

# 2016/2017 PTO MEETING MINUTES

**Date:** Tuesday, January 3, 2017

**Attendees:** Monica Quadros, Heather Simas Nardella, Sharon Chalmers, , Debbie Davey, Rita Vargas, Christina Pereira, Melissa Duarte, Shannon Luiz

**Meeting Start Time:** 6:04 PM

**Meeting End Time:** 7:08 PM

## AGENDA ITEMS

- **Opening Prayer**
  - Prayer led by Sharon Chalmers
- **Fundraiser – Gift Card Outcome**
  - Chairperson – Heather
  - 16 people purchased gift cards
  - Sold \$4035 of gift cards
  - Profit was \$237.62
- **Santa Shop Outcome & Feedback**
  - Chairperson – Muriel
  - Profit was \$2095
  - \$1000 was set aside to purchase after Christmas for next year's Santa Shop
  - Muriel had stated that she is hoping to buy a variety of items, as she didn't purchase anything for 2016 Santa Shop, and certain areas (i.e kids' stuff) was lacking
- **Upcoming Events**
  - **Open House**
    - January 29<sup>th</sup> – 1pm – 3pm
    - Band to perform, unless Mr. Desroiser is unavailable
    - Waiting on confirmation from Mrs. Camille on welcome (dessert/coffee table)
      - Sharon and/or Christina to confirm
      - Band members to possibly bring in items
    - Ambassadors coordinated??
      - Rita to confirm with 8<sup>th</sup> grade
  - **Catholic School Week**
    - January 30<sup>th</sup> – Feb 3rd
    - Last meeting suggestions: Royal Day, Superhero Day, Jersey Day, PJ Day, Dress Down Day
    - Waiting on schedule from Muriel
    - All in agreement that Jersey Day would be on Wednesday, along with Volunteer Day
    - All in agreement that Dress Down Day would be on Friday
    - Mr. Furtado to handle McDonald's order – Sharon/Rita to confirm
  - **Father/Son Event – Foot Golf**
    - Chairpersons – Christina & Jeff
    - Suggested Date – June 3<sup>rd</sup>
    - Will have more information in a month or so when the weather is warm
  - **Mother/Son Event – Ninja Warrior**

- Chairperson – Christina
  - Christina to get prices
  - To schedule event in March
- **Father/Daughter Dance – Agawam Hunt**
  - Chairpersons – Monica/Rita
  - Suggested Date – April 29th
  - Monica has reached out to Agawam, waiting on follow up with Ms. Faira for information
  - Rita to reach out to Nick to DJ & Mare Studios
  - More information on costs, once Agawam gives packages to review
- **Bookfair**
  - Chairperson – Ebony, until a full time Chairperson is available
  - Shannon Luiz, willing to help out
  - Original week picked was March 13<sup>th</sup> – 16<sup>th</sup>
  - Bookfair will be held March 20<sup>th</sup> – 24<sup>th</sup>, books being dropped off on the 16<sup>th</sup>
  - Author Day will be March 18th
- **Friars Basketball Family Night**
  - Either Feb/Mar
  - Christina going to talk to Jeff , to make attendance required for Basketball Game
  - Hoping attendance is higher than Hockey night
- **Field Day**
  - Chairperson – Melissa (Monica/Heather if needed)
  - Need to call in February to secure June 7<sup>th</sup>/June 8<sup>th</sup> for Rain Date
  - Need to make sure that anyone who is purchasing items that we follow counts, do not want to be in the situation where we are sending out individuals to purchase drinks.
  - Need to drop off ice cream the night before, so no one is leaving to get ice cream
  - Also need to put afternoon snacks inside so the kids don't try to eat those during the morning
  - Monica/Christina currently chairing
- **Other Events**
  - Ray & His Reptile Friends
    - Schedule for March 14<sup>th</sup>, if possible
  - Spring Concert – May 25<sup>th</sup> @ 7pm in Church
  - 8<sup>th</sup> Grade Fundraiser – Pancake Breakfast in February
    - 8<sup>th</sup> graders to bring in items for the fundraiser
  - Valentine's Day Family Night – Nixed
  - Spring Fling – to raise funds for 8<sup>th</sup> grade
    - March 10<sup>th</sup> or March 31<sup>st</sup>
  - Pasta bowl drive for Hope & Faith Drive
    - February 1<sup>st</sup> – 15<sup>th</sup>
- **School Rewards Campaigns**
  - **Box Tops**
    - Received check on 1/3 in the amount of \$102.00
    - Submitted another \$378.50
    - Running box tops contest
      - Each child would receive a sheet of 25 spots to fill out, the class that collects the most will receive a free pizza party or ice cream social.
  - **Amazon Smile**

