

St. Margaret Mary School PTO Meeting Minutes

Date: Tuesday September 17, 2019 7:00 pm

Present: Shannon Sprow, Ann Quenzer, Leah Booker, Katherine Frey, Shanda Neal, Jenny Shyk, Amanda Barnes, Shannon Williard, Britta Schroeder, Dina Duffy, Daniel Eisenberger, Clinkscale, Kristin Daniels, Jen Turner, Jen Morris, Laurie Watson, Lori Schlauderaff, Kelly Fox, Jennifer Stephan, Robert Haines, Veronica Harteis, Kelly Good, Emily Nordfors, Heidi Daugherty, and Mrs. Pronio

President Welcome – Shannon Sprow

- Introductions of the PTO Board and Executive Committee
- PTO goals for the 2019-2020 school year:
 - (1) Support of our students and teachers and school:
 - Maintain traditional PTO obligations
 - Identify any new needs from parents and faculty; Mrs. Sprow is attending faculty meeting on Sep. 26 to talk to the teachers to see what they need from PTO
 - (2) Promote school through outreach programs
 - Work with school board on plans/ideas
 - Open Outreach Chair position
 - Need to better promote the academics, facts and stats of the school and promote how well prepared STMMS graduates are for high school
 - (3) Maintain fiscal responsibility
 - Budget awareness for all members
 - Want to explore new fundraisers to continue offering same events
 - (4) Make new connections/friendships/PTO long term support
 - PTO social meetings quarterly; first tentatively planned for November
 - Want to build community and friendships
 - (5) Better use of technology for communication, fundraisers, etc.
 - Is e-envelope outdated? Do we use Parent Portal? Google docs?

Principal Update – Mrs. Pronio

- Mock evacuation and reunification plan:
 - Mrs. Pronio is working with Penbrook Police on an evacuation and reunification plan for STMMS. The plan will include a drill where the school will evacuate to reunification location, and parents would need to pick their children up at that location.
- Parent asked if Penbrook Police can help direct traffic in the afternoons at pick up?
 - Mrs. Pronio said their police force is small and they don't have enough officers to direct traffic. Parent followed up to ask if they can monitor speed on Herr St. during school zone speed timeframes. Another parent said that Herr St. (Rte. 22) is a state highway, so the Pennsylvania State Police have jurisdiction, not Penbrook.
- Parent asked about Rediker and eEnvelope?
 - Mrs. Pronio said they're building a new website and will determine whether they keep eEnvelope or move to Rediker when the new site is ready.
- Parent asked if we will continue receiving a monthly school calendar, or if the calendar in Rediker replaced it.
 - Mrs. Pronio confirmed that the calendar is in Rediker now and a monthly one will not be prepared and distributed.

- Parent asked when eEnvelope updates are made?
 - eEnvelope is usually updated every Friday, and the same information is also typically posted in Rediker and on the STMMS Facebook page.

General Updates

- Fundraising:
 - Mums Fundraiser: Appears to be going very well. Proceeds will be split between Spartan Giving, which benefits the school, and the PTO. We will hopefully continue next year.
 - Mums pickup: Pick up will be in the PreK courtyard on Friday Oct. 4 from 7:30-8:30 during drop off, and then again from 2:30 – 5:00 during pick up. Mums not picked up will be sent to the church for distribution after Mass Saturday and Sunday.
 - Next fundraiser: R&K Subs will be sold during the week of Oct. 7 for delivery on trick-or-treat night on Oct. 24. A poinsettia sale is being considered for December, depending on the success of mums fundraiser.
- Fall Festival:
 - The Fall Festival will be held on Saturday Oct. 26 from 6:30-8:30 pm at the church. If it's raining, the festival will move indoors to the school. The 7th and 8th grade dance is the same evening, so if it rains then both events will be arranged. Parish families are welcome to the festival and the event will be advertised in the church bulletin.
- PTO hot lunch fundraiser:
 - One additional volunteer lunch server is needed to serve hot lunch on the PTO fundraising lunch day Monday Nov. 11. Click here to signup: <https://signup.com/go/NybRuNW>. (Volunteer clearance is needed to serve hot lunch.)

