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| **St. Bernadette PTO Operating Committee**  **Meeting Minutes**  **(13 March 2019)** |

**Date, Time, and Location:**  Wednesday, 13 March 2019, 7:30pm EDT, St. Bernadette School

Meeting began at 7:35pm EDT.

1. **Opening Prayer (Mrs. Dalmut)**
2. **Principal’s Report (Mrs. Dalmut)**

* Discussed Parish/School upcoming Capital Campaign.
* Discussed renewals of teacher contracts, and how the School has had a goal of teacher retention and is working hard on that goal.
* Discussed upcoming School fundraiser – Race for Education. This will be held on the same day as the Family Picnic on 28 May. Donations will be done electronically. Proceeds will go towards a sound system in the cafeteria, upgrades to the kitchen, and classroom security measures.
* More information will be distributed by the School soon.

1. **Faculty Representative’s Report (Mrs. Krolicki)**

* Mrs. Krolicki expressed thanks on behalf of the teachers/staff for the recent PTO breakfast.
* Discussed EPI/school supplies and coordinating with teachers to ensure what is being ordered is being used in the classrooms.

1. **Vice President’s Report (Vanessa Spendley)**

* Discussed General Membership Meeting scheduled for Wednesday, March 20, 2019. Board decided to move start time back to 7:30pm, which will allow time for the “bread and books” theme to occur from 7-730pm, and the Room Parent Meeting from 6:15 – 7:00pm.
* Discussed agenda items for General Membership Meeting, including PTO Officer Nominations, Proposed Budget, and presentations by: (1) Fr. Don and Mr. Doug Mills, the Development Director for the Parish, who will discuss the plans for the expansion of the Parish offices and the proposed wing over the top of the Middle School; and (2) Mrs. Kelley and Mrs. Herlihy who will be speaking on unique and effective classroom teaching strategies
* Discussed PTO’s sponsorship of the Parish’s Lenten Soup Supper, which will be on Friday, April 5, 2019, and who from the Board will be available to assist. Board members agreed to arrive at 5:30pm to set up for the 6:30pm supper service.

1. **Treasurer’s Report (Thai Nguyen)**

* Explained budget changes through the end of February 2019.
* Additional $497 received from the Chocolate Sale since last meeting, and $6,327 rebate monies have been received from Flynn & O’Hara’s.
* Tetherball has been paid for – Jackson to coordinate installation in the next month or so.
* Discussed various line items in the budget.
* After current and projected expenses, including, but not limited to, the Family Dance, teachers’ copier, tetherballs, soccer goals, and stage equipment, next year’s Board should start FY 2019-2020 with approximately $18,100, which is up from approximately 14,000-$15,000 that was discussed during the February Operating Committee Meeting.
* Explained the proposed budget for the 2019-2020 school year and how it was drafted, with input from the Finance Committee. Board spent considerable time going over the proposed budget. Thai will make some additional modifications, and then Mrs. Dalmut and Fr. Don will review. Board will then vote on the proposed budget prior to the March 20 General Membership meeting.

1. **Cultural Arts Coordinator’s Report (Gina Soriano)**

* Gina was absent from the meeting; however, she indicated to Jackson that she had nothing to report.

1. **Volunteer Coordinator’s Report (Vanessa Spendley for Lorena Holliday)**

* Discussed the last teacher and staff breakfast, which was a success.
* Discussed the last and forthcoming teacher and staff breakfast for the school year, which will be May 8th. Lorena asked for volunteers to assist her and Rita in set up, which will begin at 6:30am.
* Reported that the Volunteer Sign Up for the Middle School Dance has been distributed to the Middle School families.  In addition, reported on Middle School Dance preparations, and requested that the Committee bring some extension cords that evening.
* Discussed soliciting input from the PTO membership at the March 20 General Membership Meeting concerning the PTO’s fall fundraiser for the 2019-2020 school year.

1. **Grade Representatives’ Report (Jennifer Senzano, Rita Marina, and Andi Siegmund)**

* Discussed the Middle School Dance, scheduled for March 22nd, from 7-9pm. The theme is 80s Throwback! We will need parents to volunteer/sign-up to monitor the dance, man the entrance table, and to help sell concessions and it is our hope that it is not all PTO Board members only – Board is hopeful that others will volunteer as it’s a great way to get to know people in the School community.

1. **Secretary’s Report (Blythe Belenky)**

Blythe was absent from the meeting; however, she indicated to Jackson that she had nothing to report.

1. **Ways and Means Chair’s Report (Frances Moore)**

* Discussed the status of School supply lists from teachers and ordering EPI kits.
* Discussed Dining Outs, including upcoming Dining Out on March 27 from 5-8pm at the Silver Diner. The Silver Diner will allow up to 10 kids to volunteer every 30 minutes to serve as servers, etc. Frances will coordinate a Sign Up Genius for shifts to help manage how many volunteer at one time.

1. **Charter Chair’s Report (Brad Buswell)**

* Brad noted that he, and others on the Board, have been recruiting for next year’s Board heavily and with decent success. At this time, there is only one vacancy for Grade Representative for Grades 3-5.

1. **President’s Report (Jackson Toof)**

* Recapped the current status of pending purchases: PTO has paid for the tetherballs with removable sleeves approved for placement by the “Fun Tunnel” – Jackson to coordinate installation in the next month; Soccer goals: Waiting to hear from local brick-and-mortar store on pricing.
* Updated Board on outstanding Chocolate Sale monies – approx. 13 families still owe $60 for the one box of chocolate, which equates to $780. The next General PTO Membership meeting is Wednesday, March 20th at 7pm in the cafeteria; We will propose next year’s Board for election.
* Discussed updating banners in the Gym with recent achievements during CYO basketball season. Board agreed to wait until the end of the year and send off the banners that need to be updated together at one time. Goal is to have them returned prior to the start of school.

1. **Miscellaneous**

* Prior to the meeting, the Board voted electronically to purchase going-away gifts for Mrs. Johns and Ms. Martinez. They will be missed!

1. **Closing Prayer (Jackson)**

Meeting concluded at approximately 9:50pm EDT.

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| **St. Bernadette PTO Operating Committee Meeting Attendees** | | | |
| **Position** | **Board** | **Name** | **Present** |
| President | EC  OC | Jackson D. Toof | Yes |
| Vice President | EC  OC | Vanessa Spendley | Yes |
| Secretary | EC  OC | Blythe Belenky | No |
| Treasurer | EC  OC | Thai Nguyen | Yes |
| Ways & Means Chair | EC  OC | Frances Moore | Yes |
| Grade Representative  (K-2) | EC  OC | Andrea Siegmund | Yes |
| Grade Representative  (3-5) | EC  OC | Rita Marina | Yes |
| Grade Representative  (6-8) | EC  OC | Jennifer Senzano | Yes |
| Cultural Arts Coordinator | OC | Gina Soriano | No |
| Volunteer Coordinator | OC | Lorena Holliday | No |
| Faculty Representative | OC | Stephanie Krolicki | Yes |
| Charter Chair | OC | Bradley Buswell | Yes |
| Pastor\* | EC  OC | Fr. Don Rooney | No |
| Principal\* | EC  OC | Barbara Dalmut | Yes |

EC = Executive Committee; OC = Operating Committee

\*The Pastor and Principal are *ex officio* members of the EC.  The Pastor, Principal, and Charter Chair are non-voting advisors to the OC.