

Saint Brigid Catholic School
PTO Meeting
September 17th, 2018, 6:30 p.m.


PTO Mission Statement: *“The mission of the Saint Brigid Catholic School Parent and Teacher Organization is to assist in providing moral, spiritual, and financial support that directly benefits the children who attend Saint Brigid Catholic School. In addition, the mission of the PTO is to provide such support to the staff of the school, enabling them to continually provide quality educational experiences for our children.”*

Meeting Start: 6:36pm

Attendees: M. Schneider, C.Jenkins, V. Whiteley, K. Young, A. Mitus, A. Lange, S. Nemeth, K. Malkowski, K. Malkowski, S. Sessions, S. Groth, R. Pider, S. Wilkowski, L. Wilkowski, S. Keyes, L. Minuth, J. West, J. Mirkovich

Not signed in: Fr. Andy, Gary form Parish Health and Wellness committee, Dr. Erin Smith

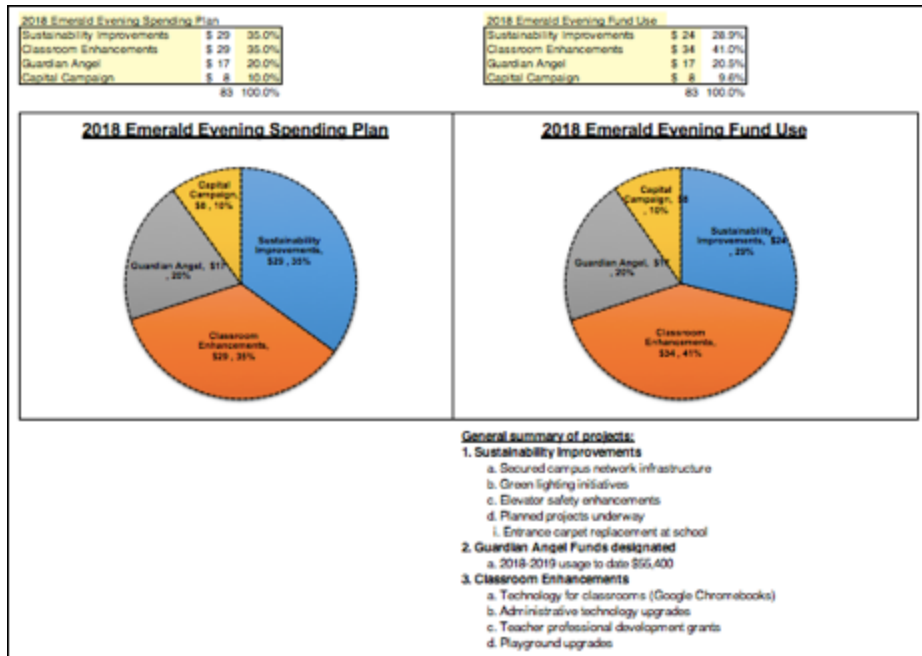
Agenda:

1. Opening Prayer- LW
2. Welcome & Introductions- SK
 - a. Welcome and overview of evening- guest speaker, hoping to continue having guests throughout the school year- review of PTO goal, begin meeting with introductions name and student/grade
3. Gary- parish health and wellness committee, parishioner- spiritual committee (want to start monthly sessions on overall wellness, screen time, etc....) introduced Dr. Smith
4. Enrichment –
 - a. Dr. Erin Smith – Topic: Anxiety in Children
 - b. Presentation- [link to powerpoint](#)

 - c. Additional Resources
 - i. [Partners in Change](#)
 - ii. [Free Public Lecture Series on Mental Health](#)
5. Minutes – Approve May Minutes- SK
 - a. Any corrections on May minutes, none noted, motion to pass- minutes approved

6. Reports

a. Pastor's Report: Fr. Andy

- i. Increase in communication between school and parish, data on (annual report coming soon) numbers
- ii. School had a deficit of over \$300K, without fundraising over \$400K
- iii. Looking at actual numbers cost per child \$8298.50- parish has been able to sustain school 30% from parish support- about \$2K difference in tuition-
- iv. Options- grow enrollment (180+), fundraise (\$100k)- finance council working on continued discussions- enrollment has grown from 118-136 this year



b. Principal's Report- LW

- i. LW- 136 largest contribution to enrollment- parent communication, word of mouth, sharing information and successes in the community.
- ii. Staff updates- reading specialists, new 4th, new 3rd, Ms. Sinicki move to middle school-
- iii. Finishing 2nd week of NWEA- next week makeup and finishing up
- iv. Middle school used chromebooks and were able to complete in 4 days
- v. Emerald evening in email
- vi. Parish Picnic- great showing from St. Brigid, two schools will be collaborating in the future (Blessed Sacrament)
- vii. Overall increase in school communication- Luke helping with communication as well, updating website, information, contact information etc.

