



NATIVITY CATHOLIC SCHOOL | PTO BOARD MEETING

December 1, 2021 | 7:30 – 8:30 PM | [ZOOM LINK](#)

In attendance:

- Anne-Marie Burton – PTO President
- Celeste McLane – PTO Vice President
- John Lucid – PTO Treasurer
- Maria Kelly – Principle
- Shannon Murphy – Registrar
- Richard Godwin – Vice Principle
- Christy Witter – Lead (Holiday Contest)
- Elaine Vrooman – Lead (Nativity 5k/1K)
- Kelly McCullough – (Santa’s Shop)
- Lissett Lineberry – Room Parent Coordinator
- Samantha Scaman – Lead (Auction)
- Brianne Krenicky – PTO Secretary

Meeting officially called to order at 7:36 pm

Discussion:

1. Opening prayer – led by Mrs. Lisette Lineberry
2. Treasurer’s report – led by Mr. John Lucid
 - a. Since our last meeting, Ms. Kelly and Mr. Licud signed the trivia night agreement; \$750 is due when the event occurs. Ms. Kelly and Mr. Lucid signed the agreement with Ms. Vu. There are about \$14,000 remaining, not including the trivia night expense. Mr. Lucid will meet with Ms. Vu over the coming weeks to reconcile budgets and ensure each is on track.
3. Remarks by pastor and/or principal
 - a. Ms. Kelly reiterated our current e-learning this week and its value because a few individuals tested positive for COVID post-Thanksgiving travel. The families are in our prayers.
 - b. December 9th is the Catholic Schools date; December 8th is the holy day. The Christmas pageant, December 16th is occurring this year but only 5th grade families (max two visitors) allowed in the gym and must adhere to COVID protocols and health screening. The pageant will be live streamed for all other families. 5th grade be in the gym and their guests will enter through the gym; other hallways will be closed off to limit interaction with visitors.
 - c. 8th grade will be returning to school on December 2, due to high school placement test. For anyone who traveled last week will



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have to take the high school placement test in January 2022 at another local high school. The test is used to place the students in advanced classes and not for admissions.

4. PTO Report

- a. The PTO President thanked all the parents and volunteers for advancing the PTO outlined activities and remarked on the progress thus far.
- b. The Wine and Cheese event gained traction and Ms. Maria Kelly offered suggestions to add extras to the event, generating greater excitement.
- c. The auction and the Read-a-thon are two of the primary fundraising activities for this school year. She emphasized the need to build a solid financial cushion for the PTO budget to support the return to normal activities such as field trips in 2022-2023.

5. Lead reports/updates

- a. Santa's Shop (Kelly McCullough)
 - i. Looking for volunteers for Thursday, December 8, morning timeslot; otherwise, plenty of volunteers for the duration of the event. Santa's Shop items arrived today, 1 December.
 - ii. Ms. Shannon Murphy will send a call for more volunteers to increase to at least six personnel per day. Ms. Anne-Marie Burton will work with Ms. Shannon Murphy to communicate students bringing in money to participate. Teacher assistance to communicate with the parents could be beneficial.
- b. Holiday Decorating Contest (Christine Witter)
 - i. Gratitude toward Ms. Celeste McLane for her assistance with the contest. Fourteen families are participating. A map will be created to provide to families to drive through to see each home and make their votes.
- c. 5K/1K Fun Run/Walk (Elaine Vrooman)
 - i. Burke Lake Park identified; permit process in the works to plan the event as well as put up a shelter. So far, no issues with the date in May 2022; once it is confirmed, Ms. Elaine Vrooman will reach out to the other volunteers and call organizations to help manage runs.
- d. The Nativity Auction (Samye Scaman) (comms were in/out on my end)



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- i. The auction software contract has been signed and working through Giftsmart. Ms. Vu has the Casino and Hawaiian Dancer Troop contracts as well; Ms. Anne-Marie Burton will need to sign off on all contracts and then Ms. Maria Kelly will sign.
 - ii. Online raffle sales planning is progressing as well. Ms. Samye Scaman talked with the webmaster to start advertising and communicating the auction, as well as to digitizing the forms.
 - iii. Planning for the Hawaiian dance troop and prep for Paint Your Heart out is beginning as well as donations and general prep is moving along nicely. Meeting with the auction committee on 15 December.
 - e. Nativity Yard Signs (Celeste McLane)
 - i. Ms. Celeste McLane will coordinate with Ms. Shannon Murphy. The plan is to sell the yard signs in January 2022 for families to post in their yards during Catholic Schools Week at the end of January 2022. Previous year sign business was contacted and Mr. John Lucid found another business that may be more cost effective. PTO has to determine the verbiage on the signs which could impact cost.
 - f. Read-A-Thon Updates (John Licud)
 - i. Dates are Feb 1– Mar 2, 2022 and coordinated with Ms. Denise Thomma. Mr. John Lucid is planning a meeting with Ms. Denise Thomma and Ms. Katy Colella to learn about their ideas for the Read-A-Thon.
6. Other Business
 - a. School pictures ordering information. Ms. Shannon Murphy is awaiting information from Mrs. Rosa who will send a link for parents to order pictures directly from her website. Ms. Shannon Murphy will ask if pictures will be available before the holidays. **School photos should be in about a week; she will verify the deadline for Christmas.
7. Review of action items
8. Next meeting
 - a. First Wednesday of January (5 January 2022)
9. Closing prayer – led by Ms. Celeste McLane
10. Meeting adjourned at – 8:10 pm