



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

## **December 15, 2022 | 7:45 – 8:30 PM**

**Date: Thursday - December 15, 2022      Time: 7:45 PM |      Location: Virtual/ZOOM**

Meeting officially called to order at: 7:45 PM

**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
- Elaine Vrooman – Fundraising Chair
- Stephanie Reale – Room Parents Rep
- Katy Colella – Teacher/Staff Liaison
- Samye Scaman – Auction Chair

**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 replacing Nativity's Got Talent (Celeste)
  - February 4 – Multicultural Celebration
  - February TBD – Read A Thon
6. Other business
  - Room Parents
  - Auction – More volunteers needed, standalone newsletter?
  - Teacher needs/feedback?
  - New Date for Talent Show?
  - Other
7. Review action items
8. Next meeting – Wednesday January 4, 7:30PM
9. Closing prayer

**Approved Minutes from previous meetings.**

**Opening Prayer by Ria Namata**

**Remarks by Principal:**

- Polar Express was a success. Each student received a golden ticket and bells. Successful volunteer participation for popcorn and hot cocoa.



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- For next year: request to have a Santa Hat for each student. PTO will need to order.
- Christmas Pageant scheduled for evening of Mon. 12/19
- Tues 12/20: Early Dismissal
- Delay in 8<sup>th</sup> Grade Test Results. Parents will get hard-copy as soon as results are received.
- Nativity webmaster on maternity leave. Parish position, TBD on backup (Ms. Kelly will inquire about this).
- Remind Room Parents to keep track of money collected for Teacher's Christmas gifts and class parties.
- No lip synching for Nativity's Got Talent Show

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

- 5k Fun Run generated \$3000 Net Revenue. Lower than last years because costs increased.
- Next year for consideration:
  - Raise price of adult ticket
  - Schedule the event for Spring or Fall
- Swag Sale
  - 150 Nativity ornaments created (ceramic star) with school logo
  - Sell at the Christmas Pageant for \$5 and then \$10 online. Set-up tables by 6:15pm. Need to create ad for ornament sale/send email to school community.
  - Perhaps shirts/car magnets available also for sale/ check with Mrs. Murphy regarding any leftover items that can be sold also
  - Future school swag items for possible sale include sweatshirt hoodie, jacket, t-shirts, water bottle, and umbrella. Orders starting early Jan and distribution late Jan/early Feb.
  - PTO President expressed gratitude to Elaine as the Fundraising Chair for successfully synergizing efforts and make swag items a reality.

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

- Fiesta Theme
- Plans for various sub committees in process/messaging to start in January.
- Working on sponsorships and donations.
- Discussed idea of volunteer point substitution/credit for services to auction (future discussion pending to iron out the details).
- More to follow as details are planned.
- Auction Prep meeting was held Dec 4<sup>th</sup>.

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



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- Financials in good standing/no issues.
- Shared estimated itemized budget list and line item costs.
- Presented projected costs and profit for various events.
- Amounts updated with actuals from recent events such as Paint and Sip and Fun Run.
- Will be continuously updated as more events materialize in the next few months.

### **President and VP's Report/Upcoming Events Update:**

- We have experienced success with community building and volunteer engagement. Will continue to focus on this next year.
  - Increase number of volunteers
  - Create connectivity
  - Raise \$ for school
  - Stay on track with our goals/planned events
  - Pre-Planning during the summer has been crucial leading up to the start of the school year and having a sign-up genius ready has really put us on the right track and allowed us to plan for milestones.
  - Upcoming Fathers/Father Figure Breakfast for January is now accepting registration. Room parents should send info to school community.
  - Jan 21<sup>st</sup> Game Night: coordinate and plan
  - Multicultural Event: planning underway. Cafeteria approved. Dress down day approved. Ms. Kelly approved for an assembly. Planning for cultural potluck (food must have clear labels). For multicultural event – PTO will be collaborating with student council, which has already presented great ideas.
  - Nativity's Got Talent: date changed, Ms. Kelly suggested making it a daytime event so that the entire school can see their peers perform. Need verbiage regarding guidelines for performances.
  - Read A Thon: per Mrs. Colella need to revisit date (Feb – Mar?) John Licud working with Mrs. Colella and Mrs. Thomma for this event.
- Emphasize forward leaning thinkers within PTO to engage school community and to successfully reach our goals.
- Encouraged teachers to be vocal about classroom needs and have a midyear assessment of where the shortfalls are so that the PTO can assist and set a plan in motion for fundraising efforts.
- This year's fundraising will be for Science lab/STEM items and manipulatives as needed or an upgrade of those items.



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### **Remarks from Stephanie Reale/Room Parent Rep**

- Expressed future goal of streamlining communication, creating standardized processes/procedures regarding the Room Parent roles/responsibilities.
- Expressed goal of having weekly/bi-monthly templates.
- We need an official Room Parent Orientation materials/guidance documents and find ways to “demystify” the role and remove any burdens regarding hesitancy of participation.

### **Remarks from Mrs. Colella/Staff Liaison:**

- Current year’s Room parents for 1<sup>st</sup> grade has done a good job with communication.
- Suggested one-on-one meet and greet with Room parents and teachers at the beginning of school year.

### **Action Items/Present the following questions to Mrs. Murphy:**

1. The PTO plans to have a swag sale at the Christmas Pageant this Monday (to be set up at 6pm). We will need one or two tables. How do we put in a work order to get those set up?
2. Are there still remaining car magnets or other items from the 5K Fun Run that we can sell at the Christmas pageant as part of our swag sale?
3. With regards to the Volunteer point system, has the Handbook been updated with the additional language that was missing?
4. The PTO is planning to have a Family Game Night on January 21st where we can ask families to order/bring pizza box for their team- is the cafeteria available on this date?
5. For the Multicultural event - can we please have a list of countries that represent the school population at Nativity?
6. For Nativity’s Got Talent Event : Do you have prior verbiage with regards to the criteria and restrictions for the type of performances? (Ms. Kelly mentioned no lip synching and no risky physical activity can be performed unless they are trained and coached - example: gymnastics).

**Next meeting – PTO Board (January 4, 2023 - 7:30 PM via Zoom)**

**Closing prayer**

**Adjourn – 8:40pm**