- Need to get letter on the Diocese Letterhead stating Sacred Heart School in non-profit
- Monica to follow up with a relative who works at the Diocese to see if she can assist

- **Treasurer's Report**

- Previous balance \$3214.58
- Additions – Gift Card Fundraiser & BoxTops
- Ending Balance - \$3554.20

- **Next PTO Meeting**

- February 7<sup>th</sup>

**Date:** Tuesday, December 6, 2016

**Attendees:** Monica Quadros, Heather Simas Nardella, Sharon Chalmers, Ebony Palmer, Debbie Davey, Rita Vargas, Christina Pereira, Muriel Milho, Behiye Oldro

**Meeting Start Time:** 6:20 PM

**Meeting End Time:** 7:23 PM

## **AGENDA ITEMS**

- **Opening Prayer**
  - Prayer led by Sharon Chalmers
- **Start of PTO Meeting**
  - Father Peter will not be attending meetings
  - All meeting minutes are to be printed and delivered to him
- **Upcoming Events**
  - **Mother/Daughter Event**
    - Event was well attended and overall feedback was it was a great time.
    - 50/50 winner – Liz Bernardo
  - **Fall Fundraiser Status**
    - Fundraiser is closed
    - Raised \$1675 for PTO funds
  - **Gift Card Fundraiser Status**
    - Sold \$4035 gift cards
    - Need to calculate how much is PTO Funds
  - **Box Tops / Labels for Education**
    - Flyers need to go out for Stop & Shop
  - **Sacred Heart Family Night at Providence Bruins**
    - Attendance is low – 8 kids
    - Running Providence Friars in February/March
    - Suggestion to have band or chorus at Providence Bruins
  - **Santa's Shop**
    - Going well per Muriel – unable to give totals
    - One more day left
    - Muriel was a bit discouraged as with inventory because not enough kids items
  - **Christmas Concert**
    - On Friday, December 9<sup>th</sup> at 1pm
    - NOT PTO EVENT
    - 50/50 Raffle to support Band funds
    - Donations all welcome
    - Side note, on December 5<sup>th</sup>, Band & Chorus was recording – waiting on times when the broadcast will be on public tv
- **Discussion of PTO Events for Remaining School Year**
  - **Christmas Pageant**
    - December 21<sup>st</sup> @ 9am entire school, December 24<sup>th</sup> during 5pm mass
  - **Open House – Beginning of Catholic School Week**
    - Band to perform 12 – 3

