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| **February 20, 2018 PTO Board Meeting Minutes**  **St. Bernadette PTO Board Meeting** |

**Date, Time, and Location:**  February 20, 2018, 7:30pm EST, St. Bernadette School

Meeting began at 7:30pm EST.

In attendance: Jackson, Kathy, Jason, Frances, Vanessa, Jennifer, Lorena, Gina, Mary, and Mrs. Dalmut.

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

* Provided an update on the chocolate sales fundraiser and collecting remaining outstanding amounts from approx. 15 families.
* Gave a full report on the family dance, which occurred on February 2, 2018.
* Discussed the upcoming middle school open house night, which will take place on March 8, 2018. PTO will assist with refreshments.
* Discussed the March 16, 2018, Lenten Soup Supper where the PTO will be assisting the Knight of Columbus by bringing soup and bread 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 and Kindergarten reception for Dads.
* Jackson formed the Finance Committee pursuant to the Charter to work on the 2018-2019 PTO budget. The Finance Committee is chaired by the Treasurer, Thai Nguyen, and will consist of the President (Jackson), the Ways & Means Chari (Jackie), and the Grade Representative for Grades 3-5 (Vanessa).
* Discussed tentative agenda of the 3rd PTO General Membership meeting, which is scheduled for March 21, 2018.

1. **Treasurer’s Report (Thai – Jackson presented in Thai’s absence)**

* Jackson provided a copy of the budget to everybody in attendance as well as an update. He was happy to report that the PTO is in good financial shape and the PTO was reimbursed for all Fall Festival expenses by the Parish, making it a cost neutral event for the PTO.

1. **Ways & Means Report (Jackie – Jackson presented in Jackie’s absence)**

* Reviewed and discussed Barnes & Noble night.
* Discussed the Dining Out fundraiser at Panera, which took place on February 13, 2018.
* Discussed Spring spirit wear. Main items discussed were zipper hoodie sweatshirt and/or windbreaker.

1. **Grade Representatives Report (Frances, Vanessa, Jennifer)**

* The Board discussed the next teacher appreciation lunch. Conversations involving room parents have taken place. The lunch is scheduled for Wednesday, March 14, 2018.

1. **Principal’s Report (Mrs. Dalmut)**

* Mrs. Dalmut provided an update on a number of issues/programs/items that have come before her and the school. The issues/programs/items she addressed and reported on are as follows:
* School Auction – moving along very nicely. Those involved are going through prizes and gifts, and the caterers are in place.
* Open Houses for new, prospective students.
* Upcoming middle school open house.
* School security.
* The faculty was very thankful for all the books from the Barnes & Noble book night.

1. **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.
* Further conversation took place about how best to use some of the unmarked funds that the PTO has raised throughout the year, including : banners for the gym, school iPads and charging cart, sound canceling headphones for computer classes, new Xerox machine, gym bathroom renovation, and water fountain bottle filtration system.
* Mrs. Dalmut asked if the PTO would consider paying for small-group tables for Mrs. Peckl and Mrs. Kelley.
* Discussed including the $50 per family PTO dues in the tuition and the steps the PTO needs to take to address this.
* Discussed possible welcome back event for the beginning of the 2018-2019 school year.

1. **Miscellaneous (Jackson/PTO Board)**

* Discussed the spring ice cream social.

1. **Closing Prayer (Jason)**

Meeting concluded at 9:45pm 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 | Kathleen Mueller | Yes |
| Secretary | EC  OC | Jason Ouimet | Yes |
| Treasurer | EC  OC | Thai Nguyen | No |
| Ways & Means Chair | EC  OC | Jackie Evans | No |
| 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 | Yes |
| Cultural Arts Coordinator | OC | Gina Soriano | Yes |
| Volunteer Coordinator | OC | Lorena Holliday | Yes |
| Faculty Representative | OC | Mary Sinnott | Yes |
| Charter Chair | OC | Bradley Buswell | No |
| 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.