



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

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

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

Meeting officially called to order at: 7:35PM

**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
- Shannon Murphy – Registrar
- Samye Scaman – Auction Chair
- Stephanie Reale – Room Parents Rep
- Katy Colella – Teacher/Staff Liaison

**Agenda:**

1. Call to order / roll call
2. Opening prayer
3. Remarks by pastor and/or principal
4. Treasurer's report
5. PTO President report
6. Fundraising report
7. Room Parents report
8. PTO Elections update
9. Review action items
10. Next meeting
11. Closing prayer

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**Opening Prayer by Ms. Kelly**

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

- Upcoming PJ Day also Read-Across-America Day
  - Ms. Kelly to dress up as Clifford and read for students
- Read-A-Thon Kickoff
- Followed up Upcoming Book Fair
  - Shift in location, will be in lobby upstairs
  - Volunteers will be recruited thru Sign-Up Genius
- 8<sup>th</sup> Graders received acceptance to Catholic HS
  - Admission notifications have been sent
- Preparing for Lent
  - Theme "Making ourselves better."



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

- On track with our financial goals.
- Read-A-Thon timeline changed from one month to 12 days (concern that revenue might not be as high as last year, target changed from \$7K to \$3.5K due to timing difference).
- Multicultural Event
  - \$1,150 actual expenses (less than \$2K planned), parents and students donated supplies/decorations.
- Swag Sale & Ornament Sale
  - \$2K profit
- Will need to update estimates for field trip expenses.
  - Cost of buses have increased from around \$300 to \$600 each trip.

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

- Expressed that we need to highlight and communicate where PTO funds are being spent.
- We need to have a strategic plan for fundraising.
- Overall, school year is going well.
- Successful execution of events so far.
  - Multicultural Night
    - Kudos to all those who contributed to make it a success.
    - Well received by school community.
    - There are offers/commitments for next year such as volunteers for cultural dancers.
    - Opportunity to tap into Filipino Community next year.
    - School displayed a lot of cultural pride.
    - Basketball event from Knights of Columbus actually enhanced the event.
    - Plan for same time next year.
      - Ms. Kelly noted that PTO needs to start gathering dates for next year. They have a calendar meeting with the Church on April 26. The PTO needs to deliver our suggested events and date by April 1<sup>st</sup> (plans for gym/cafeteria usage otherwise they go to CYO).
      - Ms. Kelly also suggested perhaps charging nominal fee for Multicultural Night
        - However, this might discourage participation.
        - Volunteers already donate a lot time, food, decorations, “in-kind” donations for the event.



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- President thanked Teachers for the cultural door decorations.
  - Worked well during the Catholic Schools Week.
  - VP mentioned that we should consider inviting families to make their own booth and have a day assembly next year.
    - Ms. Kelly mentioned that an assembly would be a good event during Catholic Schools week (any day but a Friday). Perhaps during Teacher's Appreciation Day.
      - An assembly or bring back the Planetarium exhibit.
- Upcoming: March 15 – Career Day
  - In the Gym
  - 15 presenters
  - Provided a list of speakers to Ms. Murphy to confirm Diocesan Compliance
  - Ms. Kelly will divide time between upper and lower grades
  - Anne Marie to ask presenters if there will be content that will not be suitable for K-2<sup>nd</sup> Grade.

### **Vice President's Report – Celeste McLane**

- Trivia Night
  - Registration is Open
  - 9 tables so far, 3 add'l people signed up today
  - In the green for this event.
  - Marriage Enrichment Team won last year.
  - Stacy Ivie & Almaz – Parent leads for this event.
  - Ms. Kelly is participating.
- PTO Elections
  - Nominating committee is in place.
  - Collecting list candidates.
  - PTO Newsletter will include Call for Nominations.
  - Current officers (except Anne-Marie) returning, need one more parent to join as a PTO Board member.

### **Remarks from Samye Scaman/ Auction**

- Auction
  - Planning is progressing nicely, there is a great team in place.
  - Early ticket sales launched, there have already been 25 tickets sold. Day-of volunteers get discount on tickets.



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- Working on email of list of received items for school approval.
- Class Baskets in process/ Room Parents have distributed info.
- Working on a monitor/slideshow presentation/kids pictures showcasing why we are doing this.
- Auction will have a donor/sponsor Thank-You Table.

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

- Presented list of items needed.
  - Priority: New Walkie-Talkies for entire school/church.
    - S. Reale to research what the Police use for effective close-proximity communication.
- Will provide further details/breakdown.
  - Quantity, Brand name, Link where to buy or Vendor Name, Price Range, any additional details/specifications
- Ms. Kelly mentioned laptops for teachers are still good.

### **Vice Principal's Report from Mr. Godwin:**

- Certification for Nativity to be a STEM school is in final process.
- Marymount POC is in transition.
- Nativity has fulfilled our requirements.
- Will need to follow-up on status.

### **Room Parent Report – Stephanie Reale:**

- Working on Teacher's Appreciation Month
- Auction Baskets are being prepared, room parents are coordinating and collecting donations.

### **Action Items:**

- Treasurer needs list of upcoming field trips from Ms. Murphy
- Ms. Murphy to add a line in Field Trip permission form noting that Transportation cost covered by the PTO.
- Church wants our dates by April 1<sup>st</sup> for next year's events.
- Flag decorations and Booth Info Boards – if they were saved, Celeste offered to store them for use again next year.
- Mr. Godwin to follow-up on STEM Certification status.
- Mr. Godwin/Mrs. Colella to provide more details regarding wish list items.
- General Meeting Moved to May.

**Closing prayer by PTO Treasurer.**

**Next meeting – PTO Board (April 5, 2023 - 7:30 PM via Zoom)**

**Adjourn – 8:46PM**