



# **NATIVITY CATHOLIC SCHOOL | PTO BOARD MEETING**

## **Wednesday – February 1, 2023 | 7:30 – 8:30 PM**

**Date: Wednesday – February 1, 2023      Time: 7:30 PM |      Location: Virtual/ZOOM**

Meeting officially called to order at: 7:48PM

### **In attendance:**

- Anne-Marie Burton – PTO President
- Celeste McLane – PTO Vice President
- John Licud – PTO Treasurer
- Ria Namata – PTO Secretary
- Maria Kelly – Principal
- Richard Godwin – Assistant Principal
- Stephanie Reale – Room Parents Rep
- Lissett Lineberry – Room Parent Coordinator
- Elaine Vrooman – Fundraising Chair
- Katy Colella – Teacher/Staff Liaison

### **Agenda:**

1. Call to order / Approve Minutes
2. Opening prayer
3. Remarks by pastor and/or principal and/or vice principal
- 4.. Treasurer's report
- 5.. PTO President Report
6. Other business
7. Review action items
8. Next meeting - Wednesday March 1, 7:30 PM
9. Closing prayer

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### **Opening Prayer**

### **January 4th Meeting – Minutes Approved**

### **Principal's Report from Ms. Kelly:**

- Catholic School's Week underway
- Great turnout from Sunday's Open House
- 80 Parents participated in the Parent's Breakfast
- Wonderful Teacher's Lunch hosted by 2<sup>nd</sup> & 8<sup>th</sup> Grade Room Parents
- Re-enrollment in process, numbers are up, there is great interest in the school (more than previous year).
- There is a Kindergarten waiting list.
- Good position for next year's enrollment numbers.

### **Teacher's Rep - Mrs. Colella's Report:**

- Need new class of books next year for new teachers.
- Will get back to PTO regarding classroom needs.



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### **Treasurer's Report:**

- \$17K spent to-date
- Good standing with remaining funds.
- Good turnout for Chipotle and Spartan fundraising.
- Field Trips taking place.
- Successful events thus far.
- Expenses for Multicultural event pending.
- Biggest Fundraising efforts upcoming:
  - Read-A-Thon (same provider as last year)
  - Annual Auction

### **President's Report – Anne Marie Burton:**

- Expressed gratitude to Ms. Kelly & Mr. Godwin, Nativity Teachers and Staff for all they do for our lovely children/students and support of the PTO.
- Jan 21<sup>st</sup>: Family Game Night
  - Great turnout/ Game Night was a success.
  - Opportunity for families to build connections and network
- In general, number of volunteers this year has been great, families are really stepping up and helping with the activities/events planned. The show of support has been good.
- Great job, Celeste, for creating the surveys after each event to gather feedback and input for improvements.
  - Celeste reported that out of 18 families, 10 ppl answered surveys
    - Positive feedback overall, enjoyed the event.
    - Would like to have the event again next year.
    - Greater participation from lower grades.
- #1 concern from parents – Nativity class size
  - As demand increases, there is a concern that class sizes are large at Nativity for a private school
    - Ms. Kelly will discuss with Fr. Bob and Finance Committee.
- Fundraising Priorities
  - STEM school
  - Books (upgrade literature to current standards, new versions)
  - Need specifics on items needed for Science Program
    - Mr. Godwin mentioned items such as new microscopes, slides, multimeters, electrical manipulatives, alligator clips, bulbs, new glass goggles, triple beam balances, modern scales, new thermometers, math manipulatives, geometric pieces, and upgraded Mr. Bones.
    - Mr. Godwin and Ms. Kelly to compile a list for the PTO.



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- The PTO needs to develop a strategic campaign for STEM fundraising (3 yr goals) and be able to track the progress each year.
  - Show growth and progress/benchmarks and thorough planning.
  - Review Fundraising goals and specific details.
- Virtual Reality in Science Curriculum
  - Ms. Kelly mentioned this is not ready yet for Elementary level.
- Community Engagement
  - Father's Brunch was a success
    - J. Licud reported 20 fathers attended last year, there were 28 attendees this year.
      - Will keep the same format for next year.
      - Fathers only (no kids) to minimize disruption to learning.
      - There was camaraderie and interaction at the brunch.
      - Fathers expressed interest in volunteering and participating more.
  - Multicultural Event
    - Rios family has done a wonderful job with organizing this event.
    - FB is a good avenue for advertising this.
    - Ties in nicely with Catholic Schools week with each classroom door decorated with a country.
    - Each class has a booth with facts about their assigned country.
    - 14 families signed up to bring food
    - Wearing a heritage outfit encouraged.
    - Would like this to be an annual event at Nativity.

## **Remarks from Elaine Vrooman/Fundraising:**

- Swag Sale
  - Decent turnout for swag orders.
  - 62 Orders Received
  - Approx \$790 profit
  - Launching next set of swag sale
  - Sell to church community
    - Include a flyer in bulletin with link to order or QR code
- Auction
  - Planning is progressing nicely, there is a great team in place.
  - Early ticket sales launching 2/15-3/22



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- Then a period of regular prices, followed by an increase, then last minute pricing for the last week prior to Auction.
- Contracts and deposits are in place.
  - Photobooth
  - Band
  - Caterer (committee will conduct tastings soon)
  - Donations (continuing to roll in and being reviewed/approved)
  - Focus will be on instant buys
    - Gift cards over \$50
  - Will retire “Wine Pull” booth (not popular last year, there was a lot left over, not worth it to do it again, so much effort for little gain).
- Auction Buzz is being sent out (Ailleen, Shamy, Shelly in process of featuring items).
- There will be a STEM related basket.

### **Other Business:**

- Upcoming Events:
  - Trivia Night – March 4<sup>th</sup>.
    - Trivia company has been booked.
    - GiveSmart platform to purchase tables (no door tickets)
    - More to follow as this will be set up soon.
    - Registration to open next week.
    - Save-the-date has been included in PTO newsletter and communicated to the school.
  - Career Day
    - Sign-Up genius has been working great.
    - Families are able to sign up and plan for events early.

### **Room Parent Report – L. Lineberry:**

- Christmas Parties/Celebrations were a success.
- Teacher’s Lunch successfully organized by 2<sup>nd</sup> and 8<sup>th</sup> grade room parents.
- Next Up – planning for February celebrations.

### **Action Items:**

- ☐ Send Facilities Team Layout for Multicultural Night.
- ☐ Mr. Godwin/Ms. Kelly to provide a list of Science/STEM specific items needed with regards to fundraising efforts.
- ☐ Ms. Colella to provide list of teachers needs for next year.
- ☐ Elaine to provide flyer for parish bulletin for swag sale.
- ☐ Ms. Kelly to discuss classroom size concerns with Fr. Bob and Finance committee.
- ☐ Advertise upcoming events early (utilize different platforms such as FB, flyers, newsletters, sign-up genius, etc.. engage volunteers and participants early).



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**Closing prayer.**

**Next meeting – PTO Board (March 1, 2023 - 7:30 PM via Zoom)**

**Adjourn – 8:40PM**