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| **St. Bernadette PTO Operating Committee** **Meeting Minutes**(**11 September 2018)** |

**Date, Time, and Location:**  11 September 2018, 7:00pm EST, St. Bernadette School

Meeting began at 7:10pm EST.

1. **Opening Prayer (Mrs. Dalmut)**
2. **Principal’s Report (Mrs. Dalmut)**
* The year has started out well. The construction is moving along and the office hallway is now open. Discussed new lunch program and that kids seem to enjoying the new lunches.
* Discussed new assistant recess monitor hire and the possible need for another cafeteria worker.
* Discussed that Mrs. Thelan needs a new active board in her classroom.
* Brought up the idea of a focus group to establish a place for parents and the community to discuss what the school needs.
* Discussed that Pre-K parents and some primary parents not getting emails and that the issue is being worked on and hoped to fixed soon.
1. **President’s Report (Jackson)**
* Fall Fundraiser Opt Out has past and boxes now being ordered. Delivery will be 28 September and boxes will go to families on 1 October.
* Discussed that banners for gym haven’t shipped yet and will try and get them hung before Back to School Night.
* Playground mulching is being scheduled and need to coordinate with carlines and recess.
* The Fall Picnic committee meetings to begin discussion sometime after Movie Night.
* Discussed CYO Track Meet at Bishop O’C on 29 Sept. Rain date is 30 September. Elisa Coyne approached PTO about contributing to t-shirts for the team. Tabled for now. Jackson to talk more with Elise and will circle back to it if a vote is needed.
1. **Vice President’s Report (Vanessa)**
* Guardian Angel Program was well received.
* Two Box Tops Coordinators have started and the first collection in October.
* Discussed the new playground signs. Quotes are through VistaPrint and all four signs will be similar to what is there now Total for all signs will be $203.73. Jackson moved that PTO purchase the signs. Lorena seconded, and all approved, none opposed. Motion passes. Vanessa will order signs.
1. **Treasurer’s Report (Thai)**
* Currently working on donation receipts for those who opted out of the chocolate sales.
* Updated the Board on the blue reimbursement forms. The PTO forms do not need Mrs. Dalmut’s signature and can just be turned into Mrs. Martinez.
* Credit card scanners have been approved and the PTO will be getting one. The reader is on order.
* Current budget covers until the end of August. PTO dues are included. Discussed Arts in the Evening budget question and a Spirit Wear expenditure issue. Thai is to work with Frances to reconcile the Spirit Wear question.
1. **Secretary Report (Blythe)**
* August minutes have been approved and were sent to Mr. Snydstrup for the webpage.
1. **Ways and Means (Frances)**
* Stated that 19 EPI were boxes returned and is waiting to hear how much we will be refunded. We still have many middle school planners. Discussed putting info in Cardinal Connection that PTO has them for sale. Discussed what to do with the bulk items (towels and wipes) to distribute to Mrs. Krolicki suggests that we give them to Specials teachers. There are headphones left and binders to sell at back to school night.
* New Spirit Wear is being sold. Order for hats put in and we should have them for Back to School night.
* Discussed that a Movie night committee call needed to go over action list that was sent out.
* Discussed possible Spirit Wear days, Barnes n Noble night and dining outs-dates. Frances to coordinate Barnes and Noble night with Gina and Rita and dining outs will stay quarterly functions.
1. **Grade Reps (Jennifer & Andi)**
* Discussed two upcoming middle school dances, 7th/8th grade dance (May 17) and PTO middle school dance scheduled for May. Discussed if we should do something else for the middle schoolers besides a dance. Grade Reps to contact Youth Ministry for guidance on what ideas are good for middle schoolers. Discussion. Date for Middle school event will stay 31 May.
* Dates for PTO generalship meetings needed for planning purposes. Dates will be January 16, March 20, May 15 for general membership meetings. The first general membership meeting will be meeting on October 17th at 7pm.
1. **Volunteer Coordinator (Lorena)**
* Discussed room parent coordination challenges. Grade Reps trying to find volunteers so that certain classes don’t have just one room parent.
* Discussed PTO volunteer needs for Back to School.
* Discussed getting the teacher breakfast/luncheon on the calendar. The monthly breakfast will be the second Wednesday of each month.
1. **Cultural Arts (Gina)**
* BMX bike show is at the end of September 27 at 2pm.
1. **Fundraising Goals (Jackson)**
* Discussed Fundraising/Goals. Went through the PTO “Punch List” and Board agreed to start getting quotes on items needed so we can let community know our fundraising goals of the chocolate sale.

**Closing Prayer (Jackson)**

Meeting concluded at 9:45pm 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 | Yes |
| 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 | Yes |
| 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.