



ORGANIZATION: St. Mary Hyde Park UNIT: St. Mary PTO			
CONTACT DATE: September 23, 2024		REPORT DATE: September 24, 2024	
ARTICIPANTS: Rachael Palermo, Ryan Butt, Kate Harold, Julie Jackson, Monica Bowen, Jennifer Reed, Maggie Schapman, Katie Barnes, Julie Dorr, Jen Reker-Murphy, Kate Desmond		CC:	
NEXT MEETING: October 28, 2024 @ 12:15p.m. in Robisch Hall		REPORT BY: Maggie Schapman	
SUBJECT MATTER	ACTION	WHO	
President's Report	<ul style="list-style-type: none"> ○ August 2024 Board Meeting Minutes Review: Approved <ul style="list-style-type: none"> • Julie Jackson motioned to approve; Kate Harold seconded ○ Committee Chair Outreach: all PTO Board members communicated with Committee Chairs in the last month to communicate procedures and answer questions ○ New Families Update <ul style="list-style-type: none"> • After further discussion with new families (both entering Kindergarten and new families in grades 1-8), there appears to be a need to bring back an in-person Information Night • Julie J. proposed the idea for a hard copy packet to be distributed to new families in the summer; it should be created in tandem by PTO and front office staff • Discussion is ongoing regarding the decision between an in-person meeting and a comprehensive packet • Jennifer will send a Google Doc for PTO members to compile a list of Frequently Asked Questions ○ Feedback from Back to School Night 	Rachael Palermo	



	<ul style="list-style-type: none"> • Organizationally, it was not ideal this year • The Gala information booth was popular amongst attendees • In the future, there needs to be more prior thought as to who is attending and which committees are represented • Jen Reker-Murphy stated that next year, she will lead a prayer and welcome parents before they attend their first information session ○ Post-Event Summary Process <ul style="list-style-type: none"> • The form is finalized and will include a summary of updated information required for reimbursements in accordance with Ryan’s streamlined process • Camp Cougar will be the first event to use this new form 	
<p>Treasurer’s Report</p>	<p>Financial Review</p> <ul style="list-style-type: none"> ○ Nearly 100% of families have paid their PTO dues for the school year <ul style="list-style-type: none"> • Ryan has reached out to the 3 families with outstanding dues, none of whom use autopay, and all have agreed to manually pay dues ASAP ○ The outstanding \$5,000 check has been received from Alta Fiber, our Gala Title Sponsor <ul style="list-style-type: none"> • Funds have been transferred to the school reserve <p>New Processes Update</p> <ul style="list-style-type: none"> ○ Digital requests have been much more efficient for issuing reimbursements ○ Reminder: payment request forms must be signed either utilizing PDF editor or by emailing a picture of a signed hard copy 	<p>Ryan Butt</p>

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<p>Committee Reports: Playground Monitors</p>	<ul style="list-style-type: none"> ○ Playground Monitor Sign Up: not full yet and many more parents are needed to ensure safety of students at recess <ul style="list-style-type: none"> ○ Molly Painter will be sending a request to Homeroom Liaisons to fill openings ○ Kate Harold will advertise the need for more volunteers with the link to sign up in the Newsletter ○ Julie Door echoed the need for parent supervision at recess, especially on Wednesday for all grades ○ Julie Jackson will send list of Liaisons to Kate/Molly ○ Julie Jackson will create a list of guidelines for the new playground for teachers and parent volunteers; she will consult with Jen Reker-Murphy, Julie Dorr, Nicole Byerly, and Kate Desmond when creating the list 	<p>Kate Harold</p>	
<p>Committee Reports: Staff & Teacher Appreciation</p>	<ul style="list-style-type: none"> ○ The committee met on 9/18 and the Chairs, Sarah Larsen and Stephanie Murphy, communicated the following notes via Kate: <ul style="list-style-type: none"> ○ The Appreciation Breakfast for teachers on 9/6 was well-received ○ Planning for the October Conference Dinner for teachers is underway ○ Teachers will be asked to fill out an Amazon Wish List at the beginning of October for a November “Giving Drive” ○ The Staff “Favorite Things” list has be updated and shared with classroom liaisons for distribution; there were 2-3 classes that did not receive the lists – Julie Jackson has been in contact with liaisons to be sure information is sent <ul style="list-style-type: none"> ▪ A link to the Favorite Things list will be in the Newsletter (via Kate) as well as on the Facebook page (via Nicole) ○ There are discussions of hosting sponsored Happy Hours at The E for teachers and staff; details are forthcoming 	<p>Kate Harold</p>	
<p>Committee Reports: Homeroom Liaisons</p>	<ul style="list-style-type: none"> ○ All parents will receive emails from their Classroom Liaisons <ul style="list-style-type: none"> ○ Emails contain PTO information such as upcoming dates and details for events; grade levels receiving a Sacrament will also receive information throughout the year from their Liaison with details ○ Some grade levels choose to send one joint email to the entire grade, while most Liaisons send emails to only their 	<p>Julie Jackson</p>	

