

PTO Meeting Minutes

September 16, 2020 via ZOOM



Starting Time: 6:35 p.m.

Welcome and Opening Prayer: Welcome to all members present. The Opening Prayer was recited by all in attendance.

Attendees: 25 people virtually attended

| | | |
|-----------------|----------------|-------------------|
| Cindy Jones | Nicole Urbanik | Brandi Carmode |
| Megan Simms | Aprill Payionk | Joan Richards |
| Laura Allen | Aimee Wolven | Kristen Bluhm |
| Jeff Courtney | Melissa Mannor | Nicole Daly |
| Heather Richert | Rissa Co | Michelle Hagerman |
| Stacy Darmafall | Joseph Galvez | Theresa Purcell |
| Beth Holifield | Lindsay Moore | Amy Taylor |
| Christa Hays | Lara Jones | Kendall Powers |
| Tami Wolfram | | |

BOARD REPORTS

President's Report: *(Cindy Jones)*

Explanation of agenda and how to chat on Zoom.

Attendance procedure: Since we have changed our PTO meeting schedule for this year to “working” meeting every other month and a community service project on our “off” months, we have changed the meeting attendance requirements to earn a chance at winning \$500 off your tuition. You are now required to attend all 5 “working” meetings located either on Zoom or in the library.

School Supplies Fundraiser Recap: This was overall a successful first year. We sold over 140 kits and made over \$700. We had a few kits donated by some families. Those kits were taken to those teachers to supplement their classrooms. Thank you so much to everyone who participated! We look forward to this fundraiser next year.

New Family Welcome Gifts/P2 Shirts: PTO put together welcome kits for our new families that have a kindergartener or 1st grader. These gifts were given in conjunction with the placement of

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the new family welcome signs that are placed in our new students front yard the night before school starts.

PTO also purchased 75 green Positivity Project shirts for all new students for this school year. Just a reminder that Positivity Project shirts are available to purchase on our website (hfsgb.org) in our Spirit Wear store.

Thank Yous: Our teachers were very appreciative for their end-of-year teacher gift. We designed a water bottle commemorating the quarantine with a gift card inside of it. We also received a sweet thank you not from our HFS Alumni Scholarship recipient, Allison Fulton.

Treasurer's Report: *(Heather Richert)*

2020/2021 PTO Financial Overview: Heather provided a copy of the 2020-2021 Proposed Budget (see attached). Obviously, changes have to be made this year. All of the proposed budget numbers are subject to change, depending on the situation with the pandemic and our ability to do events/fundraisers throughout the year.

New additions to the budget include: School Supply Sale (fundraiser) and Daddy/Daughter Dance (event/fundraiser).

Items removed from this year's budget include: Shoparoo (obsolete) and Ice Cream Social (unable to hold this year).

Expense reimbursement procedure changes - submit a photo of your receipt and text, email or facebook message the receipt and description of the expense to Heather Richert. Her cell is (248) 321-0214 and her email is heather.richert@comcast.net

2020/2021 PTO Calendar/Event Schedule: *(Cindy Jones)*

Cindy provided a copy of our TENTATIVE event schedule for the school year. We will be taking one month at a time due to Covid. Because of that, Cindy talked about events coming up in October and November.

As of now, we will still collect canned goods for the Michigan/Michigan State canned food drive, but are waiting on the Big 10 schedule to be released. We will have "drop off" carts and boxes at each entrance. More info to come.

Our Fall Festival will have to be "trunk or treat" this year and due to the Governor's mandates as of right now, we will have a limit on how many can participate. There will likely be a Sign-up Genius and you can participate in the "treats" if you decorate your "trunk".

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COMMITTEE REPORTS

Box Tops: (*Melissa Mannor*) - Box Tops is almost exclusively app based, so please download the Box Tops for Education app on your phone. All you need to do is scan your grocery store receipt and the app will look for the qualifying purchases. There may still be actual box tops coupons still located on products, so if you still have some that haven't expired, please send them in to your teachers. Look for more Box Tops Info in the panther press. Also, due to limited funds this year, there will not be a classroom competition.

