

St. Brigid School

PTO Meeting, May 8, 2018

Brought to order 6:35 p.m.

Present: S. Keyes, J. Bayardo, M. Schneider, K. D. Malkowski, S. Hollingshead, A. Bergman, K. Annelin, L. Wilkowski, K. J. Malkowski, J. Friedman, K. Jenkins, R. Miller, Fr. A. Booms, K. Fritz, D. Cain

- I. Opening prayer – Fr. A. Booms
- II. Minutes – Feb. 27, 2018. J. Bayardo motion to approve, M. Schneider 2nd, all motion to approve.
- III. Pastor's report – Fr. A. Booms
 - a. Parish finance report will be in bulletin this weekend.
 - b. 2017 Emerald Evening profit was \$83,500, proceeds have been used for (so far):
 - i. \$23,000 toward 5 new laptops, new color copier/printer for front office, upgrades to all school lighting in common spaces (not gym)
 - c. Operations report – 3rd quarter is showing a larger deficit, but Scrip fundraising (TRP, profit, etc.) is making a big difference.
 - d. Resources for teachers are being researched for next year.
 - e. In the process of determining job responsibilities in the parish, with recent retirements (Pat Wise has retired, Alice Fitzgibbon will be filling in until position replacement is found).
 - f. June 3rd is the Feast of Corpus Christi – breakfast, procession after the 11:30 Mass, Potluck dinner.
 - g. MACC picnic will be Sept. 16th.
- IV. Principal's Report – M. Becker
 - a. Tomorrow will be the May crowning of Mary in Mass with 2nd graders and 1st graders processing.
 - b. Sisters of Alma will continue their visit tomorrow and will do the crowning.
 - c. Spring program is this Monday at 6:00 p.m., 7:00 p.m. will be band performance
 - d. Middle School play will be Monday, 5/23. Two performances at the library auditorium. Lower elementary students will attend the afternoon performance.
 - e. End of school year picnic is set for June 13th.
 - f. Last day of school is June 14th. Mass at 10:30 a.m., then dismissal after Mass.
 - g. June 8th is 8th grade graduation, Mass at 6:30, with reception after.
 - h. Transitions: S. Greminger, M. Link are retiring, D. Ball is going part time.
 - i. Walkathon fundraiser is going well.
 - j. Two positions open: 6th grade/science and 3rd grade.
- V. Treasurer's Report – M. Schneider
 - a. Income and expense report presented for March – April 2018
 - b. M. Becker - Teachers have asked for the balance of their PTO funding. M. Schneider will work with J. Hovey to determine remaining funds.
 - c. R. Miller – do we have a balance for existing funds at the beginning of the year? M. Schneider – assumed \$20,000 from unspent STEM event in 2016, plus \$20,000 estimated PTO savings. Budget for next year will be accurate.

- d. D. Cain – wants to confirm that Book Fair proceeds are able to be used directly by library. Confirmed by M. Schneider and M. Becker that funds are transferred directly to library fund for use.

VI. Scrip update – K. Malkowski for J. Cronin

- a. Scrip year ends May 31, and final TRP calculations will be done in early June. Inventory draw down will start soon.
- b. YTD earnings for PTO = \$7,595 which is 29% higher than last year with just under a month to go in scrip year.
- c. 34 families have met \$100 minimum for PTO.
- d. Meeting all goals except % of participants signed up for PrestoPay. However, Q4 sales were 75% PrestoPay!
- e. Summer sales – plan for sales of virtual products (ScripNow, Reload, and ReloadNow) only with payment via PrestoPay only.
- f. Contests – proposing a summer stock up and PrestoPay signup contest in May. Will start May 14 and run through May 31. **Need approval from PTO!**
 - 1. Class with highest sales/student will get extra recess.
 - 2. Any new PrestoPay customer will be entered into drawing for \$25 gift certificate.
 - 3. Rerun PrestoPay and virtual product scrip school sessions?
- g. Now offering \$25 Espresso Milano cards and scrip gift certificates online.
- h. Will wait to do survey in next school year as adding inventory now isn't desired.
- i. TRP to offertory donation for parishioners – waiting for Jeannine/Father Andy to put pilot on parish council agenda.
- j. Will email room parents in mid-May to provide timing for end of year scrip gift certificates.
- k. Financial reports (prepared May 8, 2018):

Profit fiscal YTD vs. previous year

Period	2017-18 scrip year				2016-17 scrip year			
	PTO	TRP	GASF	Total	PTO	TRP	GASF	Total
Q1	\$1,707	\$794	\$0	\$2,501	\$1,665	\$778	\$32	\$2,474
Q2	\$2,968	\$3,069	\$0	\$6,037	\$1,946	\$1,855	\$182	\$3,983
Q3	\$1,831	\$2,605	\$91	\$4,527	\$1,344	\$1,965	\$77	\$3,401
Q4	\$1,089	\$1,572	\$145	\$2,807	\$914	\$1,751	\$85	\$2,780
Total	\$7,595	\$8,040	\$236	\$15,872	\$5,869	\$6,349	\$376	\$12,639

Note that there has been no profit earned for athletics in 2016-17 scrip year or in 2017-18 scrip year to date.

