

PTO - EXECUTIVE BOARD MEETING



Date: August 11, 2020

Time: 7:02pm

Facilitator: Sarah Roccogrondi, Interim President

In Attendance

David Conroy – Principal

Voting Members: Sarah Roccogrondi - Interim President, Vacant -President, Vacant – Treasurer, Vacant – Secretary, Stevie Morga -Faculty Representative, Stephanie Filippone – Room Liaison Coordinator, Dan McKenna – Ways and Means Committee Chair, Rachel Weigler – Hospitality Committee Chair, Samantha Steketee – Volunteer Coordinator

Others in Attendance:

Joan Coleman -Running with Saints, Laura Burroghs-Race for Education, Carol Rice-Bingo, Game Night Kelly Ballard-New parent Coffee Molly White-Box Tops Holly Crocker, Marijo Petras-Uniform Closet Amanda Caggiano-Acting Secretary

Quorum Met Yes No

Approval of Minutes

Ms. Sarah Roccogrondi called the meeting to order at 7:02pm and led prayer. introductions made of attendees. Motion made to approve minutes- seconded and motion passed.

Principal

- Thanked all in attendance and acknowledged how different this PTO meeting is from prior years.
- Discussed the challenges we face as a community and school during Pandemic.
- Discussed transition to operate in a safe environment.

- Announced Ms. Sarah Roccograndi as Interim President while we look to fill the role. Thanked Ms. Roccograndi for stepping in to help while the PTO is formed. Mr. Conroy has said he will assist in trying to fill the vacant PTO places.
- Dioceses announced a new PTO handbook - about 15-20 pages and requested a digital copy. Mr. Conroy will share the hard copy after his review. - of mention there are a few items about regulations around fundraising.
- Remind ourselves this is a very fluid situation and what is true today may not be true tomorrow. Typically, the school calendar would be completed by now, but the calendar is still being worked on.
- This year's new theme will be announced in the newsletter to the families in the school.
- Asked for any questions.

Faculty Liaison

- Ms. Stevie Morga's first year - new appointment
- Announced new school store SquadLocker instead of Custom Ink because it allows no minimum order amount. Families can order individually and have the orders sent directly to their homes.
- Interim President asked for Ms. Morga to come up with a few items - approximately 20 - from SquadLocker and put them into the school store - Ms. Morga accepted.

President

- Asked for re-vote on Minutes from the June 2nd meeting. Motion seconded and passed.
- Discussed vacant PTO positions in PTO;
 - President
 - President Elect
 - Secretary
 - Treasurer
- Discussion on allowing a Co-President and Co-President Elect given the unique environment of the Pandemic. Discussion on how to allow this "outside the box" to encourage participation. Options will be discussed with potential candidates.
- Discussion on Running with Saints - recommendation to skip this year. Motion was made to remove the event from the School calendar and budget - motion seconded and passed. Event was removed from the calendar and budget. PTO to draft up a message of different events that will be removed from the calendar and include the Running of the Saints cancellation and that the events require a large lead up time.
- Discussion on stewardship shares - No volunteers allowed in the building and baked goods are discouraged. Discussion on what could be allowed to offer volunteering. Ms. Morga brought up the "Helping Hands" event being a good opportunity for parents to earn shares. Discussion on concern of doing this in person. Mr. Conroy recommended making this a very flexible event and Ms. Holly Crocker offered to coordinate this event. Ms. Crocker will be aligned under Volunteer Coordinator led by Ms. Samantha Steketee.

President Elect

- Vacant - No Report

Treasurer

- Vacant - Interim President Ms. Roccograndi reported out.
- Reviewed Budget line items and adjusted with motions to remove specific events due to the Pandemic - this included proposed expenses to be removed as well as revenue. Mr. Conroy shared his screen to allow organized discussion.
- Discussed events that can not occur due to safety reasons - e.g. Family Bingo Night. Decided to reassess as the proposed time nears. Manassas City has not announced if the Christmas Parade will happen this year - will revisit later.
- Voting on the budget will happen in the September PTO meeting. Ms. Roccograndi wants to give feedback to Charles.
- Need to reduce St. Jude donation due to inability to hold many events because of the Pandemic.
- Add grocery store and boxtops as specific line items instead of "other."
- Mr. Conroy made changes and will share them with Ms. Roccograndi. Ms. Roccograndi will forward the proposed budget to Charles (need last name).

Old Business

- No report.

Hospitality

- Discussion on if there is money for hospitality since the budget is mainly donations.
- Recommended packaged items for faculty for first week back. First day for staff is August 17 with 10 professional development days. Ms. Rachel Weigler to coordinate with Irene.
- Ms. Kelly Ballard, new member, asked if New Parent Coffee would even happen. Discussed different ideas but decided to reassess later in the year.

Volunteer Committee

- Calendar still needs to be completed. Discussed Penny Bazar as not possible this year, but perhaps the Penny Wars could happen.
- Discussion by Ms. Carol Rice on cafeteria duty - decided to put this on hold due to the Pandemic and concerns of safety.

Room Liaison Coordinator

- No report

Ways & Means

- Mr. Dan McKenna said much about the committee had been discussed during the budget review. Asked for anyone to comment who has not already.
- Ms. Molly White discussed box tops program. Most will be digital instead of cutting out tops - need to remind families to scan their receipts. Discussion on not confident there will be a lot of money from this effort and PTO may need to consider another option.

New Business

- Ms. Steketee brought up Virtual Open House to introduce PTO and possibly raise interest in participating.

Next Meeting

TBD September

Meeting Adjourned after Closing Prayer at 8:47pm.

Action Items:

- Mr. Conroy to share the new PTO handbook.
- Ms. Morga to put together a school store in SquadLocker for PTO to review.
- Ms. Crocker to coordinate the Helping Hands event.
- Mr. McKenna to look into Knights of Columbus and how they run Bingo to see if we can use some of the ideas to run a successful event.
- Add specific line item for grocery store and box tops to budget.
- Ms. Roccograndi to forward budget to Charles.
- Ms. Weigler to coordinate food for faculty's return to school.