

## **PTO Minutes**

**August 2, 2016**

**Members Present:** Anna Pavao, Ginger Barranco, Ann Hartwell, Max Crain, Alisa Andrews, Anna Tillman, Courtney Silvernail

**Prayer and Mission Statement:** Mission Statement Read.

**Meeting called to order.**

**Minutes:** Approved.

### **Executive Board Report:**

- Treasurer's Report: Current Balance \$24,291 & \$10,079 CD.
  - No incoming funds
  - Committed funds estimate: \$8,551
  - Remaining funds estimate: \$15,740
- Anna: All PTO meetings will held at the Alley this year first Tuesday of the month at 1:30pm
- Max: The Maze is fine as is until it's removed in the fall.

### **OLD BUSINESS:**

- Bylaws- Changes Approved. Discrepancy noticed in VP duties.
- Mrs. Quint has not received iPad. Sherry will order it.
- School mass for Fr. Deasy will be 9/14/16. Budgeted \$20 for donation to church from PTO.
- Alyson Schott has ordered teacher gift cards. Sharon Lynn will distribute them on 8/12/16 at 8am.

### **NEW BUSINESS:**

**New Parent Meeting:** 8/10/16 6pm Gym

- PTO President is the only person required to attend.
- Sharon Lynn will ask John and Trammel to set up seats.

**Back to School Night/ Book Drop:** 8/11/16 5:30-7pm Gym

- Terri will fix the google calendar on the website to indicate it will end at 7 not 6:30pm.
- Send set up plan to John and Trammel for tables.
- PTO officers & committee chairs should arrive by 4:45pm for introductions, set up to begin at 5pm.
- Table signs are being made for Musical Beginnings & Ladies Sodality, all others were located in loft.

**Archdiocese Teacher Meeting:** 8/16/16 9:30am Gym

- Expecting approximately 500 people.
- Liturgy at 9:30am in church, meeting will begin ~ 10:30am
- All PTO officers & committee chairs are asked to be available to set up at 8:30am. John & Trammel will set up chairs and tables.
- Church office approved the use of the coffee packets in the kitchen for this event.
- Drinks: coffee and water (approximately 400 small bottles in loft)
- Snacks: muffins, danishes, cookies and mints
- Decoration: flowers, PTO table cloths, 2 large coolers
- Anna Tillman will place online order for additional water and snacks from SAMS.
- Max will meet Anna Pavao, Ginger Barranco and Anna Tillman at SAMS between 12:30-1, Monday 8/15/16 to purchase items and bring them to the gym.

**Kindergarten Boo Hoo Social:** 8/17/16 7:30am Assumption Hall

- Ann Hartwell, Anna Pavao and Ginger Barranco will finish set up at 7am. The hall will not be available to set up until 8pm the night before.
- Ann Hartwell will get the key from the office on Tuesday.
- Tissues and round table cloths were located in loft.
- Left over flowers, water and snacks will be used. If unavailable see Chick-fil-A.

**Child Protection Training:** Assumption Hall—Tuesday, 8/23 at 8am & Thursday, 8/25 at 6pm

**Parent Meetings:** 6pm 8/23/16 - Grades K-5, 8/25/16 - Grades 6-8

- PTO Officers & committee heads only need to attend the meetings of their respective children. President will attend both.
- Max will give overview, introduce teachers, introduce PTO
- Pumpkin Festival & room parent sign-up sheets in classrooms

**Committees:**

- **Carpool Line:**
  - There are still openings for the first week of school.
  - We also need a chair person for this committee.
- **Field Day Snacks:** Still in need of a chairperson.
- **Yearbook:** Still in need of a chairperson.
- **Room Parent:** Anna Tillman needs the dates of faculty meetings and snack assignments for room parent packets.

**Faculty Representatives:**

- Due to the meetings being moved to the Alley going forward. Faculty reps will only be asked to attend as needed.
- K-3: Silvia Stroud, 4-5: Clare Ryan and 6-8: will be reassigned and announced at the next meeting.