



SMCS PTO Meeting Meeting

August 13, 2024

PLC Classroom 2

1. Call to Order - President started the meeting at 8:16am
 - a. Welcomed members - 15 members in attendance
 - b. Opened with prayer
 - c. Read School Mission Statement
2. Minutes
 - a. Members reviewed and approved May meeting minutes from 05/14/2024 - 1 amendment; there were 2 different amount values listed on May minutes for the security assessment, SAC Security Subcommittee working to get another quote. Motioned: Theresa
Seconded Brandee Amended 1 Pass 8 Fail 0 Abstain _____
3. Principal's Report - Mr. Rodgers briefly welcomed and thanked members prior to meeting start
 - a. SAC Security Subcommittee Rep - Katie Ryan
 - i. Campus security assessment - \$3,600 budget approved at May's meeting has not been spent, there was a delay on company bids. Waiting on another quote - updated possible assessment cost range is \$4,800-\$5,600, more to come
 - ii. Projected security project is to fix the fencing around the campus or build a new one. Looking at \$190,000 for an 8ft tall aluminum fence around campus. The school is looking into grants for this - more details to come
 - iii. Grant was submitted for Hurricane impact windows, if awarded SMCS will receive \$150K for windows, decision will be made in Sept if grant awarded
4. Officers' Reports
 - a. President's Report
 - i. Teacher Survey - only received 10 inputs, making a second attempt new deadline is 23 Aug
 - ii. Parent Survey - members were polled with ideas at the meeting, expect to see a parent survey by the end of the month
 - iii. 2024-2025 Proposed Budget - yearly budget reviewed, more to come at the next meeting.
 - b. Vice President's Report
 - i. Ambassador Family Program - gave a brief description on the program and possible expectations - see attachment 1. Expect a fall roll out. School admin will be looking for family volunteers soon
 - c. Treasurer's Report - savings account currently at \$37,413.96. \$3,600 security assessment approved from May needs to be adjusted in the savings account.
 - d. Secretary's Report
 - i. Event Binders - all committee leads can expect to receive a continuity binder with last year's plan, point of contacts and lessons learned to help streamline event planning
 - e. Past President's Report

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- i. Family Spirit Night - SMCS is locked in at Sk8 for Nov 7th and Apr 17th. Exploring options for a September event.

5. Committee Reports

- a. Spaghetti Dinner – Kristin White - event has been pushed back; no date set yet

6. Old Business

- a. Back to School Bash - estimated about 350 in attendance, thank you to the Saint Mary KOC for the delicious food and to Purple Monkey for the entertainment. Also, thank you to all the SMCS families for a wonderful event

7. New Business

- a. How to get Involved – (See attachment 2) Lead or join a committee, Class Reps for all grades, become an Ambassador Family - Looking for volunteers, if you'd like to volunteer or have any questions please reach out to one of your PTO board members
- b. Fundraising Goal Poll - members were given cards to write ideas, topic will be added to the Parent Survey
- c. School Shirt sale - admin approved designs, waiting to hear back from vendor to start sales
- d. Bylaws review - Brooke requested members review current PTO Bylaws posted on the school webpage and submit any inputs by next month's meeting
- e. Action items for vote –
 - i. Keep or change meeting date/time to allow childcare during meeting - Voted to move monthly PTO meeting to First Friday of the month at 8:00am to allow for child care opportunity with the church nursery and Saint Mary's Mom's Ministry
Motioned: Brandee Seconded April Pass 9 Fail 0 Abstain 2 -
 - ii. Child care subsidy during PTO events - members decided we offer child care on campus for events, with everyone covering their own cost
 - iii. Cap funding requests (any school and/or security requests) - members voted to not cap any requests
 - iv. Next quarter's family night - due to meeting time constraint, a vote wasn't accomplished, topic will be added in the parent survey

8. Announcements

- a. Reminder to redeem Fun Run prizes (coupons expire Sept 2024)
- b. Saint Mary's Children & Youth Ministries starts Sept 9th
- c. Walking With Purpose kicks off Sept 14th

9. Adjournment - meeting ended at 9:54am

Takeaways:

New: Marketing Committee

- Equip committee with marketing materials to be present at school events to promote PTO fundraisers and events
- School Events: New Student Orientations, Sporting Events, Open House

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- Manage the print and distribution of handouts to go home with students containing PTO updates. The PTO Board will provide flyer designs and approve all handouts.
- PTO Board to propose budget to purchase items such as pop up tent or table cloth, retractable banner, and merch inventory to sell at events.

Committee Chair Volunteers:

- Art to Remember - April (Christina board mentor)
- Track or Treat - Brandee (Ruby board mentor)
- Teacher Workdays - Cindy (Brooke board mentor)
- T-shirt Sale - Cindy (Brooke board mentor)

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Attachment 1 -

Archangel Ambassador Program Draft 1- August 2024

Introduction

“Happy parents are the #1 recruiters for Catholic Schools.” (mycatholicsschool.org). A unique element of belonging to a Catholic school is the inherent ability to seek information from other parents. Fortunately for Saint Mary’s, we have the PTO! However, there is always need for better communication from administration to parents and visa versa. This given technology today affords us the ability to have flock notes, Facebook, Class Dojo, and other platforms that teachers choose to use.

For new families, as we have all been at some point, we feel a little lost at first navigating the different platforms. Insert, the Archangel Ambassador Family who will take a new family under their wing (pun intended). Because this would be the first point of contact of new family to Saint Mary’s, it is imperative that we are intentional and thoughtful about the selection of the family that represents Saint Mary’s. Most importantly in this connection is instilling the mission of the school- we are more than a community, rather a family of Saint Mary’s Catholic School. The following outlines the guiding concepts, potential focus’ and desire outcomes.

