

## St. Brigid PTO Meeting

September 18, 2017

Called to order 6:35 p.m.

Officers present: Scott Keyes, Julie Bayardo, Max Scheider, Kara Malkowski

Members present: Fr. Andy Booms, Krina Young, Amanda Buchmann, Amy Dittenber, Valerie Whiteley, Katie Keyes, Maureen Becker, Catie Jenkins, Jennifer Griest, MaryBeth Galinski, Heather Lions, Garry English, Steven Budd, Sara Groth

- I. Opening prayer
- II. Introductions of PTO officers and attendees
- III. Volunteer sign up sheet – M. Galinski
  - a. Form reflects school's needs
  - b. Hope is to get a form from every family
  - c. Goal is to have coverage for each category
  - d. Room parent list is needed for all teachers
  - e. Deanna Gambrell has agreed to be head room parent for whole school
    - i. Head room parent idea is based on standard communication to/from classroom room parents.
    - ii. Head room parent can come to PTO to report/ask for help.
  - f. Q: Will there be an acknowledgement sent to people who sign up? Yes, each area will have a person who is responsible for communicating to each volunteer category.
  - g. MaryBeth will proactively try to request reassignment for areas that have too many offers for help.
- IV. Pastor's report – Fr. Andy
  - a. Willing to be available as much as he can be, and wants to support their Faith growth both at school and at home through school families.
  - b. In process of switching mail server to Google for Education. Supposed to happen this week but Google is lagging.
  - c. Staff email addresses will remain the same, but will migrate from Outlook to Chrome.
  - d. In process of putting together a new webpage for the school. Bulletin publisher is also a web designer/platform.
  - e. Searching for a new business manager for the Parish. Posting is on Diocesan website.
  - f. Intern from Northwood is continuing on.
  - g. Encouraged attendees to be "bucket-filling" rather than "bucket-dipping" in the school community.

- V. Election of officers:
- a. Election of officers – should have happened in May of last year. Didn't happen, so we're coming to PTO members this month to formally approve new officers.
  - b. President for two years: Gary English motioned that Scott Keyes be President, Sara Groth 2<sup>nd</sup>. All in favor.
  - c. Vice president for two years: Jennifer West motioned that Julie Bayardo be VP, Catie Jenkins 2<sup>nd</sup>. All in favor.
  - d. Treasurer for two years: Maureen Becker motioned that Max Schneider be treasurer, Jennifer West 2<sup>nd</sup>. All in favor.
  - e. Kara Malkowski is in the 2<sup>nd</sup> year of a two-year term as secretary and does not need confirmation.
- VI. Treasurer's report – M. Schneider
- a. Transparency is of utmost important
  - b. Budget is still being formulated
  - c. \$10 – 15K is estimated expenses
  - d. Meeting with Tracy Albright – PTO has an approximate starting fund of \$40K.
  - e. Q: Were projects already identified? A: Some, but PTO is open to new ideas. Executive committee has talked seriously about teacher needs, school needs, curriculum needs, programming needs.
  - f. Q: Do we have any standing financial commitments? Do we have any outstanding debt? A: No debt. There are yearly programs that are line-items, but we want to be effective and creative with the balance/income we anticipate.
  - g. Q: How quickly if can PTO be definitive in how fundraising will be utilized? (Examples: playground, Chromebooks, etc.) Will discuss more later in the meeting for Emerald Evening Funds.
  - h. S. Keyes: STEM fundraiser last year brought in \$25,000, but has not yet been allocated. This year's Emerald Evening will only add to this balance.
  - i. Ju. Bayardo: Wants to suggest a technology upgrade for classrooms. A. Buchmann: Mrs. G. ideally wants to have iPads in classrooms. M. Becker: Teacher's laptops are dying.
- VII. Principal's Report
- a. Dec. 11 – PTO was supposed to meet, but it's our school Christmas concert. Heather Lions motioned that the Dec. meeting be cancelled. Catie Jenkins 2<sup>nd</sup>. All in favor.
  - b. Q: What is amount teachers will be allocated this year? Kara: according to last year's minutes allocation was \$325 per primary classroom, plus specials. Heather Lions motioned that we authorized \$325 per teacher up to a total amount of \$4,550, to be revised no later than January 15, once budget is more concrete. Jennifer Griest 2<sup>nd</sup>. All in favor.

