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| **St. Bernadette PTO Operating Committee** **Meeting Minutes**(18 December 2018) |

**Date, Time, and Location:**  18 December 2018, 7:00pm EST, St. Bernadette School

Meeting began at 7:08pm EST.

1. **Opening Prayer (Mrs. Dalmut)**
2. **Principal’s Report (Mrs. Dalmut)**
* Reported that 28 January will now be the visit from the Bishop and will be a half day dismissal. This is also Catholic Schools Week.
* Discussed that construction completion date, which is currently 20 January.
* Discussed the Parish/School survey. 178 people responded to the survey; take-aways will be shared with everyone soon.
1. **President’s Report (Jackson)**
* Discussed all the banners ordered are now hanging in the gym and Jackson will prepare a formal list of trophies in the trophy case in front of gym for the office for future record keeping purposes.
* Discussed Winter Wonderland Family Event and lessons learned. Event went well and families enjoyed the evening. Discussed whether CCD families can/should be included next year.
* Discussed that 37 families still have not paid for chocolate sales. Board agreed Jackson should email those families that still owe money, similar to the approach taken last year.
* Reminded Board that the second General Membership meeting is Wednesday, 16 January. Jackson to ask Mr. Snydstrup to come speak about the new robotics that the PTO purchased about how they are being used.
* Discussed the annual PTO donation to the Diocesan Science Fair. Jackson moved for the PTO to submit $75 to the Diocese for the Science Fair, smiliar to last year. Lorena seconded. All in favor, none opposed. Motion passes.
1. **Treasurer’s Report (Thai)**
* Reported that current finance report covers period up to the end of November. Net equity is currently $43,395.
* Discussed Fall Festival. On next year’s budget reports it will not be listed a Fundraiser but be listed under Social. Gross income was $593.
* Discussed Winter Wonderland Family Event. Gross income was $5,431. Reimbursements haven’t factored into profits yet. $1,700 was made on Admissions. Basket sales were down and discussed the need to make sure the PTO has two weekends for sales after Masses and the need for more carline exposure.
* Reported that $565 was made from dining outs.
* Discussed Chocolate sales and profits missing as 37 families have not turned in their money.
* Discussed Classroom enhancements are reasons for why they are over budget.
* Discussed Emergency Water line item. Mrs. Dalmut to find out who actually needs to pay for these supplies.
* Discussed Spirit Wear. Frances and Thai to coordinate with Parish Office discuss discrepancies in line item accounting before the General Board meeting.
1. **Ways & Means (Frances)**
* Discussed remaining merchandise is left (mostly hats are available). Suggested that we offer a Sponsor-a-Teacher with the spirit wear in which families can buy spirit wear for their teacher. However, sizes are limited. Suggested a Hats-Off -for-Teachers during Catholic Schools week. Frances to find out what teachers may want in Spirit Wear.
* Reported that there will two upcoming dining outs.
	+ 22 January at Chik-Fil-A, which, will be all day and profit of 15% of sales. Discussed with Andi moving the Staff Luncheon to that day so PTO can maximize sales.
	+ Second dining out will be 11 February at Chuy’s at the Springfield Mall.
* Discussed Barnes & Noble night which is scheduled for 4 February and is a Curious George theme. Gina and Rita need teacher wish list and will work on getting them ahead of the evening.
* Discussed that it is time again to sign the EPI contract for the 2019-2020 school year. Discussed PTO members being present at Kindergarten assessments to discuss the EPI kits. Teacher supply lists are needed by 1 February for Kindergarten and 4 March for other grades. Jackson suggested that Mrs. Krolicki coordinate with the teachers to gather teacher lists of supplies.
* Discussed the idea of an adult fundraiser, possible a paint-n-sip evening in the cafeteria during March.
1. **Volunteer Coordinator (Lorena)**
* Discussed the teacher/staff breakfasts/lunches, which are going well. Next breakfast is 13 February and will have a Valentine’s Day theme.
* Discussed the idea of asking for volunteers from the school community to be on the Family Dance Planning Committee to try and get more parents involved. Jackson will place a blurb in the Cardinal Connection. Grade Reps will coordinate with Room Parents to get the word out.
1. **Grade Reps (Jennifer & Andi)**
* Discussed that 1 March is the Middle School dance. 17 May is the 7-8th grade Diocese Dance.
* Next room parent meeting will be before General Membership Meeting.
1. **Cultural Arts( Gina)**
* Reported that next program will be 28 February with the Smithsonian Discovery Arts Theatre. Snow Day Acapella Group will perform on 30 May.
1. **Other Business (Jackson)**
* Discussed PTO Punch List. Indoor games are still needed and a classroom wish list has been sent to Jennifer. Jennifer is working on the purchasing games the classrooms requested and will deliver to school soon.
* Discussed Vanessa’s email presentation to purchase new theater/stage equipment. Total she is requesting is $3,468. Mrs. Dalmut suggests that Jackson and Vanessa coordinate with Rick Caporali to make sure school does not already have some of the equipment that was purchased in advance of the auction last year. Due to time restrictions with upcoming school play, Jackson moved that $4,000 be allocated for Vanessa to purchase equipment needed for the January play and future school events. Lorena seconded the motion. All in favor, none opposed. Motion passed.
* Asked by Mrs. Dalmut if the PTO would consider helping the school purchase a new copier which the teachers need. On suggestion to Thai, Jackson indicated the Board is interested in helping with the purchase but will need a little more time to consider the request and an updated budget report to ensure activities are funded through the end of the fiscal year.
1. **Secretary Report (Blythe)**
* Reported there were no objections to the September and October minutes circulated via email. Blythe will send minutes to Mr. Snydstrup to be posted on the website.
1. **Closing Prayer (Jackson)**

Meeting concluded at 8:50pm EST.

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