

PTO Meeting Minutes – Unapproved

January 22, 2018

Present: S. Keyes, J. Bayardo, K. Malkowski, M. Schneider, J. Cronin, K. Siniki, K. Annelin, A. Booms, A. Mitus

1. Opening prayer
2. M. Schneider motioned to approve November meeting minutes as written, J. Bayardo 2nd, all in favor.
3. Pastor’s report – Fr. A. Booms
 - a. Doing our best to share info to build positive momentum.
 - b. David in Parish office has a new position elsewhere. Jeannine is evaluating responsibilities before posting replacement position.
 - i. Processing is slowed down due to vacancy.
 - ii. Emerald Evening numbers continue to be finalized.
 - iii. Guardian Angel support needed = \$56K awarded to school families.
 - iv. Walkathon important to replenish Guardian Angel Scholarship Fund.
 - c. Technology improvements
 - i. 5 laptops were purchased and are onsite
 - ii. Wiring closet has been upgraded (saved \$400 due to J. Cain donating time and materials)
 - iii. New copier installed over Christmas break, working well.
 - iv. Old copier was refurbished and moved upstairs.
 - v. Wifi capacity will be evaluated for classroom use.
 - d. Catholic schools week starts Sunday, Jan. 28th. School family Mass on Sunday at 5:30, Potluck after Mass. Fr. Wonders if last Sunday of CSW (Feb. 4th) testimonies re: school could be offered at Masses.
 - i. Suggested that Facebook post request can be put online to request family participation.
 - e. Preparing for next budget year – tuition rebate program (TRP) structure needs to be discussed and possibly revised.
 - i. FACTS can efficiently accommodate TRP rebates.
 - ii. J. Cronin – credits have to “belong” to the family due to current tax law.
 - iii. PTO executive board will meet in February to discuss TRP structure, and possible changes in the future.
4. Scrip update – J. Cronin (figures prepared January 18, 2018)

Profit fiscal YTD vs. previous year

Period	2017-18 scrip year					2016-17 scrip year				
	PTO	TRP	GASF	Athletics	Total	PTO	TRP	GASF	Athletics	Total
Q1	\$1707	\$794	\$0	\$0	\$2501	\$1665	\$778	\$32	\$0	\$2474
Q2	\$2968	\$3069	\$0	\$0	\$6037	\$1946	\$1855	\$182	\$0	\$3983
Q3 to date	\$1260	\$1626	\$8	\$0	\$2893	\$1344	\$1965	\$77	\$0	\$3401
Q4	\$	\$	\$	\$	\$	\$914	\$1751	\$85	\$0	\$2780
Total	\$5935	\$5490	\$8	\$0	\$11432	\$5869	\$6349	\$376	\$0	\$12639

Scrip participation current fiscal year

Number of families who have achieved \$100 minimum profit for PTO: 29

Period	School family	Friend or relative	School or parish staff	Parishioner	Other	Total
Q1	24	3	3	2	0	32
Q2	35	7	4	4	1	51
Q3 to date	40	4	17	19	1	81
Q4						

Scrip total sales fiscal YTD vs. previous year

Period	2017-18 scrip year			2016-17 scrip year		
	PrestoPay	Total	% PrestoPay	PrestoPay	Total	% PrestoPay
Q1	\$41,775	\$50,830	82%	\$46,355	\$58,393	74%
Q2	\$74,325	\$110,396	67%	\$51,280	\$81,048	63%
Q3 to date	\$38,985	\$62,189	63%	\$47,920	\$74,687	64%
Q4	\$	\$	%	\$	\$	%
Total	\$155,085	\$223,415	69%	\$145,555	\$214,128	68%

2017-18 goals

Goal	Current status
>=10% increase in funds to PTO vs. 2016-17	Already 1% over last year's total with 4.5 months to go in scrip year!
>= 70% of new families signed up and using scrip	63% (10 of 16)
>= 50% of all families signed up and using scrip	51% (40 of 78)
>=25% of school staff signed up and using scrip	29% (6 of 21) without gift certificates 81% (17 of 21) with gift certificates
>=40% of participants signed up for PrestoPay	26% (41 of 155 total participants) Will be difficult to achieve if each parishioner who buys scrip is counted as participant 34% (35 of 103 school family/school staff participants)
>=12 scrip to go table volunteers	11 trained volunteers (including 3 scrip coordinators) + 2 Sunday-only volunteers + 2 volunteers still to be trained

Potential ideas to meet goals

- Morning sales - restarted Friday morning sales Nov. 3. Total for six Friday morning sales is \$5574 with no sales for two mornings.
- Holiday scrip contest (Nov. 21 – Dec. 31) results
 - Total sales during the contest period was \$72,117 with 81 families, staff, and parishioners submitting orders. That total is over a 40% increase compared to the same period in 2016.
 - Total money earned (PTO plus TRP) during the contest was \$4030.
 - The classroom with the highest sales per student was 2nd grade.
 - The Sessions family is the winner of the \$50 scrip gift certificate after being drawn from the 207 orders submitted that were \$100 or greater.
- Contests – no plans for more contests in the near future.
- Identify new local vendors and/or GLSC cards to keep in scrip to go box – no effort since last PTO meeting. May do survey in February.
- Additional sales opportunities
 - Sunday sales – sold gift cards at December and January pancake breakfasts with total sales of \$1940. Also sold at both coffee and donuts in December plus January coffee and donuts, and total sales was \$3291. Note that 55% of total Sunday sales (\$5231) has been due to purchases by school families and school staff. Will continue sales for January and February and then reassess.
 - Fish fry – not planning on selling at fish fries. Past attempts have not resulted in any sales.
- TRP set up – plan to have executive board meeting in early February to discuss potential changes to current year program and to 2018/19 program.

