



NATIVITY CATHOLIC SCHOOL | PTO BOARD MEETING

October 5, 2022 | 7:30 – 8:30 PM

Date: Wednesday - October 5, 2022

Time: 7:30 PM |

Location: Virtual/ZOOM

Meeting officially called to order at: 7:33 PM

In attendance:

- Celeste McLane – PTO Vice President
- John Licud – PTO Treasurer
- Ria Namata – PTO Secretary
- Shannon Murphy – Administrative Assistant/Registrar
- Elaine Vrooman – 5K Lead/PTO Member
- Lissett Lineberry – Room Parent Coordinator
- Katy Colella – Teacher/Staff Liason
- Samye W. Scaman – Auction Chair
- Erin Barret – 5K Committee

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/VP President Report
6. Other business
7. Review action items
8. Next meeting
9. Closing prayer

Remarks by VP:

- Meeting Minutes: Reviewed, Treasurer initiated Motion to Approve, Minutes was successfully Approved.
- Welcomed staff liaison.

Remarks by Mr. Godwin:

- Trunk-or-Treat: need to resolve details.
- Upcoming Science Night
- Paint & Sip event: fantastic idea, very creative, need familial investment. Perhaps more engagement if it's local at Nativity onsite to build our credibility for a popular community-building program.



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- Praised the PTO for great ideas and would like to see more involvement. PTO FB page will reach a lot of people.

Treasurer's Report:

- Shared estimated itemized budget list and line item costs.
- Presented projected positive profit for the school year.
- Will need input on Field Trip expenses for the buses, assemblies, 5K events, and other actual expenses upcoming.
- Once Dec hits, more actual expense amounts will be realized.
- Paint & Sip partially subsidized by PTO.
- 5K permit costs – verify for reimbursement.
- Givesmart Subscription (Maria Kelley approval pending).
- More Fundraisers are upcoming, at least 4.

Remarks by Shannon Murphy:

- Family Science Night: will be included in Newsletter, 1 hour event
- Spartans Fundraiser (2 days)
 - Flyer will be in Newsletter and also included in School Bulletin

Trunk-or-Treat Discussions (Shannon Murphy):

- Trunk-or-Treat committee will discuss in another upcoming meeting.
- Friday 10/28, 7-8pm
- Church Parking lot vs Nativity Lane. Nativity Lane has worked better in the past.
- Knights of Columbus will provide hotdogs.
- We will need to provide chips and drinks (school will order).
- Cars back into the parking spaces.
- Rain Alternative: Gym/Cafeteria area
- Security/ Safety patrol needed by entrance. First Aid: Ms. Kelly will be there.



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- Encourage trunks to have nut-free options.

Hero Run/5K Discussions (Erin Barrett):

- Sponsorships in the process, deadline by Oct 21st.
- Promotion through FB page, church bulletin, and flyers.
- Reaching out to Coach Whitehead to engage the kids and encourage excitement for the event.
- Logo decorating contest incorporated in Art Class
- Set-up small table in parking area during carpool with info to register for 5K.
- Promoting family fun and community building.
- T-Shirt vendor established (royal blue).
- Early Bird Registration Promotions.
- First Aid Station/First Aid kits for 5K.
- Working on giveaway bags.

Other Upcoming Events discussed:

- Tentative Family Game Night
 - Possibly Dec 3rd.
- Turkey Decorating Contest
 - Supplies have been ordered, same as last year

Action Items:

- PTO Facebook Page (follow-up)
- Send reminders to Room Parents about Paint and Sip Event
- Treasurer needs to reach out Kim Vu about bus costs and update budget with expense assumptions.
- Include Science Night in Newsletter.
- VP needs to provide flyer for Spartans Fundraiser to be included in Parish Newsletter (online version).
- Add slots to sign-up genius for additional parking attendant help



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- Ms. Murphy – buy chips/water for Trunk-or-Treat.

Next meeting – General Meeting, Open to All (November 2, 2022 - 7:30 PM via Zoom)

Closing prayer

Adjourn – 8:35pm