

# St. Stephen Catholic School – PTCO Executive Board Meeting Minutes

**September 2nd, 8:00 AM**

## I. Call to Order and Opening Prayer

Lord, look lovingly on this group gathered here. During this meeting, as we discuss and deliberate on issues of importance to this school, help us to be guided by your Spirit. May we be wise in our discernment, balanced in our judgment, fair in our decision and visionary in our planning. Though we may, at times, have differing views, may we listen to one another and be guided by our common goals. May we always be mindful in our words and actions of what is best for all children in our school. We ask this through Christ our Lord, Amen

Attendance: Mandy, Vanessa, Joanna, Nikki, Kait, Judy, Lynn, Mrs. Umoh

## II. Agenda – Mandy

### a. Approve August Meeting Minutes

- i. edit April -> August; Approved

### b. Old Business

#### i. Back to School Night

1. Generated \$198
2. Teacher dinner - one less salad
3. Teachers loved it

#### ii. New Mustang Mascot

1. Jonah Shank
2. Joanna to send email for morning of donuts and family night

## III. President/Vice President– Mandy/Vanessa

### a. Book Fair - Literati

#### i. Grandparents Day

1. starts at 8am in FLC - Classes performing; elementary school singing songs, 6th grade - Grandparents anagram, 7th grade singing Stand by Me, and 8th grade poetry. From FLC to classrooms and then book fair.
2. Using bleachers & 200-250 chairs; kids on sides
3. Mrs. Umoh will create rotation plan
4. Gail will send out google form for Grandparents to take child home
5. Kait - will need 2 cash boxes

#### ii. Schedule of Events

1. Vanessa to get with Yesenia for shopping schedule
2. Judy emails donuts Family and orders pizza from Papa Johns. Drinks - waters and juice boxes
3. Skoops at Family Night - kick back to school

- b. PTCO General Meeting
    - i. Agenda - Upcoming events/OICA/School Safety
      - 1. Joanna emails aftercare teachers for babysitting 6/6:15
        - a. Invite Fr. Dermott
        - b. Flyer in Tidbits for meeting; dress down day; volunteer hours
      - 2. Judy - snacks and water
    - ii. Speaker - Rosie or Robert Moretuzzo - info about OCIA
    - iii. Q&A - School Safety with Mrs. Umoh
  - c. Pumpkin Patch/Trunk or Treat - 10/24
    - i. OBM - Kait
      - 1. Contacting committee volunteers
    - ii. Ordering pumpkins (delivery)
      - 1. Kait will reach out to Wolfe's and Gallaghers
- IV. Secretary - Joanna
  - a. PTCO Email/Communication
    - i. Volunteer hours communication with new parent
  - b. School Dude
  - c. Flyers
    - i. Spirit Night
    - ii. PTCO general meeting
- V. Treasurer - Kait
  - a. Budget 25-26 Year - Approved
    - i. Fundraising goals 27k/27k
    - ii. 3k was correct
    - iii. 2k is being moved over by K.P
    - iv. SVDP Tea Check
- VI. Hospitality -Judy
  - a. Donuts, Pizza, Drinks & Snacks for General Meeting
- VII. School Life Coordinator – Lynn
  - a. Homeroom Mom communication for 25-26 school year
    - i. Update on meeting
      - 1. Sent out rules & responsibilities
      - 2. 4th grade Homeroom parent shared tips & tricks for class craft
      - 3. Gala committee not in attendance
      - 4. Personal HR mom emails will be changed out

VIII. Fundraising - Nikki

a. Spirit Nights

i. All set up through the first week of November.

1. 9/11 - Culvers 4-8pm; 9/18 Chipotle Bloomingdale 4-8pm
2. 10/2 - Culvers 4-8pm; 10/14 - Gasparilla Pizza - All Day;  
10/27 McDonalds FH 5-7pm
3. 11/4 - Talking Pint 4-9pm

b. Concessions Update

- i. Walk through with Mandy and Vanessa
- ii. Order snack and drinks with Karen this week
- iii. Reach out to JV parents for concessions
- iv. Need cash box by Tuesday

IX. School/Principal Report – Mrs. Umoh - see PTCO General Meeting notes

X. Important Dates

- a. 9/16 – PTCO General Meeting
- b. 9/22-26 – Bookfair

XI. New Business

a. Donuts Sign Up

- i. Lots of volunteers signed up
- ii. Dates opened for entire year

b. Carline -

- i. Pink Car - Hazard. Mrs. Umoh will speak with family
- ii. Parent cutting carline off by Faith Formation; grey Honda Pilot.

XII. Closing Prayer

Hail Mary, full of grace. The Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinner now and at the hour of our death, Amen.