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| **St. Bernadette PTO Operating Committee**  **Meeting Minutes**  (19 **February 2019)** |

**Date, Time, and Location:**  Tuesday, 19 February 2019, 7:00pm EST, St. Bernadette School

Meeting began at 7:03pm EST.

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

* Discussed possible future “Principal’s Coffee” sessions to be held at a different time other than early in the morning to allow for parents with other schedules to attend. TBD.
* Discussed upcoming Open House, February 28th from 6-8pm, with a break-out session in the gym at 7pm for Middle School. This session could possibly include speakers from local high schools describing how prepared St. Bernadette’s students are for their curriculum and expectations, speaking to how well-prepared our students are for those demands, and demonstrating how what we do at St. Bernadette’s is so valuable.
* Lent begins March 6th. Living Stations of the Cross will again be performed and this year, the 5th graders will do a Last Supper re-enactment on Holy Thursday.
* DFE Half-Days are being fully utilized and have been extremely productive! A mission statement has been approved and will be published shortly in the hopes that we can keep it as our major focus.

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

* Mrs. Krolicki was not present, but Mrs. Dalmut stated that Mrs. Krolicki had nothing to report.

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

* Gauged Board’s interest in further researching pricing and options regarding the stenciling or vinyl lettering application of gym closet doors. Ideas revolving around Cardinal Pride/Spirit were discussed. Board definitely expressed interest and Vanessa will gather some estimates for future consideration.

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

* Explained budget changes through the end of January 2019.
* Discussed some line items, including: Last Box Top collection (Fall 2018) generated $412 and we are hopeful that we can match that for this current collection. Also, we received an additional $3600 in chocolate sales and we actually still have small amounts trickling in with about 19-20 families still outstanding. We raised $191 from Dining Out at Panera and $359 from Dining Out at Chick-Fil-A. We are still “in the black” for Spirit Wear. Barnes and Nobel Night final numbers are not in yet, but we did purchase $750 in books from the teachers’ wish lists. Line item of “Teacher and Staff Programs” is over budget due to recent classroom “rainy day games” purchases of $955 and the large purchase of Robotics equipment earlier this year.
* 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 $14,000-$15,000.
* Question raised about upcoming Mommy Mass, hosted by 1st Grade for Kindergarten mothers and where the funds come from as the First Grade is reportedly out of budgeted funds. Mrs. Dalmut to look into this and get back to the Board.
* \*\*\*Thai has a request that if you know you/we have items needing to be reflected in next year’s proposed budget, to please submit those requests to him ASAP.\*\*\*

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

* Coming February 28 (1pm and 2pm sessions) is the Smithsonian Discovery Theater’s “Into the Great Unknown – African American Adventurers and Explorers”.

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

* Upcoming Open House (previously discussed by Mrs. Dalmut) will serve both internal (current) and external (potential) students and families. Lorena asked if the Board is willing to sponsor the event and provide some snacks from Wegman’s. Jackson made a motion to allocate money towards this proposal; motion passed unanimously.
* The Family Dance / Sock Hop volunteer sign-up was updated to reflect the new date of March 1st. There are still a few slots open for volunteers.
* The next Teacher Appreciation Breakfast is March 13th. The month of April will be the final Teacher Appreciation Luncheon hosted by Grades 3-5, and the final Teacher Appreciation Breakfast will be May 8th. June has no appreciation events scheduled at this time.

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

* We had to cancel this month’s Room Parent meeting and have decided to merge it with the March 20th meeting since it is now so late in the month.
* The Middle School Dance is now 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. It has not yet been determined if donations will be requested in the form of needed items or money.
* The PTO will not host a Diocesan Middle School Dance this year, due to the fact that Nativity School wishes to host on the only day we had allotted.

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

* Blythe was absent for the meeting; however, Jackson noted that her recent draft minutes of the previous meeting were pending with him and will be posted on the website in the coming weeks.

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

* Frances was absent for the meeting, but a Spirit Wear email went out to all room parents asking if they would like to sponsor a teacher/staff member. A complete list of items teachers/staff currently have was also sent out to Board members only.

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, but there are still vacancies. The Board agreed to post a blurb in the Cardinal Connection soliciting volunteers.
* There are a few minor changes Brad proposes to our Charter (see meeting handout), specifically, there is a need to clarify “what” approval is needed and “at what level” for Diocesan matters. Also, it is noted that the Diocesan PTO seems to be defunct. Jackson will reach out to his POC again to see if this, in fact, still the case.
* \*\*\*Brad requests any proposed changes to the current Charter please be sent to him no later than April in advance of the April 9 Operating Committee meeting.\*\*\*

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

* Previously tagged for discussion was the opportunity to volunteer to host the judges’ breakfast for the Diocesan Science Fair; however, before we could discuss, another school’s PTO has volunteered.
* Another opportunity discussed was the Lenten Soup Suppers. Vanessa agreed to spearhead/coordinate the effort and we will sign-up for the evening of April 5th. If this date is already taken, our second (and final) choice is for April 12th. Board will advertise the volunteer opportunity to assist in an upcoming Cardinal Connection and Vanessa will coordinate with France Moore, who did purchasing for this event last year.
* Jackson also recapped the current status of pending purchases: Tetherballs with removable sleeves approved for placement by the “Fun Tunnel”; Soccer goals: Waiting to hear from local brick-and-mortar store on pricing.
* \*\*\*The next Operating Committee meeting has been pushed to WEDNESDAY, March 13th at 7pm.
* The next General PTO Membership meeting is Wednesday, March 20th at 7pm in the cafeteria; We will propose next year’s Board for election.

Meeting concluded at approximately 8:40pm EST.

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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 | No |
| 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 | Yes |
| Volunteer Coordinator | OC | Lorena Holliday | Yes |
| Faculty Representative | OC | Stephanie Krolicki | No |
| 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.