

**PTO General Membership Meeting Minutes
Wednesday, September 23, 2020, at 7:00 P.M.
via Webex for Saint James Catholic School**

Saint James Catholic School Mission Statement: The Saint James Catholic School community is committed to educating the whole child within the Catholic faith tradition by promoting academic excellence and service. Imbued with the IHM Charism, where Jesus is the center and Mary is the model, we strive to inspire, lead, and challenge our students to fully develop their God-given abilities.

Call to Order

President Durand called the meeting to order.

President Durand introduced himself to those on the call and explained how the meeting would be conducted. He indicated that attendees would be able to ask questions during a question and answer session at the end of the meeting.

Attendance

Board Members: Liz Barry, Rich Blickendorfer, Alicia Carmody, Sister Mary Sue Carwile, IHM, Shannon Chudd, Mike Durand, Kelli Edwards, Debbie Latessa, Sister Melissa Mastrangelo, IHM, Deirdre Prahm, Tim Rosson, Bethany Scully, and Brigid Terwilliger.

Multiple parents and community members were also in attendance.

I. Opening Prayer and Remarks –Sister Mary Sue Carwile, IHM

Sister Mary Sue opened the meeting with a prayer and thanked everyone who joined. She thanked everyone for the support she and the entire faculty and staff have received. She praised the students for the terrific job they are doing following COVID protocols at school.

II. President – Mike Durand

a. PTO Welcome

President Durand thanked Sister Mary Sue Carwile for her remarks and her commitment to the school. He noted that the next PTO meeting, which is on the school calendar, will be October 14, 2020. He also noted that while PTO meetings normally occur in the school library, for the foreseeable future, due to the pandemic, PTO meetings will be held virtually, via Webex. President Durand explained how meetings are generally conducted and indicated that attendees are asked to be on mute during the meeting but are welcome to ask questions.

b. Officer & Subcommittee Introduction (Brief Roles Review)/PTO Volunteerism & opportunities

President Durand discussed the role of parents and volunteers with regard to the PTO. He introduced Vice President Liz Barry, Treasurer Tim Rosson and Secretary Kelli Edwards. He also explained that the PTO bylaws state that the President, once elected, nominates subcommittee chairs. He indicated that the chairs who served last year would continue in their roles this year. President Durand discussed each subcommittee's activities and introduced the chairs: Communications- Alicia Carmody, Enrichment- Bethany Scully, Fundraising- Shannon Chudd, and Operations- Debbie Latessa. President Durand also noted parish participation on the executive board recognizing: Rich Blickendorfer, Saint James Business Manager, Kathleen Anderson, Director of Advancement, and Father Scalia. President Durand also noted several faculty members who serve on the Executive Board: Sister Mary Sue Carwile, IHM, Sister Melissa Mastrangelo, IHM, Deirdre Prahm, Brigid Terwilliger, and Amelia Kyker.

III. Vice President – Liz Barry

Vice President Barry noted that while large gatherings are not occurring at this time, there are plenty of ways new families can get involved with the school. Individuals interested in volunteering should email Vice President Barry.

IV. Treasurer – Tim Rosson

Treasurer Rosson discussed the income statement ending June 30, 2020. The cash balance is the same as at the beginning of the year. He indicated that expenses are much lower than anticipated because events that would normally have taken place did not take place as a result of the pandemic. He reported that more than \$1,000 in revenue was generated from the Gala, with additional revenue coming in as auction items are still being sold. The PTO will revisit the budget when it is certain which PTO events will take place this year. Treasurer Rosson stated that the PTO primarily relies on three fundraisers: the Gala, bazaar and read-a-thon. President Durand noted that while the fund-a-cause generated \$16,000, an additional \$8,000 was needed for classroom boards which the PTO funded. President Durand asked if there were any questions for Treasurer Rosson and there were none. President Durand took a vote on the PTO budget, which received a second and was approved.

V. Secretary – Kelli Edwards

Secretary Edwards reintroduced herself, stated she was looking forward to working with the Executive Board this year and welcomed new families to St. James. She had no report.

VI. Communications – Alicia Carmody

Room Parents and Procedures: Alicia Carmody thanked everyone who volunteered to be a room parent and said that the school office would be in touch with those parents in the near future.

VII. Enrichment – Bethany Scully

No report.

VIII. Fundraising – Shannon Chudd

Shannon Chudd noted that the uniform exchange held on August 29, 2020, raised over \$1,000. The fundraiser with Chipotle restaurant raised \$350, and the wine wall fundraiser has raised over \$3,500 so far with tickets available through October 6, 2020. Shannon reported that the Nun Fun Run was being planned by the Mullin Family and would include a breakfast fundraiser. The read-a-thon fundraiser is set for October 5, 2020, and a sock fundraiser will take place starting October 28, 2020. Shannon indicated that she is also looking at potential restaurant fundraisers in October. It was noted that the white elephant/bazaar will not take place this year due to the pandemic and that the vendor for Santa's Secret Workshop needed to be contacted to determine the deadline to place an order.

IX. Operations – Debbie Latessa

Debbie Latessa discussed new procedures for playground duty and thanked Kelli Edwards for her work on the uniform exchange held August 29, 2020. Debbie and Sister Mary Sue Carwile discussed a possible October uniform exchange. President Durand asked Debbie to determine what is needed to enable each classroom to have a hepa filter. He noted that the school had already purchased some hepa filters but needed 20 more at a cost of \$200 each. A motion was made to allocate funds for the purchase of additional hepa filters. The motion was seconded and approved.

X. Parish Update

Rich Blickendorfer noted that the parish office is now open to the public from 9:00 AM to 5:00 PM daily. He stated that parish sponsored groups are not currently meeting at the school due to the pandemic and that the safety of the students is the priority. Rich stated that he did not see this changing for foreseeable future. President Durand said that we will need to continue to monitor the situation relative to normally planned events, and remain flexible due to the pandemic.

XI. New Business

There was no new business.

XII. Member Comments

President Durand asked if there were any questions for the Executive Board or for Sister Mary Sue Carwile. During the member comments section of the meeting - new parent Bill (via chat) wanted to pass along to the Uniform Exchange team that it would be helpful if there were less non-serviceable clothes (e.g. clothes with holes) at the Uniform Exchange. President Durand said that we would pass this along to the team, and that pulling all of the clothes together is quite an undertaking, and that there is a variety of clothes in different conditions being donated. President Durand informed attendees that the minutes will be typed up by Secretary Edwards and distributed within a week or so. He also reminded everyone that the next PTO meeting will be held on October 14, 2020, via Webex at 7:00 PM. The meeting ended at 7:52 P.M.