



PTO MEETING MINUTES
School PTO Monthly Meeting - Online
Tuesday, September 8, 2020 at 8:30 AM

Attendees (virtual): Kerrie Grover, Renata Konrad, Kellye O'Brien, Bryan Belton, Katie Smith, Giovanna Swope, Nina Villalba, Isioma Chukwu, Adeyinka Ajala, Adrianna Bertucci Anne Perkin, Christian Rubio, Dawn Brewster, Emily Nardone, Jeff An, Jenn McGonagle, Jill Murphy, AnneMaria Schwartz, Kim Markelwicz, Livia Madden, Lori Whittemore, Marcell Bhangoo, Courtney Koenig, Lori Kane, Ellen Corey, Maureen Achebe, Meg Donaghue, Patti Schramm, Renne Rubio, Roisin Marron, Roxe Family, Susan Volk, Maeghan Sulham, Amy An, Marie Carroll, and five parents who could not be identified because of the name used upon login (e.g. iphone, Ipad)

Meeting was recorded

PTO UPDATE REPORT – Nina Villalba

- Given the COVID-19 situation, the year will be a bit unusual, but exciting!
- An overview of the SJS PTO was provided: members who make up the PTO, activities the PTO Community does, and information provided as to how the SJS community (e.g. .parents, guardians, teachers, staff) can be involved.
- Kerrie Grover provided a brief overview of the various committees.
- The PTO Monthly Meeting structure will differ in AY 20/21.
 - PTO Officers and Committee Heads will provide reports
 - The PTO Officers currently consist of Nina Villalba, Kellye O'Brien, Renata Konrad, Kerrie Grover, and Bryan Belton
 - A PTO Officer will report to Principal Mahoney any significant outcomes of meeting within a week of the meeting being held.
- The Existing PTO Structure under review
 - By-laws will be going through an extensive re-haul, a draft proposal will be discussed at the October meeting.
 - The Executive team is proposing to consider a new structure. The rationale behind a new structure is (1) to have more a team-approach; (2) address the daunting issue of recruiting a new president annually; and (3) remove excessive workload on a single SJS community member.
 - The PTO is actively seeking input on ideas of how structure the PTO to align with the SJS mission and be able to include families new to the SJS community.

- If anyone is interested, please contact Kellye O'Brien (kellye.parker@gmail.com).

TREASURER'S REPORT – Bryan Belton

- A brief overview of the role of treasurer was provided – namely the role is to manage fundraising to support community building.
- The PTO donates a portion of its proceeds towards the operating costs of the school.
- The three biggest sources of income are: Hot Lunches, Trees and Trimmings and Class Dues
- Last year's revenue was budgeted at \$67,000, but we enjoyed a positive variance to budget realizing approximately \$85,000 in revenue. The was in large part to a very successful Trees and Trimmings
- Bryan is currently working on the budget for AY 20/21 (currently on version 5.0). In the spirit of transparency, the proposed budget will be shared at the October PTO meeting.
- Currently, the PTO is projected to raise \$52,000-\$50,000; a figure lower than in previous years largely because events and activities are severely restrained by COVID-19 restrictions.
- PTO Committees are going to be asked for input before budget dissemination to the broader PTO.
- Early indicators are that the hot lunch will be a successful fundraiser.
- It is important that we incorporate anything we anticipate the PTO will sponsor in the budget before it is finalized. Please contact Bryan Belton with any suggested changes to this year's budget.

TRUNK OR TREAT – Marie Carroll, Holly Hamel, Jenn McGonagle

- Committee provided a brief overview of the much-loved Halloween event.
- Committee is working through the COVID-19 restrictions and is to meet with Principal Mahoney and school nurses to discuss possible format and obtain COVID-19 guidelines.
- Committee is planning on taking a more conservative approach. Possibilities include: restricting to outdoor use only (possibly renting a portable toilet, tent); restrict to only current SJS students (e.g. no guests, siblings if not enrolled at SJS, or SJS alumni); cars parked along the parking lot perimeter; "trunk or treating" by class

