



SAINT MARY CATHOLIC SCHOOL (SMCS)
PTO MEETING MINUTES
December 5, 2025
PLC Classroom #2



1. Call to Order at 8:16 am, 20 present.
 - a. Open with prayer led by President, April Sterling.
 - b. **School Mission Statement:** Dedicated to Catholic values, Saint Mary Catholic School is a Christ-centered, educational community committed to academic excellence, spiritual growth, individual responsibility, and service to others.
2. Minutes (*November 7, 2025*) reviewed and approved. Motion to Approve by Clarice Richard and Seconded by Corissa Bayer. All in favor, none opposed.
3. Principal's Report, Mr. Rodgers
 - a. Upcoming Saint Nicholas Breakfast and Christmas Market to be held on Sunday, December 14, 2025. Knights of Columbus #4444 will be cooking.
 - b. Appointed Dawn Wynn as Interim Secretary to assist the PTO Board.
 - c. SMCS new-build schematic designs are in the works with groundbreaking expected Spring 2026.
 - d. **IMPACT will close on December 31, 2025.** Expecting upwards of \$120K for potential grant options including soft building costs, artificial playground turf, new third bus, and security.
 - e. Okaloosa County Sheriff's Department Deputy Pugh will be departing SMCS during the Christmas Break with Deputy Jason Brewer starting on January 6, 2026.
 - f. Announcements:
 - i. Lessons and Carols will be held after school mass on December 18, 2025 (*students only*).
 - ii. K-8 Field Trip, Nutcracker, will be on December 19, 2025.
 - iii. Christmas Break: December 20, 2025—January 5, 2026; students return on January 6th.
4. Officer's Reports
 - a. Past President's Report, Cristina Gill:
 - i. November Task Force Pizza raised \$235.
 - ii. Art to Remember:
 1. Current funds raised: \$1531.
 2. Order link remains open through December 31, 2025: <https://arttoremember.com/school/hzw2cs>
 3. Encourages all families to continue purchasing so we can reach our 30% PTO kickback goal from the company.
 4. Orders placed now will not arrive in time for Christmas, but they will make for great birthday, special occasion, and future gift options.
 5. Noted, "This is the best response we've had in the last three years we've run this fundraiser!"
 - iii. Upcoming Spirit Night: Tijuana Flats, FWB, January, date TBD.
 - b. Interim President's Report, April Sterling:
 - i. Color Fun Run (1/30/26), *POC: Jenna Beaty*: More information to come next month.
 - ii. Frosty 5K (1/31/2026), *POC: Jenna Beaty*: One person has volunteered to help with the committee. Looking for more help with day-of events. Frosty Run registration:
<https://www.active.com/fort-walton-beach-fl/running/distance-running/frosty-5k-17th-annual-2026>
 - c. Interim Vice President's Report, Arielle May: Nothing new to add.
 - d. Co-Treasurer's Report, Kristin White and Catherine O'Bannon:
 - i. Teacher Motivational Speaker Retreat, Claire Gallagher, scheduled to visit January 5, 2026. \$210 was approved for Teacher Workday.
 - ii. \$288.39 was provided for Track-or-Treat (bags & pizza party).
 - iii. \$700 projected for the upcoming Breakfast with Saint Nicholas.

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- e. Interim Secretary's Report, Dawn Wynn: Coat and Shoe Drive, December 8-12, 2025, *POC: Jon Wynn, Helping Hands Chairman*. Organized in association with Knights of Columbus #4444 supporting Catholic Charities of Northwest Florida. There will be bins placed inside the school SMCS main gate front desk area to collect new, unused, and clean coats and shoes for all ages/sizes. Items will be collected daily and transported to Catholic Charities for sorting and distribution.
- 5. Committee Reports
 - a. SAC Security Subcommittee, *POC: Katie Ryan*: Fence slats are expected to be installed December 2025. Elementary classroom weather impact window coverings installation is projected for Summer 2026. Families interested in donating directly to Security updates can write a check and add "Security" on the memo or if online is preferred, visit <https://www.zeffy.com/en-US/fundraising/a8beb3dd-3836-47d7-8427-2e482d5b7f6f>, select amount/frequency—Continue—select dropdown: "Safety and Security Improvements" before submitting.
 - b. Breakfast with Saint Nicholas and Christmas Market, *POC: Derly Merritt & Clarice Richard*. Approximately 60 attendees currently reserved for estimated \$580 gained.
 - i. Breakfast Link: <https://www.zeffy.com/en-US/ticketing/saint-nicks-breakfast-and-holiday-market-2025--2026>
 - ii. Vendor Link (\$25 per 10x10 space): <https://www.zeffy.com/en-US/ticketing/holiday-market--2025-2>
 - iii. Volunteers needed for setup prior to and during the event: <https://signup.com/go/KOgdvkF>
- 6. Unfinished Business: Spirit Sale, POC: Kathryn Gordon. 123 items ordered. Link is public and open throughout the 2025-2026 school year at <https://www.kbmakersmarket.com/pages/saint-mary-catholic-school>.
 - a. KG Makers Market (vendor) will be donating items to Teacher Appreciation Week!
 - b. Students are authorized to wear spirit gear tops on announced SMCS Spirit Days with jeans.
- 7. New Business
 - a. Security—Reminder that anyone needing access to campus during school hours (including volunteer events), must first check in at the front office. Note, all volunteers must be fully vetted before participating in any activities during school hours/around children.
 - b. Staff Favorite Things link will be posted to the PTO Facebook group soon!
- 8. Announcements: School Administration is working towards streamlining communication by incorporating all grades, teams, and clubs into Dojo.
- 9. Last Call/Re-attacks
- 10. Adjournment at 8:54am—Motioned by Kathryn Gordon and Seconded by Derly Merritt.

//signed//
DAWN WYNN
Interim Secretary

Approved as Written

//signed//
APRIL STERLING
Interim President