Financial update

- Scrip account balance: \$8,878.83
- Inventory balance: \$10,125
- Scrip account reconciliation issues: none through November; confirmation of December reconciliation is pending.
- Inventory adjustments: had to adjust inventory of \$25 Old City Hall cards down by 1 card due to erroneous PO raised and received.

- Unusual or one-off charges or income: \$10 non-sufficient funds fee charged in December. Customer has submitted replacement check and reimbursed fee.
- Other miscellaneous issues: \$5000 loan from parish to restock inventory was repaid in late December.

5. Principal's Report – S. Hollingshead (proxy)

- Gift Certificates from PTO for staff at Christmas were sincerely appreciated.
- Catholic Schools Week is next week – calendar formatted by K. Annelin went out to all school families and into bulletin
- Request – movie day on Feb. 2nd, could PTO fund treat for students? Yes: Ice cream cups, Italian ice subbed for dietary needs. Motion for funding up to \$200 by M. Schneider, 2nd J. Bayardo, all approve. K. Annelin will pick them up.
- Limited families at middle school info night. Only moderate interest at this time.
- Kindergarten open house is Feb 13th.
- Feb 5th – enrollment packages being sent out.
- Feb 14th – Mardi Gras parade and Valentine Parties for classrooms
- Request – talent show “award” of candy bar attached to a balloon. Mrs. Becker is asking for \$100 for performer rewards. K. Malkowski is concerned that we don't have a zero-based budget in place yet. M. Scheider will work on getting an estimated budget in place, especially with a focus on getting an approved budget in place for next year. K. Malkowski motions \$100 be approved, 2nd by S. Keyes, all in favor.
- Canvas bags and info/prayer card will go all school families, as well as new families.
- St. Brigid has been approved as an AmazonSmile recipient. Info is on info card.

6. President's Report – S. Keyes

- Prior budget approval for technology was in support of laptops and printers. Office copier was purchased, old copier was refurbished for 2nd floor use, along with 5 laptops for teachers. Need finalized numbers for actual expense, and also determine if there are any remaining funds.
- Wiring closet re-do cost much less than budgeted. Jerry Cain donated time and materials. Thank you, Jerry!

Treasurer's Report – M. Schneider

- Emerald Evening numbers are still being finalized.
- General spending: see below

PTO Income and Expense Summary

November 2017 - January 2018

Amount	Column Labels		
Row Labels	Emerald Evening	(blank)	Grand Total
Expense	51.94	659.68	711.62
Fund Raising Expenses	51.94		51.94
engraved plates	30.00		30.00
Photos	21.94		21.94
Goodwill		40.00	40.00
Principal's discretionary fund		40.00	40.00
Instructional Expense & Supplies		435.83	435.83
5th Grade		32.04	32.04
2nd grade		137.88	137.88
Battle of Books		149.19	149.19
Material for Prayer Pillows		116.72	116.72
Teaching Supplies		183.85	183.85
2nd grade		118.11	118.11
Kindergarten		47.16	47.16
4th grade		18.58	18.58
Income	-500.00	-951.12	-1,451.12
Fund Raising Income	-500.00	-663.62	-1,163.62
Kroger		-84.72	-84.72
Auction proceeds		-30.00	-30.00
Box Tops for Education		-548.90	-548.90
Donation - Joey Storer		-500.00	-500.00
Other Revenue		-287.50	-287.50
School photos		-287.50	-287.50
Grand Total	-448.06	-291.44	-739.50

3.

Other – C. Jenkins

- Spirit Club – struggled to get it off the ground. Tabled until this summer to formulate a better plan.
- Vehicle stickers – proposal to sell them for \$5. Production cost was donated by Steven Budd. Thank you, Steve! Proceeds would be held in escrow by parish to be used for Spirit Club funding. Stickers will be sold at CSW potluck.
- M. Schneider will inquire with Jeannine how/where income should be deposited for accounting purposes.

New Business

1. Volunteer opportunities
 - a. Lead mentor/possible mentor family training: head room parent has worked well. Could we have a lead mentor? Training probably not necessary, but a reference binder would be good.
 - b. Focus on being stewards of growth and renewal.
2. Strategic Plan includes at least two movie nights per school year.
 - a. Community could be increased through resuming movie night for kids/game “knight” for parents.
 - b. S. Keyes will have MaryBeth Galinski solicit for lead mentor and movie night volunteers.
3. New family picnic summer 2018
 - a. Way for mentor families to invite/welcome new families.
 - b. Helps kids have familiar faces present on first day of school.
 - c. Parents will know people at church.
 - d. Tridge pavilion in August, possibly. Date needs to be determined.
4. Potluck on Sunday during Catholic Schools Week – EVERYONE is invited, not just school families. S. Keyes will ask Fr. Andy to announce at Mass that Sunday, as well as put it on the parish Facebook page.

Business Directory – tabled until next meeting

Adjourned 8:10 p.m.

Next meeting: Feb. 12th, 6:30