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# St. Monica School PTO Board Meeting

Tuesday, August 1, 2017

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## Agenda

Call to Order

Prayer

Introductions

New Business

1. School Family Meeting
    - a. PTO Responsibilities: Recruit 2-3 volunteers for setup, 8-10 during and 2-3 for teardown
    - b. PTO table will sign people up for PTO messages via PTO Remind Account
    - c. All PTO Board Members need to help at PTO table, Kim please make a sign up and break down into shifts
  2. Auction Committee
    - a. Need to schedule meetings and find additional committee members
  3. Read-A-Thon
    - a. In need of chair
    - b. Do we use read-a-thon.com again? 25% fee last year...could we implement our own with Paypal and google forms?
  4. Cookbook
    - a. In need of chair. Recipes will be requested from church and school families. Distribution to be beginning of December. Students will sell giftwrapped cookbooks in narthex during the Christmas season.
  5. Budget
    - a. Proposed Budget \$38,750 income, \$38,250 expenses
    - b. Raise money external from St. Monica Families...Corporate Sponsorships(\$10k internal goal, \$7500 budget goal), neighborhood door to door solicitations (supervised by a guardian, possibly with friends)
    - c. Move-A-Thon for charity (Pay for t-shirt cost with corporate sponsorship fund, \$4-5k towards a catholic charity such as Holy Family Shelter. Kids will be encouraged to go door to door for donations
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## 6. Procedures:

- a. Expenses - Any expense that needs re-imbursed will be turned into Joe Acklin and Joe Delamater for a signature, it will then be submitted to Eric, Jessica then Barb to payout the request. Check requests must be made at least 2 weeks in advance.
  - b. Event Cash Collections - 2 person system: counting, fill out 2 deposit tickets, one stays with the deposit, one goes in the PTO mailbox.
  - c. School Office Staff
7. Teacher/Staff Gifts for first day - cup of candy, maybe a cute saying on the outside
8. Fundraising for a purpose
- a. Playground Fence
  - b. Teacher/Staff Gifts
  - c. PTO Social Events Fund
  - d. PTO Gifts & Grants

## Reports

1. Principal's Report
2. Financial Report
3. Volunteer Coordinator Report
4. PR Report
5. Gifts & Grants Report
6. Corporate Sponsorship Report

## Next Meeting: September 5th - Library

### Upcoming Events:

- August 11, 11am-4pm New Family Orientation
- August 13, 2-6pm School Family Meeting

## PTO Minutes-August 1, 2017

7:04-Call to order

Prayer offered by President Joe Acklin

Introductions of all board members

In attendance: Marie Schelonka, Eric Schommer, Catherine Harrison, Wendy Escobar Avila, Gloria Garcia Rubio, Melissa Lynch, Michelle Washington, Kimberly Brownridge, Joe Acklin, Staci Stanford-Everett, Joe Delamater, Karen Reed, Stacy Hoaglin

New Business-School Family Meeting (replaces the ice cream social and Back to school night)

-August 11 New Family Orientation

-August 13 School Family Meeting

-Sign up for shifts at PTO table and for set up and clean up. Looking for event chairs and room parents at PTO table.

-Auction Committee-Need to schedule a first meeting and find additional committee members.

-Read a thon scheduled for November. Board decided to use our system instead of read a thon.com. Need a chair for this project.

-PTO will be doing a cookbook. Kim Brownridge has volunteered to chair this project.

Completed cookbook to be finished for Christmas gift giving. Recipes will be requested to be submitted by school and church families in English and Spanish.

-Budget discussed with a proposed amount of 38,750 income and 38,250 in expenses.

-Corporate sponsorships will expand.

-Planning to make move -a- thon a charity event with proceeds to go to a Catholic charity to be named later. Kids will be encouraged to go door to door with supervision to neighbors for donations.

-New procedures for expenses or event cash collections explained as well as what forms to use.

-Discussed giving teachers and staff appreciation gifts for the 1st day of school. Vote taken after meeting passed. \$400 budget.

7:45-Principal's Report-All fundraising will be done with a purpose. Projects discussed to be funded include a playground fence and our own school bus.

-Discussed use of school office staff. May ask for assistance but PTO should do their own work.

8:00-PR Report-Please send anything that needs to be posted to Facebook page to Michelle Washington.

Next meeting September 5 in the library.

Adjourn 8: