



ORGANIZATION: St. Mary Hyde Park UNIT: St. Mary PTO		
CONTACT DATE: August 26, 2024		REPORT DATE: August 26, 2024
ARTICIPANTS: Rachael Palermo, Ryan Butt, Kate Harold, Julie Jackson, Monica Bowen, Jennifer Reed, Maggie Schapman, Katie Barnes, Julie Dorr, Jen Reker-Murphy		CC:
NEXT MEETING: September 23, 2024 @ 12:15p.m. in Robisch Hall		REPORT BY: Maggie Schapman
SUBJECT MATTER	ACTION	WHO
President's Report	<ul style="list-style-type: none"> ○ May 2024 Board Meeting Minutes Review: Approved <ul style="list-style-type: none"> • Monica motioned to approve; Katie seconded ○ Welcome to 2024 Board ○ Rachael proposed changing the dates of the following Board Meetings: <ul style="list-style-type: none"> • September meeting moved to September 23, 2024; Board agreed • There will not be a PTO meeting in December • The Board agreed to move the January meeting to January 13, 2025 • The date of the May meeting will remain TBD ○ Dates for member prayer assignments were provided ○ Rachael will send a welcome email to all Committee Chairs, including information about reimbursements and utilizing a Post Event Survey; Kate's email is a great example of Board liaison communication to new committee chairs ○ Rachael also asked the Board to think about an overarching theme for PTO outreach (i.e., mental health) 	Rachael Palermo



Treasurer's Report	Financial Overview <ul style="list-style-type: none">○ Ryan was recently granted access and authority to access parish financial software○ Priority has been creating the budget for the year<ul style="list-style-type: none">• This year's budget is more transparent, showing exactly what support is being provided via available funds○ The Gala raised \$35k for this year's budget, which will be allocated for SMS security upgrades<ul style="list-style-type: none">• New secure Gym doors have been purchased; a picture is forthcoming for Weekly Update○ Surplus from other fundraising is budgeted for teacher lunches, as well as additional programming for students<ul style="list-style-type: none">• There will be an increase in funds allocated to teacher appreciation this school year, as PTO will provide support for monthly luncheons on Faculty Meeting days<ul style="list-style-type: none">• Chef Brandy is thrilled to provide catering; she will provide setup, food, and clean up; individual parents will no longer be asked to provide lunches• Teacher and staff appreciation committee will be able to focus their budget on other opportunities throughout the year to show love for our teachers• Rachael asked Kate to help with messaging to teachers; future budgeting may not allow, but this year we are able and happy to provide lunches○ The 2024-2025 PTO Budget will be up for approval in the weekly news○ Ryan discussed doing away with the former notion that PTO must always have one year of reserve money in the bank<ul style="list-style-type: none">• 50-60% of the yearly budget is more than sufficient New Processes: Streamline expenses and income <ul style="list-style-type: none">○ Ryan encourage Board members to:<ul style="list-style-type: none">• Pay vendors electronically when possible (ACH payments through a portal preferred) in order to cut down on check writing	Ryan Butt
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ST. MARY HYDE PARK

	<ul style="list-style-type: none"> • Follow a more efficient method to request payment from Ryan/PTO • The new preferred method is to send an email request to Ryan (smptotreasurer@gmail.com) with a picture attachment of the receipt and detail of expenses ○ Ryan would like to encourage electronic sending of secure documents rather than physical files changing hands 		
Principal's Report	<ul style="list-style-type: none"> ○ Jen thanked PTO Board for their school support ○ Reminder for confidentiality 	Jen Reker-Murphy	
Faculty Report	<ul style="list-style-type: none"> ○ Teachers very thankful for their stipends ○ Thank you in advance for lunches ○ Sent an email out for teacher survey & "Favorite Things" 	Julie Dorr	
Old Business	<ul style="list-style-type: none"> ○ The Pachuta family will be moving into their new home this week; they are extremely grateful to the SMS community for their support and kindness 	Monica Bowen	
New Business	<p>The need for a Gala Committee Board Member was discussed</p> <ul style="list-style-type: none"> ○ The Gala is a major event and involves many of the PTO <ul style="list-style-type: none"> • Julie suggested that Kate Desmond be the Gala Committee Chair and attend PTO meetings in order to keep the Board apprised of Gala details/get feedback • Rachael will connect with Kate to invite her to update the Board at the beginning of each meeting 	Rachael Palermo/Julie Jackson	



