NATIVITY CATHOLIC SCHOOL | PTO BOARD MEETING
September 1, 2022 | 7:30 – 8:30 PM

Date: Thursday September 1, 2022　　　　**Time: 7:30 PM |**　　**Location: Virtual/ZOOM**

Meeting officially called to order at: 7:30 PM

In attendance:

- Anne-Marie Burton – PTO President
- Celeste McLane – PTO Vice President
- John Licud – PTO Treasurer
- Ria Namata – PTO Secretary
- Maria Kelly – Principal
- Shannon Murphy – Administrative Assistant/Registrar
- Elaine Vrooman – 5K Lead/PTO Member
- Lissett Lineberry – Room Parent Coordinator

Agenda:

1. Call to order / roll call
2. Opening prayer
3. Remarks by pastor and/or principal
4. Treasurer's report – Draft Budget
5. PTO President Report
   - September – December Planned Events
   - Approved Assemblies
   - Volunteer Points/Handbook Status
6. Other business
7. Review action items
8. Next meeting
9. Closing prayer

Remarks by Principal:

- PTO Gifts – Teachers very happy with their gifts; they loved the personalized signs for their classrooms.

- Security Update – All of the school's windows and doors have been covered with bullet resistant material, except Front Door area. This will be done when new replacement doors arrive Oct 2022.

- Lifted covid restrictions – great to see more social interactions among students.

- Back-to-School Night will be in-person. Opening remarks will be at the gym. PTO will have 5 minutes to speak.
- Band/Piano/Strings Registration will be ready by Friday. Upcoming Demo Days: Piano – Tues, Band/Strings – Wed. Then following week will be sign-ups.
- New Standardized Testing program: NWEA (it's a national testing company similar to Scantron, Online platform, not for 8th, this will be for 3rd- 7th Graders only).

Remarks by Shannon Murphy:

- Handbooks distributed to include new description about to the Volunteer point system.
- Added points for Sign-Ups for the Book Fair.
- Field Trips and Sneak-a-peek removed from Points system.

Treasurer's Report:

- Presented itemized list of Est. Income and Est. Expenses corresponding to the PTO Events planned for this school year.
- Funds at beginning of school year = $35,7710.06
- Will work on draft budget as more details become available.

PTO President Report

- Expressed gratitude to Principal & Registrar for successful first days of school and ordering/coordinating Teacher's gifts.
- President spoke at the New Families Meeting during Sneak-a-Peek and engaged new parents to become involved.
- Ice Cream social was a success. We will need to debrief with lessons learned and some notes for the future.
- Reviewed list of PTO Events and discussed each item.

5K Update from Elaine Vrooman:

- Permit in-place for 11/12/2022
- Theme: Celebrating Heroes / "Nativity 5K Hero Run" / Need catch-phrase/finalize Theme
- Start T-Shirt Design Contest

Other Business:

- Need Room Parents for 5th, 7th, and 8th grades.
- L.Lineberry to schedule Room Parent Meetings to discuss Room Parent roles/responsibilities.
- Need to update Room Parent documentation for this school year.
- Teacher Representative to PTO has been designated, add to invite.

Action Items:

- Update Zoom Meeting Info
- Send PTO News to Mary Helen to be released Friday 9/2.
- Consider moving Multicultural Day to another date (Spring?) – additional planning needed, clarify vision (Interactive -stations, Show, Demo, Performances, Food, Decorations, Flags, cultural outfits)
- Consider Our Lady of Knock Society Fundraiser
- Remove Chili Cookoff / Put another event into this time slot.
- New Family Meeting – reschedule to another date.
- Ms. Kelly needs info on how much budget we will allocate to Assemblies. Then she will select which ones can be booked this year.
- Ms. Kelly: Theme of Kindness this year, can be expressed during Turkey Decorating Contest. Shannon needs list of supplies to order by Oct.
- Grandparent's day: 9/16 School Event to coincide with Book Fair (add to PTO Calendar)
- Need volunteers for Santa's Workshop
- Trunk-or-Treat will be a parish event (PTO will need to coordinate with Church)

Misc:

- 8th Grade Hoodies/Sweatshirts ordered, pending delivery.

Next meeting - PTO Board (Wed Oct 5, 2022 at 7:30 PM via Zoom)

Closing prayer

Adjourn – 8:28pm