HOT LUNCH – Kerrie Grover

- The PTO did a tremendous amount of work over the summer to ensure that the hot lunch program could continue subject to COVID-19 guidelines
- Parent volunteer for outdoor lunches have all been filled!
- Unlike in previous years, parents will not be serving lunch portions. All lunches will be prepacked into single-serving containers
- Nina managed to source compostable utensils and containers!! (Thank you!)
- Hot lunch begins on Tuesday September 15th.
- Parents are reminded to submit lunch requests by Sept 11th ([link](#)), students have a two week trial period (changes and cancellations can be made through September 25th by contacting Kerrie at grovecakes@gmail.com). Lunch funds will be withdrawn from FACTS in early October.
- Hot lunch options and plans will be revisited in January, offering another signup period.

TREES AND TRIMMINGS – Renee Rubio, AnneMarie Schwartz

- Trees and Trimmings is Saint John School's main annual fundraiser, and an incredibly festive, fun tradition.
- This year, it will all be outdoors likely consisting of a curbside picked up or “Christmas in the back of your car!”
- Available for purchase this year: Christmas trees, greenery, wreaths and wreath kits.
- Reminder for families to fill out survey ([link](#)) by September 10th, as the orders need to go in by September 14th this year.
- For event to be successful, many volunteers are needed (and it is a great way to meet the SJS community!)

HOSPITALITY COMMITTEE – Katie Smith, ML Ganley

- Katie provided an overview of Pre-Fall 2020 Hospitality tasks, stressing that the emphasis is community building and to keep activities fun and engaging. The Hospitality Committee “makes our school”. These are community social activities involving the Parents, Grandparents/Special Friends and Faculty/Staff of the school
- Events included: New Family Orientation Breakfast; Back to School Night; Fall Social; Morning Mingles; Grandparents/Special Persons Day; Catholic School Week meals, and other areas that needed social, food and beverage support.
- With new COVID-19 and social distancing guidelines our recommendation is to bring all events into a virtual format this academic year
- This year will be different but we still want to find a way to engage our families and further build connectivity in our wonderful school community
- To make a virtual format successful, we need the help of the broader PTO community to engage in and support virtual efforts. Ideas and volunteers welcome!
- Committee is proposing to begin with a class-focused approach with help from Room Parents, recognizing that it can be challenging to create an engaging and dynamic environment for parents/families to get to know each in a large group virtual environment, and the hospitality committee is propose one-hour video call.
- Room Parents will be asked to host the first virtual “Fall Social” with the parents in their respective class in which each parent would complete a slide with some questions, ‘present’ their answers in a call and hopefully spur some conversations about some of the responses.
- Other ideas include Parent Virtual Happy Hour, Moms Night or Dads Virtual Nights, Family BINGO, Family Scavenger Hunt Cocktail Making Session, Cooking/Baking Session, Cheese Tasting, Let’s Give Thanks Social at Thanksgiving time, Christmas Social – put on our holiday finest and virtually share a cocktail together.

ATHELTICS – Tom Cronin (Reported by Kerrie and Nina)

- SJS Athletics is underway!
- First golf match was held on Sunday September 6.
- Cross country running and cheer beginning next week, and will adhere to COVID-19 social distancing.

FAITH ENRICHMENT – Angela DeProspo (Reported by Nina)

- Family Masses cannot be held in Fall 2020
- Angela is working with Father Jim to identify appropriate faith enrichment activities.

NEW BUSINESS

1) Mask Fundraiser (Nina)

- Three vendors were used to manufacture masks (as approved by school nurses). One vendor is having production issues, but all masks should be received by the end of the week. Masks will be placed in child's backpack
- A second (nurse-approved) mask fundraiser will be held

2) Linden Lunch (Kerrie)

- Grade 5 parents exploring the possibility of offering lunch on Mondays (Linden Sandwich Shop)

OPEN DISCUSSION

- 1) Overview of Family Directory Provided (SJS Website -> FACTS Family Login -> Directory)
- 2) Questions were answered regarding hot lunch
- 3) Parents encouraged to volunteer. Email Kerrie (grovecakes@gmail.com) or Kellye O'Brien (kellye.parker@gmail.com).

Meeting adjourned: 9:22 AM

Minutes taken by: Renata Konrad