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	<p>individual homeroom</p> <ul style="list-style-type: none"> ○ If PTO Board or Committee members have a message they would like included in the monthly email from Liaisons, information can be sent to Julie Jackson, preferably the first week of the month 		
<p>Committee Report: Beautification</p>	<ul style="list-style-type: none"> ○ Maggie reported that Natalia, the Committee Chair, had interest in making a Buddy Bench for the new playground <ul style="list-style-type: none"> • Kate Desmond and Nicole indicated that 2 benches have already been purchased: one Buddy Bench and one bench for “Alex’s Angels”, in remembrance of Alex Siegel 	Maggie Schapman	
<p>Committee Report: Social</p>	<ul style="list-style-type: none"> ○ Camp Cougar, the first social event of the year, was on 9/21/24 and had a smaller turnout than the previous year, but was successful and well received <ul style="list-style-type: none"> • The event raised ~\$600 for PTO • Thank you to the Unterbrink family for providing the Hammerschlagan game – a fan favorite! ○ A date for a Father-Son Fowling event has been secured for November 17, 2024 	Jennifer Reed	
<p>Committee Report: Spiritwear</p>	<ul style="list-style-type: none"> ○ Pink shirts for Pink Fridays in October have been ordered and will arrive soon for distribution to those who ordered ○ Jen Reker-Murphy is allowing students to wear any pink clothing on Fridays in October for \$1; shirts were offered as an optional purchase 	Jennifer Reed	
<p>Committee Report: Safe Parish</p>	<ul style="list-style-type: none"> ○ Katie has reached out to those who have not completed necessary SafeParish training ○ Laura Nichols, the Parish employee responsible for overarching SafeParish needs, has retired but is still working until a replacement has been found 	Katie Barnes	
<p>Fundraising: SMS Gala</p>	<ul style="list-style-type: none"> ○ Madison Bowl has been secured as the location for this year’s fundraiser and a deposit has been paid <ul style="list-style-type: none"> • Thanks to the Lauck, Lieser, Smith families for offering a reduced price to host the Gala at Madison Bowl • The theme will be 70’s ○ February 28th was originally secured but the date has been changed to March 7th, due to a scheduling conflict ○ The next Gala Committee meeting is October 2nd at 9:30 a.m. at Kate Desmond’s home <p>The discussion continued into the Need for Now and where funds raised from the Gala should be allocated</p>	Kate Desmond	

Please advise of errors or omissions within 48 hours

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<p>Need for Now/Gala Fundraising Allocation</p>	<ul style="list-style-type: none"> ○ There are facility needs: some restrooms need to be updated and new bookshelves are wish list items ○ Rachael and Jen Reker Murphy introduced the need for Mental Health and Well-Being programming at SMS: not just for one year, but consistent and on-going programming for our students; the entire Board echoed the importance ○ JRM has secured programming for the current Junior High Students, as well as staff (I'mportant) ○ Beginning this year, approximately \$25,000 will be allocated annually from Gala fundraising to secure grade-specific programming for students, teachers, and parents on the umbrella topic of mental health (bullying, cellphones, anxiety, self-confidence, etc.). <ul style="list-style-type: none"> • Programs such as A Wired Family, I'mportant, Jennfer Mott and more will be considered and used 	<p>Rachael Palermo Jen Reker Murphy</p>	
<p>Principal's Report</p>	<ul style="list-style-type: none"> ○ PTO board members are invited to pass out candy during Trick or Treat for younger SMS students on Halloween; timing information to follow 	<p>Jen Reker-Murphy</p>	
<p>Faculty Report</p>	<ul style="list-style-type: none"> ○ Julie passed along thank you's from teachers for classroom money provided by PTO this year ○ Staff also thanked PTO for the breakfast provided earlier in the month 	<p>Julie Dorr</p>	
<p>Upcoming PTO Events</p>	<ul style="list-style-type: none"> ○ Parent Book Discussion: The Anxious Generation <ul style="list-style-type: none"> • Tuesday, October 8th from 6:30-8 • Mike Keefe will be putting together a program • Parents do not have to read the book to attend and learn ○ October PTO Meeting <ul style="list-style-type: none"> • Monday, October 28th at 12:15 p.m. in Robisch Hall ○ Father/Son Fowling Event <ul style="list-style-type: none"> • Sunday, November 17 ○ 	<p>Rachael Palermo</p>	