

St. Bernadette PTO Meeting Minutes

May 11, 2017; Don Rigo Mexican Restaurant, Amelia

Meeting called to order at 7:30 pm. Officers present: President Kelly Brokamp, Vice President Londa Thomas, Secretary Christina Boss, Member-at-Large Beth Hoyt, Member-at-Large Julie Tipton. Opening prayer was led by Christina Boss.

President's Update: Kelly Brokamp went over several updates and opportunities to volunteer.

- Someone is needed to organize the cafeteria volunteers. Sign up genius is a good tool for this. Jen Pikal offered to do it.
- Recess help is needed from 10:00-10:30 and 11:50-1:30.
- Londa Thomas volunteered to organize library help next year and Carla Tribble will continue to coordinate Book Fair.
- Help is needed with marketing efforts for the school and events.
- Vice President Londa Thomas is stepping down and will not be moving into the President role. A new Vice President will be needed next year who will be willing to be President the following year. Suggestions are needed for who might be interested in this.
- Julie Schultz was introduced as the new Member-at-Large.
- Julie Tipton will be contacting event chair persons to complete a survey to document details about events. This information will help them as they plan the event again the next time, and preserves helpful information if a new chair takes over.
- Help will be needed to get ready for Open House next year. It will be on January 21, 2018.
- Mrs. Lockwood's 2nd grade class won the Marco's pizza party.
- Teacher appreciation help is needed for concert gifts/flowers/cards. Jen Pikal will help with this for the Spring Concert and Stacey Frede will help with Christmas.
- Someone is needed to coordinate Nurses' Appreciation Day in the future.

Box Tops Update: Christina Boss mentioned that the last BoxTops collection for the school year will be picked up tomorrow. BoxTops revenue is down this year. \$722 has been collected so far this school year. Last year \$1500 was raised through collections. The group discussed ways to increase collections in the future. Marketing differently, encouraging phone app usage for BoxTops, sending envelopes home for collections, and advertising what the money is used for were suggested.

Treasurer's Update: Vanessa Hartman (was not able to attend) prepared an end of the year report summarizing revenue and expenses for the 2016-2017 school year. The summary will be attached to the next Principal's newsletter and posted on the website.

New Business/Community Input:

- How can PTO attract more and different families to participate and attend meetings? Some ideas discussed: send out agenda ahead of time in Principal's Newsletter, personal invitations, announce major discussion points ahead of time, meet at a location with more space, alternate locations/nights in case Thursdays aren't good for some families, send reminders through room mom emails, post on class Shutterfly calendars, and attach PTO meeting minutes to the following week's Principal's Newsletter.
- A coordinator to keep in touch with all homeroom moms would be helpful to send consistent messages to all classrooms. Julie Tipton will take this role as part of her Member-at-Large duties.
- Room mom sign-up sheets are not always in a consistent location at meet the teacher night. It would be best if they were located in each classroom so the teachers can meet the parents interested.
- Has the elimination of paper copies for most fundraisers/events affected participation? People have transitioned, the envelopes have helped.
- Do the fifth grade classes have too much homework? Some concerns were overheard.
- How do we encourage more families to get involved and volunteer? A small school community like ours needs to have a strong, reliable volunteer support base to be as successful as possible. People need to know when young children can come with adult volunteers, and when they can't, so they know which events they can help with. Maybe teachers can mention when volunteers are needed. Is there a way that volunteer opportunities can be consolidated and shared regularly? Families should be reminded frequently that parents are needed to volunteer.
- It would be helpful if a list of all dates for fund-raisers and social events for the year could be provided at the beginning of the school year.

Meeting adjourned 9:05. Minutes submitted by Christina Boss.

The minutes from the March 2017 meeting were approved by the Board and have been posted on the PTO website.