

**PTO Executive Board Meeting  
May 7, 2019**

**Attendance**

Mr. Conroy- Principal

Voting Members

Sarah Roccograndi- President and Vice President

Liz Croson- Secretary

Samantha Steketee- Volunteer Committee

Mrs. Pryor- Faculty liaison

Elena Cooper- Hospitality

Charles Kapur- Treasurer

Voting Members not in attendance

Rachel Weigler- Hospitality

Nina Trummer- Ways and Means

Sherie Kristiansen- Room Liaison Coordinator

Others in attendance

Carol Rice- Cafeteria

Sarah called the meeting to order at 7:06 and led the prayer.

March 5<sup>th</sup> and April 2<sup>nd</sup> minutes approved and entered in the record.

**Principal- Dave Conroy**

- Thank you to all of the volunteers for Race for Education- particularly Jeanine Fehrman
- Thank you for Cake Walk at the festival- Ms. Rocha
- Coming up on the end of the year, pre-k finishes 3 weeks from Friday
- Sacraments over the next 2 weekends
- Faculty and staff are retiring/Acknowledgment and thanking for service
- Graduation coordination- Emily Reed
- End of the year luncheon coming up
- Looking forward to next year- personal invitations for positions have been extended.
- October 19<sup>th</sup>- PTO game night 6:00 pm
- Follow-up uniform transition- could 6<sup>th</sup> grade parents have an extra year?- no need as it is unlikely that a shirt would last 3 years.
- Newsletter- publishing of student names- Janis Devore and Mr. Conroy made a decision that the newsletter would include first name and then last initial.

**Faculty liaison – Mrs. Pryor**

- Last general assembly meeting was really great with Manassas City PD
- Could students also benefit from opioid and vaping discussion?

**President – Sarah Roccograndi**

- Welcome back from Spring break
- A month left of school
- Robin did a great job with Lenten Soup Supper
- Jeanine thank you for work on Race for Education
- Guardian angels will be absorbed by Enrollment Management team

- Marla will be working with Janis on that
- End of school luncheon for faculty- potentially Three Monkeys

#### **Treasurer- Charles Kapur**

- See attached report
- Financials through the end of April
- Just over 24,000 for Race for Education
- Expenses- 5K expenses (T-shirts, timing company)
- Teachers are asking where they are for Startup funds- Charles to follow-up
- Field trips- need to let Tim know how many field trips that there have been to move money over, same with 8<sup>th</sup> grade graduation
- Shirts for teachers----figure out who needs what for next year

#### **Hospitality- Elena Cooper**

- Rachel did set-up for both K-screenings
- Cookies in the courtyard- will add to Helpcounter
- Demerit Free breakfasts- Mrs. Horgan to take it on- Room moms to assist

#### **Volunteer Committee- Samantha Steketee**

- Mrs. Kruppa emailed to ask for the excel spreadsheet from Helpcounter. Will send on Thursday May 9<sup>th</sup> after hours have been filed.
- Cafeteria- we need more volunteers for ice cream distribution
- Will work with Mr. Redman for field day volunteers as well as lunch volunteers that day
- Junior Achievement- packets to come in at the end of this week.
- Cake Walk went well- 250-300 cakes. Busy non-stop except during 5:30 pm Mass

#### **Sherie Kristiansen- Room liaison coordinator**

- Not present

#### **Ways & Means – Nina Trummer**

- Not present
- Box tops- Molly sent in March submission
- 3A won for April, 3B is in lead for the year- consider more advertising for next year
- Summer Goal for 2020 Box Tops
- Shirt of the Year- work with Janis and set something up through CustomInk. Do an initial order to have a few in hand. Then have the website open for ordering.
- Mr. Conroy to work on the theme

#### **Old Business**

- Revisit Shares idea with sponsorship- next month

#### **New Business**

- Race for Education- is there a way to find out who donated? Yes it used to be if you checked with Marjorie, she would provide that information. Follow up with Jeanine.
- Discussed the processing fee- should we be more transparent with those fees?

- Stewardship structuring ideas- how to get more bodies in the school? Should more hours be required within the school?
- Lack of consistency within the ways room parents or teachers run the volunteering in the classroom/communication. Could we add more structure to the position?
  - Mr. Conroy to take the lead on it with Mrs. Pryor's assistance.

Closing Prayer at 8:45.