- Ambassadors needed – check with Middle School
- PTO table??
- Sharon to check with Mrs. Camille regarding Coffee/Dessert Table
- **Catholic School Week**
  - Suggestions – Royal Day, Superhero Day, Pajama Day, Jersey Day, Dress Down Day
  - Heather suggested that Jersey Day be on Wednesday for the volleyball game, instead of Friday which is a church day
- **Fundraising Ideas for 8<sup>th</sup> Grade / PTO**
  - Pancake breakfast in February
  - Family Valentine Night
    - Music, crafts, games, food
- **Father/Son Event**
  - Foot Golf
  - Christina/Jeff chairing
  - Suggested Date June 3<sup>rd</sup>
- **Mother/Son Event**
  - Ninja Warrior
  - Suggested Dates in March
  - Monica/Christina currently chairing
- **Father/Daughter Dance**
  - April 29<sup>th</sup> suggested date
  - Monica/Rita chairing
  - Agawam Hunt Country Club
- **Book Fair**
  - Suggested week March 13<sup>th</sup> – 16<sup>th</sup>
  - No School on March 17<sup>th</sup>
  - Ebony chairing
- **Field Day**
  - June 7<sup>th</sup> (June 8<sup>th</sup> Rain Date)
  - Melissa chairing
- **Other Events**
  - June 6<sup>th</sup> – 8<sup>th</sup> Grade Banquet
  - Feast – June 9<sup>th</sup> – 11<sup>th</sup>
  - Spring Concert – May 25<sup>th</sup> @ 7pm in Church
- **Treasurer's Report**
  - Previous balance \$444.08
  - With Fundraiser money current balance \$2119.08
- **Next PTO Meeting**
  - January 3rd @ 6pm

**Date:** Tuesday, November 1, 2016

**Attendees:** Monica Quadros, Heather Simas Nardella, Sharon Chalmers, Ebony Palmer, Debbie Davey, Rita Vargas, Paula Amaral, Christina Pereira, Shannon Luiz, Grace Ferreira, James Hopkins

**Meeting Start Time:** 6:01 PM

**Meeting End Time:** 7:02 PM

## **AGENDA ITEMS**

- **Opening Prayer**
  - Prayer led by Monica Quadros
- **Start of PTO Meeting**
  - Welcomed Mr. Hopkins to the PTO Meeting
  - Everyone introduced themselves
  - Jim gave some background on himself
    - Attended Sacred Heart School, then Lasalle and PC
    - Began teaching at Sacred Heart in 1996, became principal in 1999 thru 2008
    - Previously taught in the Providence School System
  - Changes that will be made:
    - Friday masses will be coming to end, only the 1<sup>st</sup> Friday of the month and Holy Days of obligation will take place
    - Starting today, school is on a clean slate – working forwards not backwards with anything that was previously done while Sister Beth Ann was here
    - School office will not be closing between 1 – 1:30, as he previously did with the previous secretary, they would cover each other while the other is taking lunch.
    - A new calendar will be sent out with monthly newsletter on the back as previously done before.
- **Upcoming Events**
  - **Mother/Daughter Event**
    - Reminder going out this week
    - To date we have had 20 responses
    - Due Date is November 9th
  - **Fall Fundraiser Status**
    - Books still outstanding, waiting on stragglers
    - Currently sold \$3175, profit of \$1587.50
    - Much lower than previous fall fundraiser, should this be PTO or school money?
      - Decision: This will be PTO and Spring will be the school fundraiser
  - **Other Upcoming Fundraising**
    - Gift Cards Fundraising – November 14<sup>th</sup> – December 2<sup>nd</sup>
    - Jim suggested looking into chocolate bars in the Spring
  - **Box Tops / Labels for Education**
    - Shannon has flyers for Box Top App and how to use it
      - Double points if the box top app is used
    - Shannon will have flyers to remind people of Stop & Shop
    - Needs volunteers to cut out and sort through Box Tops to send in to receive money
    - Shannon to meet with Jim regarding points that were collected for Labels of Education; can be redeemed for school supplies, sports equipment, etc.
  - **Sacred Heart Family Night at Providence Bruins**

