



# NATIVITY CATHOLIC SCHOOL | PTO BOARD MEETING

## Wednesday – January 4, 2023 | 7:30 – 8:30 PM

**Date: Wednesday – January 4, 2022**

**Time: 7:30 PM |**

**Location: Virtual/ZOOM**

Meeting officially called to order at: 7:32PM

### **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
- Elaine Vrooman – Fundraising Chair
- Katy Colella – Teacher/Staff Liaison

### **Agenda:**

1. Call to order / roll call / Approve Minutes
2. Opening prayer
3. Remarks by pastor and/or principal and/or vice principal
- 4.. Treasurer's report
- 5.. PTO President Report
  - January - February Planned Events
  - January 13 –Fathers and Father Figures Breakfast- Registration Open
  - January 21 - Game Night - Gym Only but Pizza and Water Allowed
  - Catholic Schools Week - Jan 29-Feb 3
  - Anything Needed from PTO?
  - Parent Breakfast Tuesday Jan 31 (Classroom visitation)
  - February 4 - Multicultural Celebration
  - February TBD - Read A Thon
6. Other business
  - Fundraising Chair Report - swag sale, Spirit Nights (Ledo Pizza Jan 18)
  - Auction - More volunteers needed, standalone newsletter?
  - Room Parents
  - Teacher needs/ feedback?
  - New Date for Talent Show - Fri Jun 2
  - Other
7. Review action items
8. Next meeting - Wednesday February 1, 7:30 PM
9. Closing prayer

### **Call Information:**

Join Zoom Meeting

<https://us02web.zoom.us/j/84276885849?pwd=Z0s3Q0RkVzMwNUc3bkdSQzVmc0h1Zz09>

Meeting ID: 842 7688 5849

Passcode: 102055

Call-In - 301-715-8592



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### Dec 15<sup>th</sup> Meeting – Minutes Approved

#### Treasurer's Report:

- \$11K spent to-date
- \$8K generated
- Budget will be updated with actuals as more events occur in the next few weeks.
- Pending Items
  - o Santa's Workshop
  - o Dec Expenses Report
  - o Need Updated info from Ms. Vu

#### Principal's Report:

- Catholic Schools Week
  - o Sunday Jan 29: 10-11am Open House, after 9am Mass, Nativity School Open to the Public.
  - o Need a PTO Rep for 2hrs on Jan 29.
  - o Lunch for Teachers will be hosted by Room Parents on Feb 1<sup>st</sup>.
  - o Mrs. Murphy has already been hosting tours 2x a week.
  - o Tues. Jan 31: Parent's Breakfast paid by school.

#### President's Report:

- Fathers & Father Figures Breakfast
  - o Deadline to Register approaching
  - o Would like lower grades involvement
  - o Messaging needed targeting Preschool/Pre-K families
  - o 25 participants signed-up already
  - o Next PTO Newsletter will include flyer and info to encourage participation.

#### Vice President's Report:

- Jan 21<sup>st</sup>: Family Game Night
  - o Approved for pizza & water in gym
  - o There are volunteers who signed-up.
  - o Follow-up with Elaine regarding Cornhole Tournament
  - o Finalize web set-up/link for registration/pizza order/tournament enrollment. Utilize the Givesmart platform.
  - o Work on communication to school community about this event.
  - o FB PTO social media can also be used to encourage participation.
    - Used for Turkey Contest (successfully livestreamed and was very engaging).



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- Utilize FB for a Pre-Auction Teaser either FB PTO (86 Members, Private) or Nativity School Facebook site (482 Followers, Public)
- Link to join FB PTO available upon request.
- Need to maximize social media to advertise events, create excitement, engagement, and participation.
- Multicultural Celebration: Feb 4
  - Mrs. Murphy commented that the school does not collect Nationality/Country of Origin Info.
  - The PTO needs to create google survey to gather this info.
  - Assembly in planning.
- Read-A-Thon
  - John Licud commented that he is working with Mrs. Colella and Mrs. Thomma to finalize date.
  - Possibly late Feb to coincide with Book Fair in March.

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

- Ornament Sale
  - Pending Final Cost
  - 98 Total Ornaments sold at \$5/each
- Other Swag Sale
  - Pre-Sale link for Nativity Hoodies close to being launched, determining price
  - Ideally Jan 26<sup>th</sup> for orders to be fulfilled by mid Feb
  - Kids/Youth Hoodies and Adult Sizes
  - Possibility to open sale to all of parish community including Alumni.
  - Other Items include: Coffee Mug, Umbrella
  - Will access buying power, interest, and inventory and incrementally roll out different type of swag for sale.
  - Ms. Kelly mentioned to market Hoodies to sports teams (such as basketball team (parents, students, and other supporters might be interested).
  - Lawn Chairs were previously a success.
  - Include a Nativity Swag Basket Item for bid.
- Auction
  - There needs to be discussion on pricing and measuring benchmark for success.
  - Need data on ticket sales from last year
  - Consider start date of ticket sales in February.
  - Place Target Sales Numbers on this year's auction items (such as ticket sales, etc..)
  - Donations and Pt System Credit
    - Must Be Approved donation or experience.
    - Max 3 pts
    - More details to follow



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- Fundraising: Ledo's Pizza fundraising sponsor/upcoming, see Newsletter for details.
  - PTO President mentioned it's important to diversity sources of revenue and find different fundraising avenues. Fundraising Chair position within PTO has been a crucial part this year.
  - Fundraising goal for STEM, will need to discuss next session.

### **Other Business:**

- Deadline for next school year room reservations provide to Mrs. Murphy by 1<sup>st</sup> week of May 2023.

### **Action Items:**

- € Obtain latest financial reports from Ms. Vu (for action by Treasurer)
- € Provide a PTO Rep for Sunday Jan 29<sup>th</sup> (to be decided by PTO Officers)
- € Include PTO Newsletter with Fathers & Father Figure Breakfast Info (for action by PTO VP)
- € Iron out details regarding Family Game Night, Cornhole Tournament (for action by PTO VP/Elaine)
- € Create Flyer for Family Game Night (for action by PTO Secretary)
- € Post Reminder on FB PTO Page for Fathers & Father Figure Breakfast, to encourage participation (for action by Elaine)
- € Need to create Google Survey for Nativity community Nationality/Country of Origin (PTO Board, TBD)
- € Finalize Date for Read-A-Thon (PTO Treasurer)
- € Find Sales data from last year's Auction (for action by Elaine/PTO Board)

**Closing prayer by PTO VP.**

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

**Adjourn – 8:32PM**