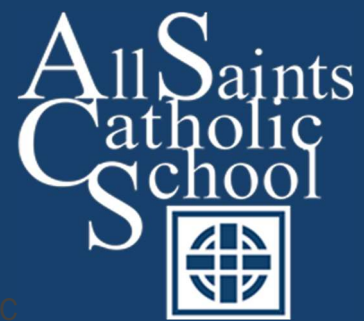


# PTO - EXECUTIVE BOARD MEETING



**Date:** August 6<sup>th</sup>, 2019

**Time:** 7:00

**Facilitator:** Sarah Roccograndi, President

## In Attendance

David Conroy – Principal, Stephanie Horgan – Vice Principal

**Voting Members:**  Sarah Roccograndi - President,  Vacant – President Elect,  
 Charles Kapur – Treasurer  Vacant – Secretary,  Samantha Pryor -Faculty Rep.  
 Stephanie Fillippone – Room Liaison Coordinator,  Vacant – Ways and Means,  
 Rachel Weigler – Hospitality,  Samantha Steketee – Volunteer Coordinator

Quorum Met  Yes  No

**Other Members in Attendance:** Carol Rice – Emeritus/Cafeteria, Marla Trunzo- Welcoming Committee, Floribel & David Fleisig – Back to School BBQ, Kate Coony – Book Fair/Library, Katherine Mills – Science Fair, Amanda Sinclair – PTO Calendar, Tasha Nelson

## Approval of Minutes

Sarah called the meeting to order at 7:17 and led the prayer. June 4th minutes approved and entered in the record.

## Principal

- Welcome, Introduction, New Roles
- Transition of new faculty – exciting year
- New Programs – Reading (2<sup>nd</sup> Year), Writing (1<sup>st</sup> Year), PBIS (Implementation)
- Having Year theme shirts complete in advance a success – 65 ordered
- Combining parent education with PTO meeting successful
- Future PTO Meeting Topics – Curriculum (Mrs. Horgan to speak about Literacy), Faith Formation, Screenagers (special note in communication that this is appropriate for all ages)

- Importance of Meeting Attendance

## Faculty Liaison

- Big thank you on behalf of faculty and staff for luncheon
- Spirit wear sale will close 8/15 and reopen 8/16
- Available to assist during back-to-school week
- Project: Mr. Conroy & Mrs. Pryor will work to create standardized communication guideline for to parents from Teachers vs Room Liaisons

## President

- Survey outcome regarding volunteering = most effected by work schedule, goal of communicating volunteer opportunity dates earlier
- Shares Committee to review share distribution and incentive will be Carol, Samantha, Marla, and Sarah
- 2019 Goals:
  - Completion of events documentation – template offered for review
  - Idea submission module on PTO webpage to increase parent engagement
  - Add PTO member emails to PTO webpage to increase transparency and accessibility
- New Executive Members: President Elect - Theresa Zahorchak, Secretary – Tasha Nelson, Room Liaison – Stephanie Filippone in search of Ways & Means

## Treasurer

- Dispersed donation to St. Jude
- Adjustment to be made to budget in following areas: Race for Education, Shoparoo, Kindness T-Shirt, Library A.R. Party Funds, End of Year Luncheon,
- Budget must be approved at 1<sup>st</sup> general Assembly, Charles will make adjustment and submit draft for vote prior to General Assembly

## Hospitality

- Back to School Breakfast Monday, Tuesday, Thursday 7am with Shelf Stable drinks and snacks
- Surplus of drinks in PTO closet, use before new purchases
- Diocesan Mass & Lunch timing worked well at 11:15 with Lunch at 12:50
- Back to School BBQ will adjust food quantities to reduce waste and submit check request for payment to vendor, Mr. Redmond setting up activity stations, sponsored sno-cone machine \$400/2hours, Scout volunteers from Pack 1188 to assist
- Scout table to be present at BBQ and Orientation

## Volunteer Committee

- Calendar given to Amanda to update website

- Club meeting dates/cancellation communications need standardization, Mrs, Horgan and Amanda will implement a standardized email protocol
- Cafeteria on target for year, in need of more standing volunteers, recruitment a priority
- Junior Achievement goal for 2019 to roll out program early enough to consider Finance Park Field Trip in 2020
- Christmas Parade - need a new lead for this who has a truck with hitch and storage for float. Will approach Art teacher about doing a school lead float decoration at school this year as a community building event

## Room Liaison Coordinator

- Mr. Conroy, Mrs, Horgan, Mrs, Pryor, Sarah, and Stephanie will have a planning meeting prior to the Room Liaison meeting
- Stephanie will send list of Room Liaisons to Samantha for Help Counter entry
- Will attempt to hold Room Liaison Meeting on an evening, avoiding Wednesdays

## Ways & Means

- Grocery Store Cards letter to go out
- Box Tops changing to electronic format
- Running with the Saints 5k Date 3/21/20
- Bingo- considering a Trivia night for October

## Old Business

- Shares Distribution and Allocation Committee formed

## New Business

- Recognize faculty during Teacher Appreciation Week in addition to Catholic School Week, Focus on Faculty morale building.
- Carol will get misting tent info to Mr. Conroy to assess consideration for events in the heat

## Next Meeting

September 10th, 2019, All Saints Catholic School

Meeting Adjourned after Closing Prayer at 9:43.