- Due date is November 16<sup>th</sup>
    - Reminder going out next week
  - **Santa's Shop**
    - Muriel & Behiye not in attendance
    - Monica to follow up on status
  - **Christmas Concert**
    - Currently scheduled for December 9<sup>th</sup> in Church
    - Decision needs to be made if still taking place
- **Open Discussion**
  - **Amazon Smile**
    - Was being researched by Sister Beth Ann, waiting on the Diocese
    - Jim suggested we start from scratch.
    - Heather to take action
  - **Feinstein News**
    - Newsletter will out 2x this year, winter edition in January & spring edition in May
    - Reminder for 1000 dollars to Mystic
    - Also, Ray & his Bwana Iguana is free to the school, interested?
      - Rita & Shannon agree to book the even
  - **PTO Mailbox**
    - All copies will be handled over in the rectory
    - Any copies needed leave in the box with amount needed and copies will be made
    - Mailbox will be assigned, in the same area of the other mailboxes
- **Treasurer's Report**
  - Collected \$585 from Halloween party
  - Halloween Expenses paid \$162.72
  - Check for pizza \$165.00
  - Previous check for Mother Daughter Invitations \$48.30
  - Balance \$208.98
  - Money that was previously reported at PTO has not been recorded with Father Peter, started PTO funds with zero dollars as of today
- **Next PTO Meeting**
  - December 6<sup>th</sup> @ 6pm

**Date:** Tuesday, October 11, 2016

**Attendees:** Monica Quadros, Heather Simas Nardella, Sharon Chalmers, Ebony Palmer, Debbie Davey, Melissa Duarte, Rita Vargas, Behiye Oldro, Muriel Milho, , Michelle Pearson, Paula Amaral, Christina Pereira, Sister Beth Ann, Jeff Pereira

**Meeting Start Time:** 6:08 PM

**Meeting End Time:** 7:42 PM

## **AGENDA ITEMS**

- **Opening Prayer**
  - Prayer led by Monica Quadros
- **Start of PTO Meeting**
  - Instead of Weekly Newsletter, Bi-Weekly will be sent instead
  - Instead of Student of the Month, Sister wants to implement Trimester Principal's List
  - PTO should consider having Speakers to attempt to engage other parents
- **Upcoming Events**
  - **Mother/Daughter Event**
    - November 19<sup>th</sup>, Chairpersons – Monica & Rita
    - Splash of Color, similar to Paint & Vino
    - Between 11am – 5pm based on ages and responses
    - Pictures will be taken of Mother & Daughter with their paintings
    - Food will be provided, brunch items in the earlier part of the day, more lunch items later in the day
  - **Feinstein Program/Good Deeds Collection**
    - 1<sup>st</sup> good deeds to The Changing Table was extremely successful, 234% above goal.
    - Feinstein Foundation will give us a 1000K for transportation to Mystic
    - Required to complete a December Food Fundraiser. Going to do November & December
    - 8<sup>th</sup> Graders are putting together toiletry kits for Good Neighbors
  - **Box Tops/Labels for Education**
    - Shannon unable to attend
    - Heather found Box Top App, going to discuss with Shannon
  - **Sacred Heart Family Night at Providence Bruins**
    - Chairperson – Monica
    - The kids will all get a hat, bag of popcorn and soda voucher.
    - Trying to schedule picture with mascot
    - Going to see if Mr. D would like the band to perform
  - **Sacred Heart Church Dinner**
    - Saturday, October 15<sup>th</sup>
    - Purchase tickets at rectory, can be purchased at door (not recommended)
- **Treasurer's Report**
  - Back to School Event brought in \$450 per Sister
  - Inflatable cost was \$285
  - Balance of \$165.00
- **Open Discussion**
  - **Santa Shop**
    - Brought up by Behiye



