

Bishop O'Connell High School
PTO Meeting Minutes
Tuesday, September 5, 2017

In attendance: Marylou Bergeron, Carl Patton, Claire Hosker, Laura Hales, Melody Ballesteros, Regina Allegra, Natasha Rocheleau, Mike Nardacci, Suzanne Campbell, Ann Brinkmann, Karen Becht, Amy Stephenson, Monet Love-Peterson, Terri Lynn Wootten, Kim Aubry, Jonathon Love, and Diane Black

The meeting was called to order at 7:10p.m. by PTO President Karen Becht.

Opening Prayer: The opening prayer was offered by Laura Hales. She spoke about the Spiritual Life Committee and invited everyone to receive the Knights Intercessor Prayer Connection that is sent out via e-mail every Wednesday.

Spiritual Life Committee Update: Seven SLC meeting dates for this school year have been planned. The first is on September 20th at 7:00 pm in Cafe Vaticano (Entrance 5). We will hear an update from Father, discuss Campus Ministry needs and activities, and develop a plan for the Spiritual Life Committee to support the DJO Community this year. All parents are welcome and encouraged to attend. Everyone is also invited to become a praying member of our Knights Intercessors Prayer Connection which is a Wednesday prayer email for the needs of the Bishop O'Connell Community and our loved ones. Praying members include parents, faculty, staff and alumni. You can sign up through the Friday Blitz or at this link:

**<http://bishopoconnell.us10.list-manage1.com/subscribe?u=016eba847eadc2b19e0879871&id=beb70778dd>
Prayer requests can be submitted through the following email: KnightsIntercessors@bishopoconnell.org**

PTO Goals and Introductions: Karen Becht introduced the following goals:

- 1. Refocus budget**
- 2. By-laws**
- 3. Regional Communities**

She is hoping to make communication easy for those gifting their time by introducing paperless minutes, creating an e-mail distribution list for the board and committees, and establish deadlines for communication.

Karen Becht thanked all those present for volunteering their time for the benefit of the Bishop O'Connell community. She then asked everyone to introduce themselves and their roles within the PTO. Carl Patton (Principal), Terri Lynn Wootten (Volunteer Coordinator), Claire Hosker (Hospitality), Laura Hales (Spiritual Life Committee), Diane Black (Secretary), Melody Ballesteros (Used Book Sake), Regina Allegra and Natasha Rocheleau (All Night Grad Party), Suzanne Campbell (Communications), Ann Brinkmann (Vice President), Karen Becht (President), Marylou Bergeron (Baccalaureate Breakfast), Amy Stephenson (Treasurer), and Kim Aubry (Office of Advancement).

Regional Communities: Ann Brinkman introduced Regional Communities. O'Connell is geographically diverse. The goal is to create four smaller communities to provide opportunities for gatherings, service, and support to O'Connell families living close in proximity. The hope is that these communities will build camaraderie and create school involvement. It will be an opportunity to meet families and kids peers. She indicated that each region would have a head of their region. A few ideas that were mentioned: summer barbecues, parent socials, dinner fundraisers at local restaurants. The school is enthusiastic and supportive of this new endeavor. Ideas are welcome as the Regional Communities are created.

A few ideas were generated during the meeting. Claire Hosker discussed the therapeutic riding program at Frying Pan Park and suggested that this might be a good service project for regional communities. Melody Ballesteros suggested that regional communities would be a great source to create mentor programs for new & transfer families. Monet Love-Peterson suggested wine & cheese, mother/son breakfast, and father/daughter dance. Kim Aubry suggested that there could be potential for friendly competitions for the 5k including preparing for the race.

School Update: Carl Patton provided a school update. The school is commemorating opening day in 1957 with a Mass, sock hop lunch including burgers, fries, and milkshakes free of charge to students, and 60th anniversary buttons. Former faculty were invited to join the school community for this special day. The 60th anniversary theme has been used throughout the year, beginning in January 2017 with the Gala (February) & Golf Tournament (May) and will be the theme for Homecoming (October). Alumni will also receive the 60th anniversary buttons.

O'Connell is having an outstanding year with increased enrollment. The goal was set for 1100 students and is currently at 1116 students. As a result, hiring of new faculty occurred. The school is assessing curriculums for transparency, consistencies, and topics being taught across curriculums. Mr. Patton expects an increase in communications from teachers. Mr. Patton also spoke about Power School and that this year's goal is to go to a paperless mode, including progress reports and report cards.

Communication with parents is a critical piece this year. He will extend invitations to meet with him, offer more office hours and hopes to be more available to parents. He makes an effort to know each student.

Mr. Patton concluded by recognizing that this is the best energy and start to the school year that he has seen.

Back to School Night: Karen Becht discussed the plans for Back-to-School Night. She asked that all PTO members stop in the cafeteria to pick up a PTO button prior to going to the auditorium.

At Back-to-School Night, she will make PTO introductions, introduce the goals especially the regional communities and end with a Blitz game.

