



# Sacred Heart School

## PTO Meeting Agenda

Tuesday, August 21, 2018  
6 PM

Meeting Facilitator: Heather Simas, PTO President

**Attendees: Sharon Chalmers, Ebony Palmer, Muriel Milho, Melissa Duarte, Marie & Stephen Camille, Sue Palacios & Mo Guernon**

**Start Time: 6:00 End Time: 7:10**

1) Opening Prayer

Father, we seek the guidance of your Holy Spirit in the business that is before us. In planning for the future, give us vision; in matters of finance, give us responsibility; in dealing with people, give us love. Help us, honour your name, and to carry out your will. We ask this in the name of the Father, Son and Holy Spirit, Amen.

2) Introductions – **Principal, Mr. Mo Guernon was introduced to the group.**

3) Process Changes – Worksheets – **Introduced new worksheets that breakdown all costs, counts and monies received for each event & hot lunch that put on to keep a formalized tracking process.**

4) Planned Events

- a) Back to School Event - September 15<sup>th</sup> 1 – 4:30pm – **Discussed different options: Bringing in a cook for \$500. School would purchase the food, charging \$5 per person. Researched food trucks but the cost would be \$10 per person. The PTO decided on an Ice Cream Social. Further details will be finalized on September 4<sup>th</sup> PTO meeting.**
- b) Father Son Event – October 6<sup>th</sup> 11am – 2:30pm – **Event chairperson is Heather, event is being held at Seekonk Grand Prix. Cost being charged by Grand Prix is \$40 per “couple”. We are charging \$25 for dads, \$20 for 1<sup>st</sup> child, \$15 for 2<sup>nd</sup> child. This is the first event that will use the worksheet for all to view and understand. Invitations have been printed and are ready to be sent out. Responses are due September 28<sup>th</sup>. Invitations to be sent out September 5<sup>th</sup>.**
- c) Mother Daughter Event – November 18<sup>th</sup> 9:30am – 12:30pm – **Event chairpersons are Ebony, Melissa & Heather, event is being held at CW Lanes in Lincoln. Cost being charged by Grand Prix is \$40 per “couple” \$15 for extra child. We are charging \$25 for moms, \$20 for 1<sup>st</sup> child, \$15 for 2<sup>nd</sup> child. Invitations are still pending. Responses will be due back by November 9<sup>th</sup>. Invitations to be sent out October 15<sup>th</sup>.**

5) PTO Fundraising

- a) Pasta Dinner – Proposed Date – October 27<sup>th</sup> – **Idea was well received. Going to partner with Mr. D to raise money for PTO & Band. Location and finalized date to be discussed at the September 4<sup>th</sup> meeting.**
- b) Gift Cards – November – **Idea was well received, option to combine with coupon books.**
- c) Suggestions - **Candy gram at Christmas time. Selling candy canes for \$1 to send to your friend.**

6) Events to be Planned

- a) Mother Son Event – April?? – **Event to be fully vetted in October meeting to have finalized date & location before end of January.**
- b) Father Daughter Dance – May?? – **Event to be fully vetted in November meeting to have finalized date and location before end of February.**
- c) Santa Shop – **Muriel would like this event to happen at the end of December, closer to Christmas. Dates discussed Dec 19<sup>th</sup> – 21<sup>st</sup>.**
- d) Catholic School Week – **Catholic School Week is January 27<sup>th</sup> – February 2<sup>nd</sup>. Events need planning and finalized by November meeting.**
- e) Book Fair – **Ebony raised concerns that the book fair is too long. Muriel brought up the concern if we don't raise \$2000 it is not worth it. Also Muriel has paid for most of the Family Fun Day out of pocket, this donation is well beyond what is necessary. PTO needs to help fund this. Dates are still being discussed.**
- f) Field Day - **Last year's field day was well-received. Going to contact Sandy Gorham again to schedule field day for 2019. Cost is 1/3 of Grist Mill and the amenities are tripled.**

7) Ideas for Events

- a) Gingerbread House/Christmas Movie – **A date needs to be confirmed and planned finalized.**
- b) Suggestions

8) School Fundraising

- a) Fall/Winter
  - i) Ideas/Suggestions - **Committee has decided that Cookies & Pies are the best way to go. Heather to contact Doug to get dates.**
- b) Spring
  - i) Chocolates – **Fundraiser will be held in March & we are to go with Hershey.**

9) Feinstein Good Deeds Program

- a) Sock Drive – 1<sup>st</sup> day of school thru September 18<sup>th</sup> – **Heather will handle transport of socks to the Gotta Have Sole. If allowed, 8<sup>th</sup> graders will accompany Heather for delivery.**
- b) Spring Drive – **Idea to be determined.**
- c) Can Food Drive – Mandatory – **Will be run with the Thanksgiving & Christmas lunch. Location of donation will be decided in November PTO meeting.**

#### 10) Holiday Lunches

- a) Thanksgiving – November 8<sup>th</sup> – **Same option as last year. Catered by Dave's & volunteers will be needed.**
- b) Christmas – December 11<sup>th</sup> – **Similar option as last year. Catered by Dave's & volunteers will be needed.**
- c) Easter – April ?? - **Date to be determined because of Spring vacation.**

#### 11) Hot Lunches

- a) 1x a month – Marie Camille – Benefit 8<sup>th</sup> Grade - **Dates will be finalized and sent to Terry to place on calendar.**
- b) Suggestion – Each grade – volunteers to put on 1 hot lunch per month - **Need to find volunteers for this to occur**
  - i) Ex. 8<sup>th</sup> – September; 7<sup>th</sup> – October; 6<sup>th</sup> – November; 5<sup>th</sup> – December, 4<sup>th</sup> – January

#### 12) Middle School Dances – **Mo does not have any issues with dances as long as well supervised.**

- a) November/December, February, April/May - **Dates to be determined**
- b) Schools to Invite
  - i) St. Pius – Providence
  - ii) Bay View – East Providence
  - iii) Bishop Hendricken - Warwick
  - iv) Our Lady of Mt Carmel – Bristol
  - v) Schools in District??? - **Mo will be looking into these. St. Luke's, St. Margaret's, St. Theresa's, others unknown.**

#### 13) Uniform Sales

- a) January; June – **Dates not decided**
- b) Any other dates? - **As of right now, not adding new dates. Suggestion of if you bring an item you can exchange for a bigger size.**

- 14) Treasurer Report - **Currently PTO has \$123.00 from uniform sale. New workbook to be sent to Sue & Mo.**
- 15) Other Business - **Heather brought up the question of where the nets that were purchased. Sharon stated to contact Sue Francesconi.**