c. Treasurer's Report- MS

- i. Budget set in May- report coming for BOY soon, parish office updates- overview of chart with allocations of funds from fundraising \$83K, proposed compared to actual areas similar- going into school year with most funds utilized and in a good place going into this year's annual fundraising evening
- ii. Father Andy shared- Over \$55K in guardian angel scholarships

d. Scrip Coordinator Report- SK

i. Scrip updates- full report provided below-

1. Highlighting last year's data 2016-2017 PTO funding increased by 30%-
2. Number of families already met \$100- 8 families
3. Challenge- identify more parents to help work in the scrip program- volunteers and suggestions are welcomed
4. Outside of emerald evening- scrip is biggest support in raising funds for PTO-
5. Continued evaluation of before and after school sales
6. Scrip school- time provided to parents to explain program
7. Need vote on scrip contest- first oct 1-oct 31- all orders entered into drawing for \$25 gc, new to online scrip additional contest
 - a. Motion to approve first contest, approved

ii. Scrip Report: [Click for full report](#)

iii. Meeting date: 17Sep18 (report prepared 13Sep18)

iv. 2017-18 Profit Summary

	2017-18	2016-17	Increase \$	Increase %
PTO	\$7,894	\$5,869	\$2,025	35%
GASF	\$332	\$376	-\$44	-12%
Athletics Dept.	\$6	\$0	\$6	NA
TRP	\$8,407	\$6,349	\$2,058	32%

v. 2018-19 YTD Summary (June 1 – September 12, 2018)

1. 2018-19 goals: yet to be developed; feedback welcome
2. Total sales: \$77,301 (Q1 2017-18 sales \$50,830)
3. PTO: \$2,351 (Q1 2017-18 PTO \$1707)
4. TRP: \$3,205 (Q1 2017-18 TRP \$794)

vi. Number of families who have achieved \$100 minimum profit for PTO: 8

vii. Morning sales – currently doing a trial with morning sales on both Wednesday before school Mass and Friday. Plan to evaluate sales after 1 – 2 months and just have one morning sales for remainder of school year.

viii. Scrip school – three sessions planned for 2:30-2:55 pm (September 12, September 25, and October 1) and two sessions planned for 5:45–6:15 pm just prior to October and November PTO meetings.

ix. Financial update

1. Scrip account balance: \$2,521.83
2. Inventory balance: \$9,169
3. Scrip account reconciliation issues: none through May. Data for June, July, and August reconciliations submitted to Jeannine.
4. Inventory adjustments: none
5. Unusual or one-off charges or income: none.
6. Other miscellaneous issues:
7. Q4/year end scrip transfers made 10Sep18 (original request submitted 22Jun18)
8. Diocesan report for scrip account completed and submitted 06Aug18 (completion delayed due to personal vacation)

7. Reports Continued:
 - a. President's Report- SK
 - i. Nomination for secretary- J. Mirkovich, motion, approved
 - b. Emerald Evening Report- SK
 - i. Emerald evening updates- meeting prior to PTO meeting, review invite and flyer, notes from Jennifer- tickets on sale now, sales after mass the next two weekends- need everyone's help, many opportunities for parents to get involved and other ways to support if not interested in attending, ideas of pooling ticket sales, looking for donations through scrip GC- if you buy dinner tickets prior to Oct. 1st will be entered into \$500 drawing
 - ii. Continued conversation about upcoming PTO meetings and topics in the future- brainstorming
 - iii. Questions- what items drove most profit at last year's emerald evening- ticket sales are not driving- live auctions, sponsors, raffle tickets, some from silent auction (live, silent- \$34) cash raffle (\$15)
 - iv. Tried new things last year- cash raffle was new- set ridiculous goal and tried to meet goal- tickets are now available
8. Additional item: Volunteer Coordinator- VW- will be getting lists soon, waiting for 17 families- Facebook group for new families- newsletter

Meeting Adjourned: 7:50pm