

PTO - EXECUTIVE BOARD MEETING



Date: September 10thth, 2019

Time: 7:00

Facilitator: Sarah Roccograndi, President

In Attendance

David Conroy – Principal

Voting Members: Sarah Roccograndi - President, Theresa Zahorchack – President Elect,

Charles Kapur – Treasurer Tasha Nelson – Secretary, Samantha Pryor -Faculty Rep.

Stephanie Filippone – Room Liaison Coordinator, Vacant – Ways and Means,

Rachel Weigler – Hospitality, Samantha Steketee – Volunteer Coordinator

Quorum Met Yes No

Other Members in Attendance: Molly White, Box Tops for Education

Approval of Minutes

Mr. Conroy called the meeting to order at 7:03 and Stephanie Filippone led the prayer. August 6th minutes approved with two edits and entered in the record.

Principal

- Welcome, BBQ and Back to School night were successful
- Seeing teachers taking a proactive approach with student behaviors resulting in children rising to the occasion. Example students at art show utilizing a classroom museum walk to observe student work
- Upcoming Events: 9/12 Marketing Photos, 9/17 Substitute orientation – 6 new subs
- Prayers to Hurricane victims, spirit wear day next week to benefit victims
- Hospitality request: Hosting VCEA Meeting 10/1 at 10:00 in need of beverage and light snack service

- Diocesan social media policy will be sent out to Executive Board members to review and sign prior to next meeting

Faculty Liaison

- Teacher breakfast went very well
- Annual Spirit Shirts over 370 ordered in total with approximately \$1400 in profit to fundraiser.
- Consider a Christmas time order with additional items such as water bottles, hoodies – ideas and information to be presented at next meeting
- Question: will we move away from previous spirit wear model to this model? Board determines yes parents concerned about shipping cost may team up and cost share amongst themselves

President

- Welcome new members Theresa and Tasha
- Thank you to Hospitality for success of Back to school events
- Uniform closet was well staffed, organized and successful
- Consider having tables in cafeteria available regardless of weather for future BBQ

President Elect

- Operation Helping hands planning is underway. Teachers have been supplied bins to deposit projects in
- Coordinator change for Pilgrimage statue underway, statue needs to be checked for repair needs, Novenas to be done at school as statue travels from class to class to excite the children, Flyer to be sent home

Treasurer

- Review Treasurers Report
- Charles touched base with leads on final adjustments to 2019/2020 budget
- Christmas Parade line item needs to adjust to \$400
- 3 checks from Custom Ink expected to be sent to the school
- Awaiting sponsor reimbursement for snow cone experience

Hospitality

- Teacher breakfast was a success, hot items done through Help Counter, other items purchased at Aldi
- Bishops Lunch went well, Tony's was late and there was too much bread. Rachel will touch base with Mrs. Kruppa on order quantities and tray size. Adjust time to 11:30 next year
- BBQ, will price out alternative caterers
- New Parent Coffee, Nursery needs 2 volunteer Coordinators, ask will be added to Sentinel
- Book Fair/Library Kate has entered library needs on Help Counter with 90% being met

- New Teacher Luncheon tomorrow, needs are listed to Help Counter

Volunteer Committee

- Calendar – Have clubs been given email for changes? Unknown Amanda to reach out to Mrs. Horgan
- Cafeteria- 5 milk moms, needs entered in Help Counter
- Jr. Achievement Flyer – some went home with students, others provided on back-to-school night program planning is underway
- Band- Needing a Band Parent Volunteer Mr. Conroy will extend an invitation to Mrs. Balagatas
- Teacher Wishlist- went out to teachers
- Christmas Parade – Stephanie has Volunteered as Coordinator, Samantha will submit application and provide write-up for parade announcements, Suggest a contest for students to identify a theme and a contest for the design with award to winner ideas for award include (ride on float, class with most participants earns extra recess time, class with 100% participation earns a dress down day) Stephanie will make a formal proposal to Mr. Conroy. Time is essential as project needs to begin in October.
- Cake Walk- nothing needed until Parish Festival Kick-Off
- Book Fair/Library – add Library to Book Fair line on Agenda, 196 hours added to Help Counter, 90% filled
- Give-Send-Go, Jeanine F. is looking into this option for Race for Education
- Orientation Volunteer form submissions, Samantha will send out an initial thank you email and then distribute to coordinators

Room Liaison Coordinator

- In need of more parents
- Parent folder has been restructured to include a calendar with suggested timelines
- Teachers to email parents to request Liaison in classrooms still in need, Mrs. Pryor will help with message

Ways & Means

- Molly White- Box Tops change to electric form, still accepting unexpired paper tops. Update went out ins Sentinel and Reminder in Facebook
- Shop with Script Program review underway, initial review shows process to be cumbersome. Mrs Pryor will reach out to former principle so we may assess bandwidth vs benefit
- Fundraisers – brainstorming potential larger fundraisers to replace auction. Square One successful in the past, Rachel will look at the logistics of Murder Mystery Party, Market day worked well in the past, Vendor fair under consideration

Old Business

- Shares Distribution and Allocation Committee determined that a person coming physically into the school should earn 2 shares per hour. Board voted and motion passed.

Will move remainder of committee findings to the top of the next meeting due to time.

New Business

- Tasha presented new template for Agenda and Minutes; Board approved.

Next Meeting

October 1st, 2019, All Saints Catholic School PLC

Meeting Adjourned after Closing Prayer at 9:10