

PTO MEETING MINUTES - FRIDAY, OCTOBER 21, 2016

CALL TO ORDER

The meeting was called to order at 2PM with a prayer by Mrs. Milo. There were 11 members present, including 5 officers.

APPROVAL OF MINUTES, Nicole Milo

- The minutes were approved with minor changes.

CHAIRPERSON REPORT, Nicole Milo

- Special thanks to the RFE committee for a fabulous and successful event.

CO-CHAIR REPORT, Jamie Merrion

- Nothing to report.

TREASURER REPORT, Theresa Mayer

- Mrs. Mayer went through the budget line by line. Not too much activity so far this year.
- Notables: dues in good shape, only a few families have not yet paid in.
- \$14,000+ in actual paid out funds received from RFE. Getting the rest of deposit soon from Get Moving Crew who handled all the online donations. Over \$61,000 was raised in total.

SECRETARY REPORT, Kristen Hamill

- Nothing to report.

PRINCIPAL REPORT, Mrs. O'Connell

- Field Day, RFE, 8th grade retreat, Staff Development day at STM, health screenings, Principals' Retreat, FOCUS retreat and Muffins/Donuts with Mom/Dad events have happened in the last month. All were a huge success!
- Looking forward to: 8th grade speech meet, all-school rosary, report cards, P/T conferences, Confirmation, and Talent show to be coming up very soon.
- Winter uniforms start November 1st!
- Lots of positive feedback about Facebook posting. PLEASE NOTE—if you identify a student by name in a comment, i.e., “Grandma, look at how cute Patrick looks in this photo” your comment will be deleted. You are welcome to share photos to your own timeline but be sensitive to student privacy.

TEACHER REPORT, Mrs. Maes and Mrs. Woods

- RFE was a wonderful success. Thanks for all the great communication. Teachers were kept in the loop, and we appreciate it!
- Halloween parties coming up; 1:30/1:45 set up time.
- Please sign and bring in a copy of report cards to P/T conferences.

PARISH REPRESENTATIVE REPORT, Ilene Dubey

- Nativity Nights was well-attended by school families. Please keep coming.
- NOOL in Uganda—raffling off a brand new Subaru Legacy and other prizes with a goal of raising \$100K.
- Parish Pilgrimage to the Cabrini Shrine was fantastic!
- Parent parties were a huge success, well attended, and FUN. Gala parties have been a great success as well.
- Save the date- Feb 25th, An Elegant Knight in Black and White NOOL Gala.

COMMITTEE REPORTS

Broomfield Days Parade, Melissa Logan and Lois Sheahen

- We have formulated a list of recommend changes for the parade next year. The PTO Officers will be meeting with this committee very soon and will report back on any changes that are made.

Mystic Monk Coffee, Bryanna Spafford and Todd Mullen

- Flyers will be going home today (10/21). Banner is up. Samples available at P/T Conf.
- There will be a drawing that students will be entered into based on the number of items that are sold.

Food for Funds, Kim Nolan, Kirsten Gromko, Kirsten Bennett, Deb Federspiel

- Will be doing a big push to make sure everyone is registered on Smile.Amazon.com BEFORE the holiday shopping begins.
- Milk caps for MOOLah is running a special where they will donate \$20 for all NEW customers.
- Please join our cutting parties to trim the Box Tops for education and be sure to submit them before next week.

Health Screening, Jen Pulliam

- Nothing to report.

Helping Hands, Denise Schillinger

- Nothing to report.

Historian, Kathy Shadel

- Nothing to report.

Hospitality, Colleen Rufolo

- Teacher meals for P/T conferences are being arranged.

Kids Appreciation Day, Wilma Fuller and Shannon Spinnuzi

- Nothing to report.

Muffins/Doughnuts, Jen Flaherty, Jeff Beaton.

- Huge success; over 400 attended Muffins w/Moms
- 324 donuts ordered for Donuts w/Dads, only 1 left at the end!

Newcomers, Beth Maciolek and Theresa Mayer

- Nothing to report.

Race For Education (RFE), Tracy Stonehocker and Brenda Smolky

- \$61,340.00 was raised. Sweet Cow Ice Cream truck comes to celebrate the students 10/25.
- Amounts awarded to classrooms for outstanding fundraising:

1C-\$342	3B-\$1,213	6Z-\$426	5F-\$100
5H-\$100	KH-\$100	3L-\$345	7T-\$50

Room Parents, Karen Michalski

- Party Info and sign up's have been sent out.

Santa Shop, Andrea Stephens

- Nothing to report.

Teacher Birthdays, Shannon Spinnuzi

- Nothing to report.

Uniforms, Michelle Carr

- Nothing to report.

Teacher Appreciation, Andrea Aquino and Anne Gray

- Nothing to report.

OLD BUSINESS: Nothing to report.

NEW BUSINESS:

- Two teacher requests were submitted:
 - “Head Sprout” website use. \$349/annually for 36 spots. Mrs. Mayer (treasurer) indicated funds were readily available.
 - Approved unanimously
 - Headphones (60) to be used with new K-2 laptops. Approx \$600. Mrs. Mayer (treasurer) indicated funds were readily available.
 - Approved unanimously
- Mrs. Jennifer Pulliam moved to become new Chair of Health Screenings Committee.
 - Approved unanimously.
- Succession planning will be expected from all committee members by the next PTO meeting.
 - Collect all collateral and determine how your committee is run. Example: Mrs. Flaherty recently took pictures at Donuts With Dad so that future committee chairs/members will see how it is best be set up. Best practices for committee and a yearly recap are a must.
 - These documents will kept in some type of dropbox/cloud/google drive space which will be made accessible to the incoming PTO Officers each year.
- Mrs. Milo indicated this will be her final year as PTO Chair as her children will soon be moving on to high school where she will spend more of her volunteer time.
- Mrs. Merrion (current Co-Chair) was moved to take over as the incoming Chair for 2017-18 and will shadow Mrs. Milo until her duties are fulfilled at the end of the 2016-2017 school year. Approved unanimously.
- Mrs. Merrion stated she will need a co-chair to step into her current role at the end of the 2016-17 school year as she moves into the Chair position.
- Mrs. Mayer indicated that she will need to wrap up her duties as treasurer in the next two years and is seeking a replacement to begin shadowing her.

MEETING ADJOURNMENT

The meeting concluded at 2:58 PM pm. The next meeting is **November 18, 2016, at 2 pm**