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| **St. Bernadette PTO Operating Committee**  **Meeting Minutes**  (09 October **2018)** |

**Date, Time, and Location:**  09 October 2018, 7:00pm EST, St. Bernadette School

Meeting began at 7:05pm EST.

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

* Discussed new extended day assistant.
* Discussed Scantron testing impact of scores on application for Blue Ribbon status.
* Update on construction progress.

1. **Fall Fundraiser Update (Jackson/Gina/Lorena)**

* Discussed Chocolate Sale Fall Fundraiser – less than 50 boxes left.

1. **Fall Festival / Parish Picnic Update (Planning Committee)**

* Discussed status and action items for upcoming event.

1. **President’s Report (Jackson)**

* Discussed success of Outdoor Movie Night and lessons learned.
* Discussed status of banners – there was a production delay at the manufacturer; targeting to get banners hung by Thanksgiving.
* Discussed Christmas Family Event, scheduled for Sat., Dec. 1. Jackson formed ad hoc planning committee to plan the event.
* Discussed agenda items for PTO General Membership meeting on Wed., Oct. 17 at 7pm in the gymnasium.
* Discussed upcoming Parents Seminar: Fostering Self-Discipline in Children, scheduled for Thurs., Oct. 18 in gymnasium, hosted by Sister Patricia McCormick. Also discussed second event to be hosted by Sister McCormick on Jan. 31, 2019. Cost of this program is $650. Jackson moved the Board for approval to sponsor this event; a second vote in favor was provided; motion passed unanimously.
* Discussed new line item in next year’s budget for School Programs/Activities. Thai to discuss further with Linda in Parish Office.
* PTO received two requests for reimbursement from Elisa Coyne: one for $45.20 for banner for St. Bernadette CYO Track Team; one for $18.19 for Book Fair Banner. Jackson moved the Board for approval of these requests; a second vote in favor was provided; motion passed unanimously.
* Discussed purchasing large canopy with new school logo on it, for all programs to hare. Board agreed to conduct due diligence on this item.

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

* Discussed the new playground signs – signs have arrived and have been installed.
* Vanessa, in her capacity as Drama Club director, provided an update on school play.

1. **Treasurer’s Report (Thai)**

* Provided overview of current budget. PTO has current net equity of approx. $37,496.
* Provided update on Outdoor Movie Night – last year PTO grossed approx.. $3,200; this year PTO grossed approx.. $2,500.
* Provided update on the purchase of robotics equipment for Computer Lab. This is done, and Mr. Snydstrup is expected to use this equipment with Grades 4-8.

1. **Secretary Report (Blythe)**

* Discuss current meeting minutes; will be published on PTO webpage before General Membership Meeting.

1. **Ways and Means (Frances)**

* Discussed current status of EPI boxes – still have school supplies available for purchase, as well as 75 Middle School Planners. Board discussed what to do with the excess materials.
* Discussed Barnes & Noble Night, which will be on Monday, February 4, 2019. Rita and Gina will coordinate and oversee the event.
* Discussed upcoming Dining Outs in November (Kumo Asian Bistro) and December (Panera).

1. **Grade Reps (Jennifer & Andi)**

* Discussed Middle School Dance, to be held at St. Bernadette on March 1, 2019 (for Grades 6-8).
* Discussed Diocesan Middle School Dance, to be held at St. Bernadette on May 17, 2019 (for Grades 7-8). This is a fundraiser for 8th Grade.
* Discussed Room Parent Meeting agenda items for Wed., Oct. 17 prior to General Membership Meeting.
* Discussed action items for Halloween Parade on Wed., Oct. 31.

1. **Volunteer Coordinator (Lorena)**

* Provided update on Room Parent coordination. At this time, only 2nd grade is without a room parent.
* Discussed upcoming teacher appreciation lunch on October 10 (Grades 6-8).
* Provided update to Board on coordinating dinners for a school family impacted by loss of family member.

1. **Cultural Arts (Gina)**

* Provided update on BMX bike show that occurred on Sept. 27. Huge hit with the students.
* Discussed upcoming Capitals Hockey event, for Grades 3-5.

1. **Fundraising Goals (Jackson)**

* Discussed Fundraising/Goals, including need for new games/activities for students to use during indoor recess. Jackson moved to approve this “Punch List” items with approx. cost of $1,000; a second vote in favor was provided; motion passed unanimously. Jennifer agreed to spearhead this effort.
* Vanessa to provide updated information on sound/lighting equipment for stage use.
* Jackson to conduct due diligence on soccer goals for back field.
* Board received a “wish list” from the Music Department, and will conduct due diligence on it.

1. **Closing Prayer (Jackson)**

Meeting concluded at 8:30pm 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 | Yes |
| 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 | Yes |
| 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.

**Guest Attendees**

1. Breigh Finnerty