

## St. Bernadette PTO Meeting Minutes

### November 10, 2016; Don Rigo Mexican Restaurant, Amelia

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Meeting called to order at 7:09 pm. Officers present: President Kelly Brokamp, Vice President Londa Thomas, Treasurer Vanessa Hartman, 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 reported that volunteers are needed during the school day to help in the library, cafeteria, and morning and afternoon recess duty.
- If anyone is interested in helping with social committee events, email Logan Minning, [loganminning@gmail.com](mailto:loganminning@gmail.com). One event coming up that will need volunteers is the mother/son event.
- A new coordinator is needed for the library and book fair next year. A scheduling tool like "SignUpGenius" can make this easier to coordinate.
- The PTO board has approved a grant request to pay for a musician to visit the 5<sup>th</sup> through 8<sup>th</sup> grades prior to their field trips to the symphony. PTO will pay for the field trip transportation as well.
- Also as part of the grant request, PTO will pay for new carpet squares to replace the carpeting in Stievenard Hall. The new carpet squares are a nice quality and affordable. They can be easily replaced in sections if needed. New carpet has been a goal for quite some time, and after a lot of research, just the right product and price were finally found!
- PTO will pay for new bulletin boards for the hall outside the 3<sup>rd</sup> grade classrooms.
- The Kids Halloween Fest went very well this year. About half of the attendees were walk-ins.
- Santa Land will be held during Breakfast with Santa this year as well as returning for the following Monday through Wednesday so the students have an opportunity to shop during the school day, as in previous years. Lia Conrady is coordinating this event.
- Breakfast with Santa will be held on Saturday 12/3 from 9-11. This event includes breakfast, pictures with Santa, and games for \$6/person. Teachers and 7&8<sup>th</sup> graders will help with this event. Sarah Holland is coordinating this event.
- The St. Bernadette Craft Show will be held on 11/19 from 9:00-4:30. There are 42 spots available, 38 vendors and crafters have expressed interest and 15 have submitted payment for their spot so far. Samantha Storer is coordinating this event. This year's craft show is on the same weekend as St. Thomas More. We will try to coordinate with them to promote each other's event this year, and next year will try to have the craft show on a different weekend, possibly the 2<sup>nd</sup> Saturday in November 11/11/17.

#### Principal's Update:

- Mrs. Ingram reported on the master plan progress. The committee met last week. The next meeting with SHP design will be 12/5. They will be ready to share relevant statistics, such as, enrollment projections, efficiency, and energy use. An interior design survey will be sent out at a later date. Please send Mrs. Ingram ideas about what the "small school identity" means to St. Bernadette families by next Thursday. The general findings from the focus group were discussed at the last meeting and included issues such as the location of the door, parking and traffic patterns, having a multi-building campus, etc. Previous master planning efforts from several years ago have been reviewed to determine which parts of the plans have been accomplished and which recommendations should be considered in this plan. One of the older plans recommended developing a fiscal infrastructure that may include an alumni database and annual fund drive. This has not been implemented, but may be something to consider pursuing. Let Mrs. Ingram know if you have ideas about how this effort could move forward or if you are interested in helping.
- Marketing had an idea that PTO may want to consider using. A notepad advertising St. Bernadette School could be used to help promote the school and recruit new families and students to St. Bernadette. Mrs. Ingram is not asking PTO to do this, but only to consider if it's something that would be a good tool. It was suggested that this idea might be good for Boosters too.
- Last year, social networking was primarily used as the marketing tool to recruit new students and post cards were not used. This year, the school will send out postcards again and rent a billboard as in past years to promote enrollment. It was suggested that St. Bernadette participate in the Amelia Christmas parade as a nearly free marketing opportunity. There was some discussion about possibly doing it this year, or maybe waiting until next year when there is more time to plan.
- The Open House date is moving up one week to 1/22/17. Catholic Schools Week will still begin on 1/29/17.
- Mrs. Ingram is investigating the possibility of offering a rebate to families who bring in qualified upper grade (4 to 7) students. These classes are smaller and already have the space and the staff, so it would be nice to fill a few more desks. This has not been finalized or approved.

**Member-at-Large Update:** Julie Tipton is organizing the family bowling event this weekend. More than 80 people (26 families) are signed up to participate and the whole bowling alley is reserved. Registration is closed. The number of people is lower this year than last, but it will be a great event.

**Secretary's Update:**

- PTO meeting attendees were given a chance to review the directory proof from the printer. No changes were requested. The cover and back will be dark green regular paper. Christina Boss will place the final order to get the directory printed.
- There is a Boxtops collection event next week. Pickup will be Friday 11/18 for the fall class competition. Mrs. Alvey's 4<sup>th</sup> grade class won the summer collection in September. The school will get a check from Boxtops for \$662 in December. There are apps you can use to help earn more money for schools now. Beth Hoyt mentioned one that she downloaded, but hasn't used yet. Someone used a Sam's Club Receipt Scanning Program to give St. B a \$10 credit over the summer. Please try out these new opportunities to earn money for St. B in addition to the traditional clippings.

**Treasurer's Update:**

- The magazine drive has been very successful so far, it is up over \$2000 from this time last year! Each of the two previous years brought in \$1000 more than the year before. The current amount is \$8177.
- Vanessa Hartman gave an update on spending for 1<sup>st</sup> quarter. PTO spent money on class supplies, student enrichment, faculty appreciation, and greeting costs like the ice cream social. PTO is holding some money for the 8<sup>th</sup> grade trip.
- The wine social collected \$4775 this year. It was mentioned that it might not be held next year because the wine glasses might not be available.
- The Scholastic Book Fair raised a lot of money this year. The school opted to take \$700 of the earnings in cash and still has \$1400 in Scholastic Credit to be used for the school.

**New Business/Community Input:** No topics were brought up for discussion.

**Meeting adjourned 8:51. The next meeting will be January 12, 2016. Minutes submitted by Christina Boss.**

The minutes from the September 2016 meeting were approved by the Board and have been posted on the PTO website (this update was not announced in the meeting).