- December 5<sup>th</sup> – 8<sup>th</sup>
  - Meadowfarms provide \$150 credit for merchandise (to be provided by Heather)
  - Behiye has \$600 and has started buying products
  - Need to check there is enough items for all categories (mom, dad, children, pets, etc)
  - \$160 will go to purchase raffle items for the baskets made by Muriel
  - Michelle also gave Muriel & Behiye flyers from RI Novelty
- **Monthly Calendars**
  - Michelle asked to provide all items for the calendars through end of the year to have them completed in advance
- **Basketball**
  - Brought up by Jeff
  - Rec League opened to 4<sup>th</sup> – 6<sup>th</sup> graders (boys & girls)
  - November start for CYO, flyers went out
  - Mascot idea open for discussion – Heather suggested an Owl to go along with the Owl motto
- **Halloween Party**
  - Brought up by Jeff
  - Who is putting this on? Camilles idea, Sister to confirm what they have planned
  - Who is this funding? 8<sup>th</sup> grade or school
  - Rules defined – no scary costumes and no masks
  - What activities planned? Unknown, Sister to ask 8<sup>th</sup> graders
  - Letter/Flyer be sent home after Sister speaks to Camilles
  - Cost decided \$5 – 10 per family, Sacred Heart Families only
- **Catholic School Week**
  - Brought up by Sister
  - Use a theme such as “Surfing through the Scriptures”
  - Waiting on diocese overall theme to decide events
- **Email / Phone Blasts**
  - Brought up by Jeff
  - Sister advised School Reach is out of business
  - School Messenger needs to be setup, can be pre-program with messages
  - Reminder – thru text messages
  - Email blasts are not easy as not all parents are not willing to give email addresses
- **Sister Nancy**
  - Update by Sister Beth Ann – Sister Nancy is out of the hospital and recovering well
- **Water Leak**
  - Brought up by Jeff
  - Per Sister this was corrected back in July
- **Water Bubblers**
  - Brought up by Jeff
  - Sister recommended that Jeff speak to Father Silvio and Father Peter, believes he would have more leverage
  - Jeff’s concerns no water pressure, has the water been tested
- **Next PTO Meeting**
  - November 1<sup>st</sup> @ 6pm

**Date:** Tuesday, September 6, 2016

**Attendees:** Monica Quadros, Heather Simas Nardella, Sharon Chalmers, Ebony Palmer, Debbie Davey, Melissa Duarte, Rita Vargas, Behiye Oldro, Muriel Milho, Shannon Luiz, Michelle Pearson, Marie Camille, Stephen Camille, Nelia Blackiston, Paula Amaral, Christina Pereira, Father Silvio

**Meeting Start Time:** 6:04 PM

**Meeting End Time:** 7:28 PM

## **AGENDA ITEMS**

- **Opening Prayer**
  - Prayer led by Monica Quadros
- **Start of PTO Meeting**
  - Welcoming new and old members
  - Introductions by all – stating name, and grade of children in the school
- **Back to School Cookout**
  - Pierce Field @ 1pm
  - Volunteers needed
  - Sr. Beth Ann has asked the 8<sup>th</sup> grade to help out with games with the lower grades, this is the start of Student Body Association
  - Jeff P will get ice, will confirm on Friday how much is needed
  - Sr. Beth Ann will get volunteers to transports tables and any other items that are brought to the school earlier.
  - Sandwiches being done by independent contract hired by Sr Beth Ann
  - Jeff will be supervising and coordinating basketball
  - Michelle Pearson volunteered to run water balloon toss
  - Permit ,Insurance Rider, & EMT have been secured for the get-together
  - Christina has change boxes for the glitter tattoos & face painting, Muriel & Sharon to assist with tattoos
- **Feinstein Program/ Good Deeds Collections**
  - Heather – Chair
  - Started 1<sup>st</sup> drive of the year – The Changing Table
  - Asked for new ideas for other good deeds, asking to remember they don't need to be a donation (Ex. Get well cards made for the veterans)
  - Once a month a one page addition to the newsletter will be dedicated to Feinstein news.
  - To stay compliant with Mr. Feinstien's rules for a newsletter submission. One full edition in January will be dedicated to the Feinstein program
- **Fall Fundraiser**
  - Heather – Chair
  - Running a new fundraiser this year – KidStuff – Coupon book
  - Running the fundraiser between Oct 3<sup>rd</sup> – Oct 19th
- **Box Tops / Labels for Education**
  - Shannon – Chair
  - Current we have 11975pts for Campbells Labels of Education – this program will be officially ending June 2017
  - With the points already accumulated it was discussed to get sports equipment for the school