Purpose

1. Cultivate the vision and mission of Saint Mary’s Catholic School at the onset of a family’s introduction to the school.
2. Get more families involved. Some families may not volunteer or make their presence known on campus for various reasons (ie., work, family obligations, personal, etc.). This would provide one more way that a family can support the administration and school by representing it on the sidelines- in their own time and their own way.
3. Community outreach with goal to enroll more kids in Catholic Schools!!
4. Encourage parents to see this opportunity as a means to fulfill their service hours.

Guiding Concepts

1. Connect the missions and vision of the school with current and future plans including desired enrollment.
2. Ascertain what current Saint Mary’s meet the requirements (TBD with following as consideration) and are willing to serve the school in this capacity. The Archangel Ambassador Family should embody, understand and live by the tenets of Catholic faith openly. Conceptually, a family that has been in attendance at Saint Mary’s for more than 2 years (TBD), fluent with the environment and culture of Saint Mary’s Catholic School, and actively in attendance at a local parish. Connect the desired skills of the ambassador family with the responsibilities of the Ambassador guidelines (ie., able to communicate easily, time availability). PTO would facilitate asking families to consider, pray and volunteer to be an Ambassador Family.
3. Provides opportunity for those parents who don’t usually volunteer- to volunteer and fulfill their service hours.

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Identify the Areas of Focus

1. Admissions Events

- a. Initially led by the PTO while program is being established. Create and provide marketing packets to prospective families who are touring or visiting the school. Ambassador families facilitate the tours of the school and maintain contact list of those families.
- b. Consider presence at community events for purpose of communities' awareness and knowledge of Saint Mary's. For example, a booth at local farmer's markets, sponsoring an athlete, working with outreach organization like Knights of Columbus, Angel's Attic, etc.

2. Parish presence and outreach

- a. Determine ways the Ambassador families can support Saint Mary's Catholic parish. For example, submit bulletin entries that invite parish members to school events, host an information table after mass.
- b. Determine opportunities to interact with new families at the parish. For example, gain access to contact info of new parishioners, baptismal families, etc.

3. Office support, school help and facilities

- a. Seek out for families who could provide technology assistance, marketing material design, answer phone calls of prospective families.
- b. Provide any help voluntarily to administration as they request or need.

4. Mentors for new families

- a. Ambassador families gain access to list of new families prior to start of the new school year. Ambassador families are then "matched" to a new family by review of the PTO board or designated committee of the PTO. Ambassador family then reaches out to new family via telephone. Throughout the remaining school year, the ambassador family is required to call or communicate with the new family at least once every quarter.

5. Extension of PTO

- a. As the program is developed through guidance from the principal, priest and other administration, the PTO board is committed to creating the template, marketing materials, guidance etc. When the program launches, the PTO will remain as the first level support organization for the program. For example, if an Ambassador family has been designated, then matched and if at some point during the school year moves- a member of the PTO board will stand in as interim until a new ambassador family has been assigned.

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How To Get Involved

Three Ways to Dive into PTO

1) Join a Committee

Committees lead key PTO events and initiatives. Each committee consists of 2-3 members who are responsible for leadership, planning, *and* delegation! Committees will be provided with information and a base budget to help you start strong and ensure your success. You may be asked to provide updates during regular PTO meetings and will be notified ahead of time. If your committee would like to be added to any PTO meeting agenda to get input, feedback, or to request additional funds, please notify the PTO Board ahead of the next scheduled meeting.

Committee Descriptions

Fellowship: Plan regular fellowship events for families to foster community by bringing people together through large-scale or smaller events.

Teacher Appreciation: Show our teacher's love by organizing regular "Stock-the-Lounge" events and organize our annual Teacher Appreciation Week celebration.

Non-Event Fundraisers: Organize and assist with fundraisers that are not event-based. Duties include promoting the fundraiser, organizing and distributing orders, etc.

Spaghetti Dinner: Assist with ticket sales, volunteer registration, and execution of the event.

Chili Cookoff: Organize the inaugural Chili Cookoff. Coordinate with the school and parish to ensure the event is a successful community gathering.

Halloween: Plan and execute a Halloween event, such as Trunk or Treat or an All Souls Day celebration.

St. Nick's Breakfast & Holiday Market Organize the annual pancake breakfast and oversee the newly added Holiday Market for local craft vendors.

Frosty 5K: Assist with ticket sales, volunteer registration, and execution of the event.

Office Appreciation: Show appreciation for our administrative staff on Administrative Professionals Day through a dedicated event or gesture.

Field Day: Plan and execute the school's annual Field Day in the spring.

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2) Become a Class Rep

Each grade will be assigned a Class Rep to serve as the point person between the grade and PTO. Class reps should attend all PTO meetings for important updates. As a Class Rep, you'll guide teachers and parents to correct channels for request, questions, compliments, or feedback. You'll also help to build community spirit by being part of activities and encouraging parents to join the fun!

3) Become an Archangel Ambassador

Archangel Ambassadors is a new program at Saint Mary Catholic School designed to recruit, welcome, and support new families by connecting them with established families who embody the school's mission and values. Archangel Ambassadors will take a new family under their wing, helping them navigate the school community, fostering a sense of belonging, and encouraging involvement.

Want to explore one or more of these opportunities? Let's chat! Reach out to the PTO team by emailing pto@saintmaryschool.net. We look forward to hearing from you!