Fundraising: (*Michelle Hagerman*)

Dine to Donate - We are working on a Dine to Donate in October at Aubree's (dine in and carry out). They have asked that we limit each party dining in to be less than 10 since they need to stay at 50% capacity.

Spirit Wear - There are new items in the Spirit Store so please check it out on our school website. You must order by the 1st of the month in order to receive your order on the 15th. Your order will be sent to the school and your child will bring it home.

Shop and Sip - This event is tentatively scheduled for the beginning of December. In years past, we usually start planning in October. As of right now, we are looking at alternatives for this event, and welcome any ideas. Because this is our biggest fundraiser, we can look at moving this in the spring for this school year. Email Cindy Jones at cindyljones528@gmail.com if you have any great ideas on how we can host this fundraiser in December.

ADMINISTRATIVE REPORTS AND OTHER ORGANIZATIONS

Principal Report: (*Theresa Purcell*)

- As of right now, we have 405 students enrolled at HFS. That is 35 less than last year. 54 students are virtual. 23 is max for a regular classroom with social distancing. Our first full week went well!
- Spirit wear and P2 shirts arrived today! Spirit wear was sent home today and P2 will be sent home tomorrow.
- NWEA started this week for our 3-6 graders. It is going very well! We should have the testing done by the end of this week.
- Absences: Families are doing a great job reporting if a kid is sick. Thank you! There was a Diocesan meeting with our school superintendent. There have been 7 cases of covid so far in the diocese and 3 among staff and teachers. Information goes out with the health department and naming where those cases have happened. We will keep you all informed. There has been minimal disruption within those schools that have had it.

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- Sports update: We sadly decided not to participate in football this year. We would have to form all the area Catholic schools together to make one team and if there is one case of Covid then we may have to close all schools. This will not change the rest of our sports. Cross country started today. More info on sports to come!
- Grand Blanc and some other area public schools will start to transition to start in person. What it means for bussing is unsure right now.
- Unfortunately, we will have to continue to have no volunteers in the school. It is part of our safety protocols.

Open Discussion/Questions:

- Is there a way to see spirit wear in person? Sadly, not at this time.

Closing Prayer: The Prayer was recited.

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PTO Budget for 2020-2021

| | Budgeted Expense | Budgeted Income | Actual Expense | Actual Income | |
|--|---------------------|--------------------|-------------------|------------------|--|
| Fundraising | | | | | |
| Box Tops | \$75.00 | \$1,000.00 | | | |
| Dine to Donate | \$0.00 | \$500.00 | | | |
| Santa's Workshop | \$150.00 | \$1,800.00 | | | |
| School Supply Sale | \$0.00 | \$500.00 | | | |
| Shop & Sip | \$1,000.00 | \$5,000.00 | | | |
| Spirit Wear | \$0.00 | \$1,000.00 | | | |
| Used Uniforms | \$0.00 | \$150.00 | | | |
| PTO Events | | | | | |
| Bike to School - Last Day | \$275.00 | \$0.00 | | | |
| Fall Festival | \$400.00 | \$750.00 | | | |
| Game Night | \$300.00 | \$300.00 | | | |
| Daddy/Daughter Dance | \$500.00 | \$1,000.00 | | | |
| Mother/Son Event | \$500.00 | \$1,000.00 | | | |
| School Support/Student Enrichment | | | | | |
| Catholic Schools Week | \$500.00 | \$0.00 | | | |
| Drama Club | \$0.00 | \$0.00 | | | |
| Positivity Project (new students only) | \$300.00 | \$0.00 | | | |
| Student Enrichment Events | \$1,000.00 | \$0.00 | | | |
| Welcome Gifts for New Families | \$200.00 | \$0.00 | | | |
| Teacher Support | | | | | |
| PTO Hospitality | \$600.00 | \$0.00 | | | |
| Teacher Allocations | \$3,500.00 | \$0.00 | | | |
| PTO Expenses | | | | | |

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| Child Care for meetings | \$75.00 | \$0.00 | | | |
| PTO Operating Expenses/Miscellaneous | \$100.00 | \$0.00 | | | |
| PTO Scholarship Winner | \$500.00 | \$0.00 | | | |
| PTO Raffle Winner | \$500.00 | \$0.00 | | | |