- Shannon will also take over the A+ Rewards program from Stop and Shop, this was previously taken care of by Sr. Nancy.
- Heather to get school code (Id: 06425)
- Box Tops 1<sup>st</sup> submission and release of funds is November 1<sup>st</sup>, 2<sup>nd</sup> submission and release of funds is March 1<sup>st</sup>
- Currently, Shannon has a bin with new and old box tops that she is working through.
- Sr. Beth Ann will speak to the middle school for assistance when there is down time.
- **School Rewards Programs**
  - Amazon Smile should be functioning soon – paperwork from the diocese should be available within the week – Sr. Beth Ann to stay on top of the delivery of the information
  - Monica to research the Coca Cola program that was being managed by a parent that had a child in Sacred Heart School a while ago. The program consists of entering codes to receive equipment for the school.
  - Sr. Beth Ann stated she received paperwork from Brachs Candy Foundation. We should be receiving a grant from them. Her hopes is to break even with costs this year with the help of grant money the school will receive.
- **Mother/Daughter Event**
  - Monica/Rita – Chair persons
  - Event to take place at Splash of Color during Veteran’s Day Weekend
  - Painting for grades K-3/4 will be different than those of the 4/5 – 8
  - Juice boxes/water for the girls, still to be determined if wine will be served for moms
  - Desserts will be served as well
  - Times will be toggled by grades, if you don’t show up in your designated times you will be forfeiting your spot
- **Treasurer’s Report**
  - Balance is \$20 – this money is from dues that are now in placed
  - Christine to keep balance sheet of debits/credits for the PTO
  - Also, need to track families who have paid the \$5 fee
- **Meet the Teacher’s Night**
  - Reminder – September 14<sup>th</sup> @ 6:30pm
  - Asking teachers to get proper email addresses from parents/promote PTO
- **Other Business**
  - **Heather** – asked about the website being updated with correct information – It was stated that the pages with hardcoded text are only allowed a change once a year. The work is being planned out and will be updated in the near future.
  - **Heather** – Newsletter blast never was received – Sr. Beth Ann stated that some emails were bounced back, many parents expressed they did not receive them. Michelle will be sending the newsletter out by Thursday.
  - **Christina** – met with East Providence police regarding drop off and pick up process. They recommended the cone system. Cones were purchased by Jeff with Sr. Beth Ann’s instruction. Stephen Camille mentioned that the cones could have been “donated” to the school. Cones will not be returned. Volunteers are still needed; Sr. Beth Ann going to see if 8<sup>th</sup> graders can assist with children exiting cars to escort them to the playground. Ideally, it would be 3 to 4 volunteers in the morning and afternoon, on a rotating schedule. Christina also asked that if anyone sees people parking on the left side of the road that we ask them kindly to move. Parking is not allowed. Monica mentioned and Sr. Beth Ann confirmed that EP Police will ticket violators.

- **Christina** – mentioned not to be afraid to ask for discounts, donations, for the school. Mention that we are 503c approved. Sr. Beth Ann mentioned she has paperwork that when needed she will be happy to give a copy for the allotted time frames.
- **Stephen** – expressed his disappointment with no funding from the PTO for the 8<sup>th</sup> grade pasta dinner or assistance from the PTO. PTO Committee were taken back by this and stated that the PTO every year has made a donation up to \$500 to the 8<sup>th</sup> graders and also to the band. Monica stated this was never addressed to her personally and she would have handled the situation. Sr. Beth Ann made mentioned that Sr. Nancy had been sick during this time and due to her illness it was overlooked, it was at no fault of anyone. Melissa spoke up stating that this being the 1<sup>st</sup> meeting of the year; for the most part many faces will not be seen again. It is usually comes down to the same 7 to 10 people who participate and help with activities. Sr. Beth Ann appreciated her voice and stated that she will be ensuring that people who state they are going to volunteer will follow-through on their word.
- **Next PTO Meeting**
  - October 4th