	<p>Post-Event Summary Process</p> <ul style="list-style-type: none"> ○ Jennifer provided the Board with a Post Event Survey for Committee Chairs to fill out <ul style="list-style-type: none"> ○ This summary will provide a reflection on the specifics of each event, as well as areas of improvement noted, and overall expectations ○ The goal is to provide an at-a-glance summary of the event for future Chairs to refer to for planning purposes ○ The document will be included in the Welcome email to all Committee Chairs for use this year 	Jennifer Reed
	<p>New Family Feedback</p> <ul style="list-style-type: none"> ○ Rachael suggested hosting a feedback night for new families to get thoughts and feedback on the transition to SMS ○ The goal is for new families to be heard and for PTO to better understand how we can communicate important information for a smooth entry to SMS 	Rachael Palermo
<p>Committee Reports: New Family</p>	<p>New Family Committee Feedback</p> <ul style="list-style-type: none"> ○ Kathryn Balnes will be stepping down from her role after this year <ul style="list-style-type: none"> ○ She suggested Kindergarten teachers send an email earlier in the summer with pertinent information to help parents prepare for Kindergarten logistics (snack, waterbottle, drop off procedure, first week schedule etc.) ○ Kathryn noted the need for a New Family Packet of information ○ Members of the Board recalled that SMS did a New Family Info Night in the past, which was very helpful ○ Beth Mock sent emails to new families, but information was not consistently received; the Board noted more information was needed for new families 	Monica Bowen

ST. MARY HYDE PARK

<p>Committee Reports: Fundraising</p>	<ul style="list-style-type: none"> ○ Kroger Rewards totaled \$1567.10 ○ Due to low participation, we are no longer participating in Box Tops for Education 	<p>Monica Bowen</p>	
<p>Committee Reports: Playground Monitors</p>	<ul style="list-style-type: none"> ○ Sign Up Genius was included in the Weekly News <ul style="list-style-type: none"> ○ There are currently 19 slots that need to be filled ○ Email with sign up needs to be sent to Committee members, along with a Weekly News blast and Facebook post to fill Junior High needs ○ More volunteers may come from Parent Night 	<p>Kate Harold</p>	
<p>Committee Report: Campus Beautification</p>	<ul style="list-style-type: none"> ○ Front planters were filled with new flowers and grotto flower boxes were cleaned ○ Welcome email was sent to Natalia – she asked if outdoor learning space was part of campus. Maggie will let her know she will need to speak to Mr. Laudeman for information ○ Joe Kletz is making new planters with Kindergarten this year ○ Julie Jackson will email Maggie list of Girl Scout Troop leaders to send to Natalia for volunteer opportunities 	<p>Maggie Schapman</p>	
<p>Committee Report: Spiritwear</p>	<ul style="list-style-type: none"> ○ A request was made for more quarter zips; Megan is reaching out to Lands End ○ Update on sales numbers will be coming soon 	<p>Jennifer Reed</p>	
<p>Committee Report: Social</p>	<ul style="list-style-type: none"> ○ Save the date: Camp Cougar will be September 21 from 7-10 in the Outdoor Learning space ○ Jennifer will be speaking with the Social Chairs to encourage 6 week notice before events 	<p>Jennifer Reed</p>	

ST. MARY HYDE PARK

<p>Committee Report:</p> <p>Liaisons</p>	<ul style="list-style-type: none"> ○ Julie is currently working on room liaisons ○ The 8th grade committee has been filled 	<p>Julie Jackson</p>	
<p>Upcoming PTO Events</p>	<ul style="list-style-type: none"> ○ Meet the Teacher/Back to School Night <ul style="list-style-type: none"> • August 28, 2024: PTO will have some members available to answer questions and encourage signups for committees • Nicole will send a request for updated/new bios for all PTO members for the bulletin board 	<p>Rachael Palermo</p>	