Athletic Booster Report: Karen Becht spoke on behalf of Karen Clerici. Last year, the athletics dept. initiated a new policy that all DJO families must work two shifts of concessions during the school year. This was almost impossible to track since we allowed families to sign up whenever they wanted, during any season. New this year: Fall teams have been assigned one after school week and one football game shift to work concessions. The booster rep is given the sign up link and can monitor it. Therefore, the booster reps can send reminder emails out to the team if the slots are not filled. We also created "OPEN" weeks where any parent can sign up for an after school date in November to work concessions if these dates work better for their schedules. This new system is working very well. Almost every after school day is full and all football games are full. We have had more parent involvement and positive feedback. We also hired Mayra Aponte from the cafeteria, to work every day after school and football games with our volunteers. This also has worked out very well for maintaining the building and health code standards, and helping nervous, new parents learn the ropes. Concessions will move indoors in November for basketball season.

Karen explained that the Booster Pass gets you into home games at a discounted price.

The Boosters will be exploring some large ticket purchases for the athletics department this fall, to include weight room additions targeted for female athletes and a new bus to ease transportation budgets.

Booster BASH: All parents of student athletes are encouraged to attend the annual Oktoberfest-themed event at the Wootten home on Saturday, Sept 30th at 7pm. Tickets are \$30 pp and sold online. Great opportunity to show appreciation for coaches, build spirit, and be a part of the community. Information is in the blitz.

Used Book Sale Report: Melody Ballesteros reported that this year's sale was successful and guesstimated that the final numbers will be between \$22,000-\$26,000 with sales about \$143,000. Due to changes in procedures, there was a cost increase due to requiring more help and time. Books are expensive and she commented that they were hit hard with textbook changes and wondered if there is a better way; often the updates to textbooks are minimal. Can we reduce costs by taking a closer look at resources and textbooks and meeting with teachers in January, prior to the sale? Karen Becht addressed the English packets that came home requiring additional expenses for novels. Carl Patton indicated that the school is determining textbook use vs. electronic/subscription. He continued by saying that all curriculums will be skills based and cross

all subjects, as it has already been restructured for the Freshmen. The school will determine the best format for each class and which format will be most effective for students.

Fine Arts Booster Report: Carl Patton spoke on behalf of Tim Coffin. The spring music trip will be to New Orleans, one week later than in previous years. The production this fall will be Romeo & Juliet and the spring musical will be Mary Poppins. The new choir room is open and is adjacent to the stage which will be helpful for performances. It is one of many upgrades around the school.

Communications Plan: Suzanne Campbell provided the goals for the year which included the following: foster Bishop O'Connell community and connections by communicating timely information to PTO, leverage existing school-wide communications channels to share PTO information: Friday Blitz, PTO Website, School Calendar, identifying PTO and school functions where parent participation is desired, ie Transfer Student session and parent speakers, and coordinate with key school stakeholders including Director of Communications.

The PTO website will be the central location for PTO information including links, volunteer signup, Spiritual Life, and meeting/event calendar. The website was updated today and a simpler PTO logo was introduced.

PTO committee input not currently in the Blitz should send input to ptocommunications@bishopoconnell.org Wednesdays by 8pm. It will be submitted for review/input on Thursdays. Encourages everyone to send photos – breakfast, Used Book Sale – were just a few suggestions.

Feedback and input is welcome at PTO meetings or through PTO committee members.

She requests that committees follow-up with volunteers and thank them for sharing their time and talents.

Her hope is to refresh by-laws and capture knowledge from committees to provide a starting point for the next chairs.

Passwords were provided for board e-mails. E-mail addresses are google based – creating folders for various responsibilities was suggested so that the information may be passed onto the next board members or chairs.

Volunteer Plan: Terri Lynn Wootten created a sign-up genius and volunteers will initially receive a generic response. Every 2-3 weeks she plans to forward the volunteer lists to the appropriate heads/chairs. She asks that heads/chairs please send a thank you to all volunteers – she asked that

you send your format initially for approval since it represents the school. When the event is a month away, she asks that you send details to volunteers and also kindly mention that if for whatever reason, they are unable to volunteer, to please let the chair know. Follow up with other volunteer opportunities so that they continue to have opportunities to be involved. All volunteers must be Virtus trained when dealing with the kids.

Take a look at sign-up genius and send any changes to her in an e-mail - include a screen shot and exactly what you want it to say.

**Budget: The budget was presented by Amy Stephenson and as of June 30th 2017, it is as follows:
\$106,822.21 income
\$85,696.29 expenses
+\$21,125.92**

Bishop O'Connell PTO account balance as of June 30th, 2017 was \$55,884.45

Note: income from UBS & \$105 PTO dues, per family, will go towards the 2017-18 budget. Keep in mind we have a large 2021 class & expenses/inflation will affect the budget for this year. All event coordinators are asked to turn in estimates or hard numbers (from previous years) so we can do a projected budget.

Send all reimbursement requests to Amy – using Linda Patterson's reimbursement form, to maintain consistency. Once Karen Becht approves the reimbursement, the check will come from Bishop O'Connell.

Karen Becht and Laura Hales concluded the meeting with a closing prayer at 8:47p.m

Upcoming Events:

**9/13 Fine Arts Booster Welcome Potluck
9/14 Back-to-School Night at 7:00 p.m.
9/30 Booster Bash
10/2 PTO Meeting at 7:00p.m. in the Library
10/15 Open House
10/28 Homecoming**

Mark Your Calendar:

**2/3 Gala & Auction
4/14 5K & Family Fun Run
5/7 Golf Classic**

Approved: October 2nd by Ann Brinkmann and Suzanne Campbell

