

## **Minutes**

St. Ambrose School PTO Board Meeting – 08/19/19  
St. Ambrose Parish Hall

### **Attendance**

Father Andrew Fisher	Pastor, St. Ambrose Church
Fr. Joseph Bergida	Parochial Vicar, St. Ambrose Church
Phil Coady	President
Mary Helou	VP
Peter Cuenco	Treasurer
Joanna Navarrete	Secretary
Mallory Holleran	Faculty Representative

### **St. Ambrose School Mission Statement:**

Fostering a faith-filled and academically strong environment, Saint Ambrose Catholic School works with families and the faith community to encourage the formation of the whole child through the examples and teachings of Jesus Christ.

### **Opening Prayer**

Fr. Fisher led the group in prayer.

### **Pastor's Remarks – Fr. Fisher**

- Minutes will go out as soon as possible following PTO meetings
- PTO will email the school community 3 days prior to next PTO Meeting with agenda, meeting location and request for any topics/questions.
- Any events that require the use of the Parish Hall should be booked ASAP with the Parish Hall Office, especially fall events such as the Fall Festival/Chili Cook-Off.
- August 21st New Parent Orientation Night & Kindergarten Parent Orientation – both priests will be present to meet and greet parents
- All halls and classrooms have been blessed in preparation for the return of staff and the upcoming school year.

### **Old Business Discussion**

- July Ice Cream Social was a success. While many families were out of town, those that attended had a wonderful time. We received positive feedback from families and staff and hope to incorporate similar events next summer to connect families over the break.
- Kindles have been purchased and are in the process of being configured for use by Manus Dei.

### **Faculty Representative Remarks – Mallory Holleran**

- Staff would like to confirm that the \$300 startup costs reimbursement is still available to teachers this year. See below for discussion in treasurer's report

### **Secretary's Report – Joanna Navarrete**

- Some school staff members have passed along assembly options for research and consideration. All assemblies recommended by staff are in the process of being reviewed for availability and price
- The PTO traditionally hosts two assemblies per year. We would like to have one assembly focused on STEM and another on performing arts
- Options were discussed, as were assemblies from prior years. Teachers will be contacted to obtain further recommendations or requests for assemblies that support their curriculum. Preliminary pricing will be obtained to be used to determine 2019-2020 budget for assemblies.

### **Treasury - Peter Cuenco:**

- Gala's budget has been approved for the year at 45K.
- Budget line item for Teacher Start Up Supplies was discussed and approved. Home Room Teachers receive \$300 that must be spent by October 31 for startup classroom supplies. Specials Teachers may spend their \$300 throughout the year. Receipts will be submitted to the PTO for reimbursement.
- Addition to budget – Donuts for Parish sponsored by the PTO once a month on the Sunday's the student choir sings the 10am mass. We will assign each grade a month to host (purchase donuts and juice). Phil will contact the Knights of Columbus to ensure that there are no conflicting dates with this new effort and KoC standing events and to get an estimate of cost based on KoC similar events.

### **Vice President - Mary Helou**

- The August edition of The Hive was successfully mailed out and received positively by parents. Content is being developed for the September newsletter. We would like to feature the three new homeroom teachers, one per month. The September edition will be ready to publish in early September.
- VIRTUS background check forms are now digital. We have had great success in signing up many families, especially new families to the school. Fliers will be available at Kindergarten and New Parent Orientation and we will be sure to mention this in our remarks.
- Room Parent Recruitment is underway. We are still in need of room parents for Kindergarten and 5<sup>th</sup> grade. Staff will be notified of their room parents, and similarly, room parents will receive their handbook and calendar of receptions and lounge duties at the Ice Cream Social. Their class rosters will be emailed to them.
- We have volunteers for the Birthday Board and School Sign.
- Bloomz Account has been setup to allow for PTO testing over the course of the year. Mallery explained that upon further review, we need time to test this app, train the staff and roll out to parents. If we decide to use Bloomz, we may want to hold parent info night before the next school year to officially roll out to families. Fr. Bergida suggested that it may be beneficial to ask one class to use Bloomz during the school year so that teachers and parents can test functionality. Third grade may be a candidate as class size is small and Ms. Beaulieu is familiar with various apps.

- 8th grade Confirmation is scheduled for **October 7th** in the Parish Hall and is hosted by 2nd Grade families. As such, the schedule for Faculty Snacks and Receptions has been changed to accommodate the schedule change. The new schedule will be distributed to staff and room parents. Additionally, the PTO will need to consider providing additional volunteer support, as the DRE, 2<sup>nd</sup> grade teacher and 2<sup>nd</sup> grade room parents are new to the school. DRE will send the signup to CCD families.
- Hospitality Binder has been under review and update over the summer. Confirmation and Holy Communication Reception instructions have been submitted to and reviewed by the new DRE. No changes have been requested. We are removing Open Houses and Catholic Schools Week as those have been handled by school office staff in recent years. Shakespeare will be submitted to Mrs. Greshock for review and update.
- We are planning Restaurant Nights for this school year to promote community building/social engagement as well as fundraising. We are hoping to schedule a date at Freddie's in September.
- Movie Night and Fall Festival discussion in President's remarks below

#### **PTO President - Phil Coady**

- 25th Anniversary shirts have been ordered and were given to PTO, Faculty & Staff to wear on the first day of school, Ice Cream Social Night and year-round events.
- Spiritwear featuring items such as t-shirts, sweatshirts, and magnets will be our first fundraiser and will use the 25<sup>th</sup> anniversary logo. We will offer participation to the parish.
- For the 25<sup>th</sup> Anniversary and to boost marketing, we discussed the possibility of having car magnets made with our 25th Anniversary logo and be given to all families to place on their cars. Also extend the idea to distribute magnets to the parish after masses one weekend.
- Family Movie night will be our first social event of the year. Movie title TBD, possibly Christopher Robin or Peter Rabbit. We will offer concessions for \$1, but no dinner items. We will check on licensing issue. (Note: since meeting, movie has changed to Ratatouille and pizza will be offered).
- Fall Festival – we need to develop a committee to plan and organize this event. A list of ideas and brainstorming concepts was sent out by Mary for review and discussion. This event will be open to the parish. Date approved for October 26 after the 5pm mass. Trunk or Treat will be October 18 (no school that day) with the 19 and 20 as rain dates if needed.
- Gala- The date has been set for March 14. We need to search for a chair. Solicitations for auction items must start in the fall.
- Marketing and Development discussion to boost enrollment. Joanna suggested we form an Ambassadors Committee to help with marketing to preschools, realtors and other venues. She may be able to chair this group.

Next Meeting Wednesday, September 25th, at 7PM

Meeting Adjourned