PTO Committee Reports

- Vice President:
 - Book fair was a success! School met the goal and Mrs. Pronio will receive her “surprise” after Mass on Friday. School earned over \$800 in scholastic money to buy books for the school. Next book fair will be during Catholic Schools Week. There will be an option to set up an electronic wallet so families don't have to send cash in with students.
- Treasurer:
 - Mrs. Booker just became official signer on the PTO bank account and will provide the Treasurer's report next meeting. The PTO annual budget will begin to be distributed to members at the next meeting.
- Secretary:
 - PTO meeting minutes will be added to the PTO page of the website and also added to eEnvelope.
- Hot Lunch:
 - The new hot lunch system is in place. Please sign up to help serve hot lunch here: <https://signup.com/go/rvbhpk>. Volunteer clearance is needed to serve hot lunch. The hot lunch page on the school website is up to date. The goal is to begin posting a hot lunch menu calendar on the website.
- Uniform Exchange:
 - Last uniform exchange occurred in August, and the next exchange will be during the Easter Egg Hunt. All uniforms are organized by size in new bins they purchased. If anyone needs anything, please contact Mrs. Barnes (a4barnes@gmail.com) or Mrs. Williard (smechling@comcast.net) directly and they will assist. They asked staff and families to please NOT go through the uniform bins without assistance from one of them. Donations can be dropped off in the office; Mrs. Barnes and Mrs. Williard will collect donations from the office.

- Social:
 - The Fall Festival will be the first social event and is Saturday Oct. 26 at 6:30. Mrs. Shyk is planning a skating party at the end of January during Catholic Schools Week, the Easter Egg Hunt in April, and the school picnic at the end of the school year. She is trying to coordinate a movie date on a Saturday morning.
- Santa Shop:
 - Shopping has begun for this year’s Santa Shop, and a message is being prepared for new families.
- Spring Festival:
 - The spring festival will be Saturday May 30th. Mrs. Quenzer is the new committee chair. Additional volunteers are welcome and needed to join the committee. Please contact Mrs. Quenzer at frogshop26@gmail.com if you’re interested in helping.
- Adopt-A-Plot:
 - The PTO will ask the school board for guidance and assistance, since the chair of this committee is open and there are many plots that are open after students graduated.
- Fundraising:
 - Volunteers are needed to chair this committee. Goal will be to review current and future fundraising efforts. Please contact Mrs. Sprow if you’re interested in assisting.
- Outreach:
 - This is an exciting new position! The goal is to promote the school, work with school board and principal to promote and build awareness about our school.
- SCRIP:
 - Help is needed to distribute SCRIP orders at school on Fridays to help sell SCRIP after Mass. Orders can be placed for both physical cards and electronic gift cards. Please click [here](#) for more information on the SCRIP program and contact information for Mrs. Schroeder if you’re interested in helping.

Parent Concerns

- School Board meeting tomorrow:
 - Mrs. Sprow will be taking PTO parent concerns to the meeting. Please feel free to discuss concerns during PTO meetings or reach out to her privately to discuss them.

Other

- The 2019 STMMS class Valedictorian Connor Reynolds and Salutatorian Marina Pugliese sent thank you notes to the PTO for their scholarship gifts.
- The St. Margaret Mary Parish Council of Catholic Women sent a thank you note to the PTO for including them in the spring festival.

Summary of volunteer opportunities

- Need one volunteer to serve hot lunch for PTO fundraiser lunch on Nov. 11: <https://signup.com/go/NybRuNW>.
- Hot lunch server volunteers needed: <https://signup.com/go/rvbhhpK>
- Spring Festival Committee volunteers needed - contact Mrs. Quenzer
- Fundraising Chair needed - contact Mrs. Sprow
- Outreach Chair needed - contact Mrs. Sprow
- SCRIP volunteers needed - contact Mrs. Schroeder

Next Meeting: Thursday October 17 at 7:00 pm