



**St. Bernadette PTO Operating Committee
Meeting Minutes
(March 13, 2018)**

Date, Time, and Location: March 13, 2018, 7:30pm EST, St. Bernadette School

Meeting began at 7:30pm EST.

In attendance: Jackson, Kathy, Thai, Jackie, Frances, Vanessa, Mary, Brad, and Mrs. Dalmut. Fr. Don joined the meeting for several minutes.

I. Opening Prayer (Mrs. Dalmut)

II. President's Report (Jackson)

- Provided an update on the chocolate sales fundraiser and collecting remaining outstanding amounts from approx. 12 families. One final communication will be sent, and then any outstanding amounts will be invoiced in June 2018 and report cards withheld until payment remitted.
- Discussed the March 16, 2018, Lenten Soup Supper where the PTO will be assisting the Knight of Columbus by bringing soup and bread and serving for that evening's dinner.
- Discussed the upcoming Saint Joseph's Day with Dads, which will take place on March 19, 2018 – 9:00am mass. No PTO action items associated with this event.
- Discussed status of Box Tops. Mrs. Wolgemuth mailed out the final Box Tops submission for this academic year. As a result of her efforts and the parent community's efforts, the PTO earned another \$436.10 from the clips collected over the last few months. This brings the total earned this year to \$1,385.20, which exceeds the goal of \$1,000 that the PTO set for this year. The next check should come to the school in June, and the PTO expects it to be for \$1,067.20. Winners of the Box Tops competition will be announced in the coming weeks.
 - The PTO would like to thank Mrs. Wolgemuth for all of her hard work in resurrecting this program.
- Discussed tentative agenda of the 3rd PTO General Membership meeting, which is scheduled for March 21, 2018, at 7pm in the Cafeteria. The proposed PTO budget for the 2018-2019 School Year will be distributed, PTO officer nominations will be discussed, and Mrs. Dalmut will report on the State of the School.

III. Treasurer's Report (Thai)

- Thai reported on the current budget. He was happy to report that the PTO is in good financial shape, with approximately \$48,000 in net equity.



- As chair of the Finance Committee, Thai reported on the proposed 2018-2019 PTO budget. The Finance Committee is chaired by the Treasurer, Thai Nguyen, and consisted of the President (Jackson), the Ways & Means Chari (Jackie), and the Grade Representative for Grades 3-5 (Vanessa). The Operating Committee discussed various line items in the budget, which will be discussed further at the General Membership Meeting.

IV. Ways & Means Report (Jackie)

- Recapped Barnes & Noble night briefly.
- Discussed the Dining Out fundraiser at Panera, which took place on February 13, 2018, and the upcoming Dining Out fundraiser at Chick-fil-A on Tuesday, April 24, 2018, from 6am – 10pm (the one on Backlick Road).
- Discussed EPI supply lists and meeting with teachers to discuss lists for next year.
- Discussed getting quotes for a rubberized surface to be installed in the playground area to replace the yearly mulching costs.
- Discussed the purchasing of 8th grade tee-shirts for rising 8th graders and Kindergarten tee-shirts for the new kindergartners next fall.
- Discussed Spring spirit wear. Jackie is getting samples and will circulate it to the Committee for review.

V. Grade Representatives Report (Frances, Vanessa, Jennifer)

- Updated Board on the next teacher appreciation lunch, scheduled for Wednesday, March 14, 2018.
- Updated Board on the Room Parent meeting scheduled for March 21, 2018, prior to the General Membership Meeting.

VI. General Discussion (Jackson/PTO Board)

- Discussed the Spring Dance, which is for Grades 6-8, and what role PTO can play in making this a bigger event for the older students. Jennifer taking the lead on this.
- Further conversation took place about how best to use some of the unmarked funds that the PTO has raised throughout the year.
- Jackson updated the Board on the efforts to create banners for the gym to memorialize students' achievements as reflected in the trophy cases outside of the gym. The process is ongoing.
- Discussion carried over from the February OpCo meeting where Mrs. Dalmut mentioned a need for two small group tables. Jackson moved for the PTO to purchase one small group table for Mrs. Peckl's classroom, and one small group table for Mrs. Kelley's classroom. Approximate cost of \$700 total. Motion was seconded and passed unanimously by all voting members present at the meeting.
- Discussion carried over from the February OpCo meeting where the Board discussed purchasing additional magnets with the new logo. Jackson moved for the PTO to



purchase 300 new magnets with the new school logo so that the school would have them to provide to new families and distribute to current families. Approximate cost of \$800. Motion was seconded and passed unanimously by all voting members present at the meeting.

VII. Principal's Report (Mrs. Dalmut)

- Mrs. Dalmut provided an update on the School Auction. It is going well, and there are lots of items on which folks can bid. She expressed hope that ticket sales will pick up, she reminded the Board that no tickets will be sold at the door.
- Mrs. Dalmut provided an update on the Open House/Middle School Info Night, which occurred on March 8, 2018. Feedback was that the open house was very productive with several new families registering. The second session for Middle School was very informative but did not have as many parents as expected. A representative from John Paul the Great High School attended and spoke on the expectations for rising high school students. She complimented our graduates and said they are well prepared and active participants in the JPG community. The PTO provided refreshments, and any leftovers were placed in the teacher's lounge for them to enjoy the following day.
- Mrs. Dalmut provided an update on school registration for the 2018-2019 school year. It is going well, with approximately 259 registrations returned by the deadline. No class is filled yet except for one of the two Pre-K classrooms, but several are expected to fill up in the coming weeks.
- Mrs. Dalmut informed the Board that there will be after-care provided next year for Pre-K students.
- Mrs. Dalmut provided an update on the school's security measures.
 - Additional information can be found in Mrs. Dalmut's email to the school community on March 12, 2018.
- Mrs. Dalmut was happy to report that one of the Parish's copy machines will be brought over to the school and will be located on the lower level of the school, which is something the teachers have requested for quite some time. This fills a need and removes the issue from the PTO's consideration.

VIII. Revisions to the Charter

- The Board discussed proposed revisions to the Charter, which will be done over the coming weeks and circulated to the PTO for consideration and a final vote in May.

IX. Miscellaneous (Jackson/PTO Board)

- The Board discussed issues associated with the CYO basketball season.
- Ms. Sinnott provided an update on the SCA's Spirit Committee.

X. Closing Prayer (Jackson)



Meeting concluded at 10:10pm EST.

St. Bernadette PTO Operating Committee Meeting Attendees			
Position	Board	Name	Present
President	EC OC	Jackson D. Toof	Yes
Vice President	EC OC	Kathleen Mueller	Yes
Secretary	EC OC	Jason Ouimet	No
Treasurer	EC OC	Thai Nguyen	Yes
Ways & Means Chair	EC OC	Jackie Evans	Yes
Grade Representative (K-2)	EC OC	Frances Moore	Yes
Grade Representative (3-5)	EC OC	Vanessa Spendley	Yes
Grade Representative (6-8)	EC OC	Jennifer Senzano	No
Cultural Arts Coordinator	OC	Gina Soriano	No
Volunteer Coordinator	OC	Lorena Holliday	No
Faculty Representative	OC	Mary Sinnott	Yes
Charter Chair	OC	Bradley Buswell	Yes
Pastor*	EC OC	Fr. Don Rooney	Yes
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.