- c. Student council elections are coming up. Next Monday will be classroom rep elections. Student council meetings will be starting soon.
  - d. Crafting/scrapbooking days: Deb Cain approached M. Becker. M. Becker informed Deb that PTO needs to be umbrella for event. Would PTO approve date in October 20/21 and May for scrapbooking weekends? PTO is in favor. May date to be determined.
- VIII. President's report – S. Keyes
- a. Family potluck feedback: Valerie Whiteley organized the evening. A big thank-you to those who attended. S. Keyes motion to do potluck more often (maybe every other month, or quarterly). M. Becker: what about after 5:30 p.m. Mass after the Sunday that kicks off Catholic Schools Week (Jan. 28<sup>th</sup>). K. Malkowski – possibly Oct. dinner with pumpkin carving? No decision made due to limited availability of parish hall.
- IX. By-laws updated
- a. By-laws with board updates distributed to all in attendance.
  - b. S. Keyes would like updated by-laws approved. Jennifer West motioned, Valerie Witeley 2<sup>nd</sup>. All in favor.
- X. Emerald Evening – Jennifer West
- a. Nov. 3<sup>rd</sup>, 5:30 p.m. Dinner w/silent and live auction, plus special events.
  - b. \$95,000 goal for event (\$50,000 in sponsorships, \$15,000 from cash raffle, 25 live auction items to raise profits, 50 silent auction items, 4 special games, balloon pops, raffle table, St. B's "Clan" for program)
  - c. Hired a professional auctioneer
  - d. Signature drink on arrival, picture of attendees
  - e. Band – The Sinclairs until midnight
  - f. Ways to help: sell dinner tickets, sell cash raffle tickets, think of sponsorships/donations and more.
  - g. Sponsors get benefits based on level of sponsorship
  - h. Next Emerald Evening meeting is tomorrow night, 5:30 p.m. (9/19) at Whine
  - i. Q: Do parents know that sponsorship information packets are available at front desk of school? Informational email will be sent to parents.
- XI. Potential plans for budget items:
- a. Teachers need to be asked for wish list. Maureen will glean from teachers and staff of needs and wants.
  - b. Every idea is welcome for consideration.
  - c. Maureen will get list to PTO by next Tues. 9/26.
- XII. Scrip – K. Malkowski
- a. Scrip to Go is Monday and Friday afternoons at the end of the school day. Volunteers are still needed to spread the load for manning the table.

- b. Orders continue to be placed every Tuesday, with Friday afternoon delivery to school families.
- c. Ann Vican is now producing the weekly Scrip newsletter via MailChimp (thank you, Ann!)
- d. To my knowledge, there is not yet a Scrip treasurer to replace my vacancy.
- e. I have been the interim coordinator for the program during Jean's leave. No definite return date at this juncture. She hopes it will be soon!
- f. YTD financials are below:

**St. Brigid PTO Scrip**

**Profit 2017-2018**

Quarter	PTO	TRP	GASF	TOTAL
1 <sup>st</sup>	\$ 1,706.78	\$ 794.47	\$ -	\$ 2,501.25
2nd YTD	\$ 300.82	\$ 173.71	\$ -	\$ 474.53
3rd				\$ -
4th				\$ -
<b>TOTAL</b>	\$ 2,007.60	\$ 968.18	\$ -	\$ 2,975.78
				\$ 2,975.78

**Participation 2017-2018**

Quarter	School family	School staff	Parish member	Friend or Relative	TOTAL (by Q)
1st	24	3	2	3	32
2nd YTD	16	2	1	3	22
3rd					
4th					

**XII. New business**

- a. St. Brigid Spirit Club – handout provided to attendees by K. Keyes and C. Jenkins
- b. Great feedback from PTO
- c. Need to be cautious to not step on the toes of Student Council and Student Leadership in their spirit days/projects.
- d. K. Keyes – once a month upper and lower grades gathered, with the older students helping younger. Includes spiritual growth, service projects, nursing home visits, etc. Families are encouraged to share their children's accomplishments so that the school can share those things in the newsletter and in daily school announcements.
- e. J. Bayardo – may want to think about school families providing rides for elderly to church.

- f. Proposed budget for Spirit Club? Decal income would fund club projects.
- g. Afterschool meetings, based on interest and projects.
- h. PTO will manage funding and expenses for the first year. Any additional financial can be requested through PTO.

Adjourned at 8:26 p.m.