regarding scrip, they committed to picking up deposits in school safe more often to enable more timely deposits of scrip money

in bank account. Agreed to pay back \$5000 load from PTO in January to ensure sufficient funds to place GLSC orders during holiday season when sales volumes are highest.

4. Pastor's report – Fr. A. Booms
 - a. Google email is live for all school and parish staff.
 - b. Moving forward with website redesign. Concept has been approved, material will be transferred gradually. One master website for both parish and school. T. Shark will be able to update school information before conversion.
 - c. School committee has set target dates and timeline for publishing the principal's position. S. Keyes, S. Nemeth, M. Beard, A. Mitus, D. Corbet, J. Hovey, M. A. Deschaine and Fr. A. Booms will be on screening panel.
5. Principal's report – M. Becker
 - a. Middle school dance budget? Is there one? Student Council leadership would like I. Gestiada as D.J., which would be \$100, and would also need an additional \$150 for decorations and beverages. J. West motioned \$500 for the year for middle school dances, J. Cronin 2nd, all in favor.
 - b. Author visit for K through 5th grade called Benson's Adventures in Michigan. Visit would be in the evening for the family. Cost would be \$200 for event plus mileage. S. Keyes concerned that evening event would not be well attended. Possible to partner with Blessed Sacrament to boost attendance and share cost? M. Becker will look into further details. No motion made.
 - c. Cloth bags and info card will be given to families during Catholic Schools week. Card. Card will have "pray," "do" "give" points for families to think about on back.
6. Treasurer's report - M. Schneider
 - a. Income YTD: \$131
 - b. Expenses:
 - i. Books and expenses
 - ii. Field trip for 8th grade
 - iii. Student activity expenses: Halloween party, student council stockings for baskets
 - iv. Teacher supplies: \$82 for 5th grade and others coming through
 - c. Staff reimbursement info
 - i. Direct invoice, debit card, receipt submission for reimbursement
 - ii. M. Schneider will type up info sheet for teachers
 - d. Budgeting process starts in January, at end of April next year's budget is finalized.
7. Emerald Evening – J. West
 - a. 269 attendees
 - b. 47% of attendees were school families

- c. Gross revenue was about \$115,000
 - d. Net projected to be \$85,000
 - i. Sponsorships totaled about \$35,000 (35 indiv and businesses)
 - ii. Increased sponsorship amount this year, which was effective
 - iii. Cash raffle netted \$18,500
 - iv. Live/silent auctions \$33,000
 - v. Paddles up \$3,300
 - vi. Classroom projects \$3,300
 - e. Pictures from the evening will be up on Facebook soon
 - f. Excellent feedback from committee and attendees
 - g. Volunteers totaled about 15 people for core team
 - h. Next year's goal is to have additional people step up to make the event happen
 - i. Tentatively booked Nov 10 for 2018, same venue, same auctioneer.
 - j. Earlier start (4:30), better checkout procedure are goals for next year.
 - k. Emerald Evening proceed info will be published in parish bulletin.
 - l. M. Becker – concerned that there is no defined budget for event. A. Booms/J. West – technically there is no budget necessary because sponsorships and ticket sales cover event expenses. That would change if some aspects of the event weren't donated. S. Keyes – this year was the most effectively managed event we've ever had, and each expense was accurately managed.
 - m. M. Schneider – need paddles-up income and designation from J. West so that restricted spending is fulfilled. Paddles up money will be deducted from total income before designating to larger goals.
8. President's report – S. Keyes
- a. Thank you to everyone who had a part in making Emerald Evening successful.
 - b. Feedback from Emerald Evening indicates that the event was one of healing for school families, as well as an important social event.
 - c. Fun social gatherings are important for the school.
9. New Business
10. Request for prayer pillow funding – M. Becker
- a. Cards in pillow have a variety of prayers for different times of day. Pillow and cards would be given to incoming, future kindergarten students.
 - b. Parishioner is willing to make them, but M. Becker needs money for material for pillows.
 - c. \$150 for fabric and batting could make 20 pillows. J. West motions for \$150 for this pillow project, V. Whitely 2nd, all in favor.
11. PTO Budget – M. Schneider
- a. Budget is still in process.

12. Teacher bonuses – S. Keyes

- a. Executive board discussed teacher and staff bonuses, and think it's a good idea to present staff with Scrip gift certificates for a Christmas bonus. Cash was discussed, but there are too many income tax
- b. \$1,725 total divided up among staff: full-time \$100, almost-full \$75, part-time \$50. S. Keyes motions teacher gifts totaling \$1,725 in form of Scrip certificates, K. Malkowski 2nd, all in favor. S. Keyes will get information to J. Cronin for fulfillment.

13. Teacher/Staff computers – S. Keyes

- a. Linked Technologies estimate through S. Greminger totaled \$18,583.10 for 15 computers. Would include setup and protection using Lenovo ThinkPads.
- b. CMS Internet Telephone Tec estimate for 15 machines would total \$15,345. Would include setup and protection using HP Laptops.
- c. Fr. A. Booms is not in favor of replacing all laptops at the same time. Would prefer to have an approved amount to be spent, then make a plan for replacement.
- d. Funding would be procured from STEM proceeds from 2016, which have not yet been spent.
- e. Motion for \$20,000 for new laptops and printers, M. Schneider 2nd, all in favor.

14. Sustainability improvements – S. Keyes

- a. Wiring closet for network needs to be updated.
- b. Estimate by CMS (includes labor, cases, etc.) - \$2,508.14.
- c. Wireguys estimate - \$2,630
- d. J. Cain has access to free materials and is willing to help on labor.
- e. J. West motion to spend \$2,508.14 on wiring closet improvements, M. Schneider, all in favor.

No meeting in December.

Meeting adjourned 8:03 p.m.