Participation current fiscal year

Number of families who have achieved \$100 minimum profit for PTO: 34

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	43	6	21	21	1	92
Q4	37	3	4	6	1	51

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	\$65,765	\$100,217	66%	\$47,920	\$74,687	64%
Q4	\$45,192	\$60,557	75%	\$41,195	\$61,777	67%
Total	\$227,057	\$322,000	71%	\$186,750	\$275,905	68%

2017-18 goals

Goal	Current status
>=10% increase in funds to PTO vs. 2016-17	Already 29% over last year's total with just less than a month to go in scrip year!
>= 70% of new families signed up and using scrip	70% (14 of 20)
>= 50% of all families signed up and using scrip	56% (46 of 82)
>=25% of school staff signed up and using scrip	29% (6 of 21) without gift certificates 100% (21 of 21) with gift certificates
>=40% of participants signed up for PrestoPay	27% (46 of 168 total participants) Will be difficult to achieve if each parishioner who buys scrip is counted as participant 33% (43 of 132 school family/school staff participants)
>=12 scrip to go table volunteers	11 trained volunteers (including 3 scrip coordinators) + 2 Sunday-only volunteers + 2 volunteers completed initial training but not qualified for solo sales yet

Potential ideas to meet goals

- Morning sales - restarted Friday morning sales Nov. 3. Not planning to switch to Wednesday sales to coincide with school Mass due to pick up timing of scheduled scrip order on Friday, but may add it next school year depending on availability of volunteers.
- Summer sales – plan for sales of virtual products (ScripNow, Reload, and ReloadNow) only with payment via PrestoPay only.
- Contests – proposing a summer stock up and PrestoPay signup contest in May. Will start May 14 and run through May 31.
 - Class with highest sales/student will get extra recess.
 - Any new PrestoPay customer will be entered into drawing for \$25 gift certificate.
 - Rerun PrestoPay and virtual product scrip school sessions?
- Identify new local vendors and/or GLSC cards to keep in scrip to go box
 - Now offering \$25 Espresso Milano cards and scrip gift certificates online.
 - Will wait to do survey in next school year as adding inventory now isn't desired.
- Additional sales opportunities
 - Sunday sales – will continue to sell at pancake breakfasts, but have discontinued sales at coffee and donuts due to low sales. Plan to sell during coffee and donuts again during December.
 - TRP to offertory donation for parishioners – waiting for Jeannine/Father Andy to put pilot on parish council agenda.
- Will email room parents in mid-May to provide timing for end of year scrip gift certificates.

Financial update

- Scrip account balance: \$11,074.17
 - Inventory balance: \$7,070 (Note that year-end inventory drawdown will start soon.)
 - Scrip account reconciliation issues: none through February. Data for March and April reconciliations submitted to Jeannine.
 - Inventory adjustments: none
 - Unusual or one-off charges or income: \$100 deposit made on 04May18 to scrip account but no record in scrip sales – question submitted to Jeannine.
 - Other miscellaneous issues: Q3 TRP transfer of \$2605.40 made 27Apr18
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- Comments from PTO: we are grateful for Jean’s hard work on this program, and the success it has achieved this year!

VII. President’s Report – S. Keyes

- a. Looking for volunteers/mentors for summer BBQ. Need a coordinator for mentors.
- b. No other updates at this time.

Old Business

I. Budget for 2018-2019 – M. Schneider

- a. Presented projected income and proposed zero-based expenses.
- b. D. Cain – realistic income from scrapbooking is about \$1,000/year. Less time for facility use has equaled less income from fundraiser. If three full Friday/Saturdays would be available, income would be much higher. Deb was encouraged to contact Toni to look at schedule for next year.
- c. Gala income for fall 2019 is estimated to be \$50,000 (lower than last year). Net will be dispersed similar to this year’s Gala allocation.
- d. Increased graduation budget to \$50/student (\$800 total for this year); reduced summer BBQ to \$100, reduced Principal’s discretionary to \$100.
- e. R. Miller – be aware than Head to Head costs vary by year, depending on number of participants, hosting needs, etc. Also – it costs the DJ rental fees for serving the middle school dances and up until now no compensation has been offered.
- f. Per J. Hovey at the parish office, if a student can’t afford the cost of an activity, parish will absorb the cost.
- g. M. Schneider – this budget is a plan, but can be flexed as need arises, based on what is brought before PTO.
- h. K. J. Malkowski – can an avenue be created to help lower-income families? Can there be reporting by the head of the groups who need funding, to help facilitate communication with PTO? M. Becker – hard to know who is going to be in charge of groups/activities. PTO needs to communicate budget amount to each of the people in charge.
- i. Historically, the Guardian Angel Scholarship Fund has been used for not only tuition assistance, but also miscellaneous help for field trips, activity costs, etc. That is not the case any longer.
- j. PTO needs record of what is actually being spent, so future budgets can be accurate.
- k. Motion made by D. Cain to approve proposed budget as presented by M. Schneider, with changes as noted above, S. Keyes 2nd, all in favor.

- I. President would like it noted that we successfully achieved a zero-based budget, thank you to the executive board and especially M. Schneider.
- II. Nominations for secretary vacancy: none at this time. Exec. committee can appoint a willing candidate.
- III. 8th Grade Graduation committee – J. Friedman
 - a. Committee is in attendance to request increased funding for the 8th grade graduation dinner being held in June.
 - b. Committee members feel reception should be a capstone event.
 - c. Committee would like \$910 for this event, based on expenses presented in document prepared.
 - d. Executive board comments: There are ways to make the event less expensive – different provider for canvas pictures (or smaller pictures), ask for more \$ for meal tickets, opt out of the cupcake centerpieces, have a general cake table with a cake from Meijer, inexpensive table decorations, etc.
 - e. K. J. Malkowski comment: Standardized event is needed to make event more cost-effective.
 - f. Budget for next year's graduation is \$800
 - g. J. Bayardo - Baseline isn't accurate right now for what will actually be spent on reception. Motion by J. Bayardo to approve \$800 for this year's graduation reception, 2nd by K. Malkowski, all in favor. It is understood that if the event costs are more than \$800, the committee is welcome to present that overage and ask for additional funding from PTO.

Meeting adjourned 8:34 p.m.