



**SAINT MARY CATHOLIC SCHOOL (SMCS)**  
**PTO MEETING MINUTES**  
**February 6, 2026**  
**PLC Classroom #2**



**Please review this document and submit comments or request for revisions to [PTO@saintmaryschool.net](mailto:PTO@saintmaryschool.net) by February 28, 2026. All comments and requests will be reviewed and voted on during the next general membership meeting on 6 March 2026.**

1. Call to Order at 08:15 am, 18 present. Motion to begin by Brandee LaGrua and Seconded by Katie Ryan.
  - a. Open with prayer led by President, April Sterling.
  - b. Recited the School Mission Statement.
2. Minutes reviewed and approved (January 9, 2026). Motion to Approve by Kathryn Gordon and Seconded by Corissa Bayer. All in favor, none opposed, and no one abstained.
3. Principal's Report, Mr. Rodgers
  - a. Continuing to work on streamlining communication for all classes onto Class Dojo as the primary source.
  - b. Areas of improvement have been identified on campus and Administration is working on solutions to address them.
  - c. To maintain a safe and secure campus, school Mass will be moved from a public to private Mass beginning next school year. More details to follow.
  - d. New build update: Met with the builder & detailed plans are complete! Currently researching contractors; projecting a Spring '26 build start date.
  - e. The Archangel Ambassador Program will operate as a subcommittee of the Student Advisory Council (SAC), with possible support from the PTO as needed.
  - f. Looking Ahead:
    - i. **In-house School Registration (2/2-2/13)**—Do not delay! Current families are priority.
    - ii. **The Aristocats School Play (2/13-2/14)**—Grateful for Ms. Parker's direction leading this production!
    - iii. **Open School Registration Begins (2/17)**
    - iv. **Ash Wednesday (2/18)**—Mass will be at 9:45am for students; families are welcome.
    - v. **Field Day, Color Run, & Memorial Mass for Avery Smith (3/13)**—Discussed combining both outdoor school events and ideas to honor Avery Smith's life.
    - vi. **Ignatius Book Fair (3/6-3/10)**—Aligned with the school's mission; PTO volunteers may be needed.
4. Upcoming Events
  - a. **Family Science Night (2/25, 5-7pm, Gym, POCs: Molly Morrison & Cristina Gill)**. A motion was made by Kathryn Gordon and seconded by Corissa Bayer to sell pizza at the event rather than offer it by donation. The motion passed unanimously (all in favor, none opposed). Pizza will be sold as two slices of cheese pizza (most likely Little Caesars) with a bottle of water for \$5. Discussion included the possibility of offering pre-sales; if available, a Zeffy link will be shared via the PTO Facebook page and Class Dojo. The Emerald Coast Science Center (ECSC) will be on-hand to assist at various stations. Approximately 30 volunteers (middle school students through adults) will be needed to support the event. Event flyer was presented and is attached to the minutes for reference.
  - b. **Field Day (3/13, POCs: Dawn Wynn, April Sterling, & Arielle May)**. **Post-Meeting Update: Field Day was postponed shortly after the February 6th PTO meeting. Reschedule date TBD.** A motion was made by April Sterling to approve a \$200 budget to support this event. Motion carried unanimously (all in favor, none opposed). Background checks will be required for volunteers and they will need to schedule an appointment no later than February 27th. Volunteers needing to be fully vetted can contact Cat O'Bannon at (850) 243-8913 in the front office to schedule an appointment. The process includes fingerprinting and requires online courses. Once completed, volunteers are fully vetted for five years. This event will be combined with the rescheduled Color Run ahead of Spring Break early release, which will help ensure volunteers and observers have been vetted/approved prior to the event. Circuit stations will be safe and non-water based; a water station will be available throughout the morning. Currently, 30 volunteers are fully vetted; additional parents are strongly encouraged to complete the process!  
<https://www.saintmaryschool.net/current-families/parent-volunteers/>

*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.*

- c. **Teacher Appreciation Week (May 4-8, POCs: Kathryn Gordon & Ruby Underwood).** A motion was made by April Sterling to approve a \$2,000 budget by transferring funds from savings to checking to cover the request for items including: gift baskets, bags for all staff, two lunches, stocking the staff lounge, spirit shirts, and related needs. Event leads are actively working to secure sponsors and donations to help offset costs. Local businesses will have an opportunity to purchase sponsorship tiers, which may include having their business logo added to the spirit shirts. Discussion was held regarding the impact of transferring funds from savings to checking, including concern about reducing the account balances. The motion was then approved (15 in favor, none opposed, two abstentions).
5. Officer's Reports
- a. Past President's Report, Cristina Gill:
    - i. Previous Fundraising Events
      - (1) Art to Remember: Pending distribution to account.
      - (2) Panda Express: \$116.49 pending for deposit into account.
    - ii. Upcoming Spirit Nights:
      - (1) **Bongo's Fun Center (2/10, 4-8pm):** Enjoy roller skating, arcade, food, and/or playground.
      - (2) **Pepper's Mexican Grill & Cantina, Shalimar (2/10, 4-9:30pm):** Must dine-in.
      - (3) **Tijuana Flats, FWB (2/18, 5-9pm):** Dine-in or order online using code: SPNT205.
  - b. Interim President's Report, April Sterling: Presented a 'Thank You, Mrs. Wilbus' card for all her efforts assisting with Art to Remember. Card was signed by meeting attendees and delivered to the Front Office for staff signatures.
  - c. Interim Vice President's Report, Arielle May: Nothing to report.
  - d. Co-Treasurer's Report, Kristin White and Catherine O'Bannon: Presented and reviewed.
  - e. Interim Secretary's Report, Dawn Wynn: Report involved distribution of flyers, including a short-notice Knights of Columbus (KOC) #4444 volunteer opportunity for the Annual Diocesan Youth Conference on 2/7 (approximately 300 attendees; assistance needed primarily with dinner preparation and serving). The weekly school newsletter PTO entry with February events was also provided, along with a "February Freebies" community events resource available for children. Flyers referenced are attached to these minutes for reference.
6. Committee Reports
- a. SAC Security Subcommittee, POC: *Katie Ryan*. Impact window improvements are moving forward and will still require approximately \$100,000 for the middle school windows. Fence slats have been installed. Speed lights have been delivered and installation is underway; thank you to Jim Iler for assisting with various project installations and supporting campus safety! New LED lights have also been installed on the soccer field. Discussion was held regarding potential rental use of the field (e.g. soccer teams); however, it was stated that the lights are intended for safety purposes only and not for general use. Appreciation was expressed to the school and the Okaloosa County Sheriff's Office for their continued focus on safety. Donations to Security are always accepted (<https://www.zeffy.com/en-US/fundraising/a8beb3dd-3836-47d7-8427-2e482d5b7f6f>, Donation Reason: select dropdown option "Safety and Security Improvements"). This is a closed subcommittee; contact Mrs. Ryan for any questions.
  - b. **Frosty 5K, POC: Jenna Beaty.** Kristin White reported approximately \$2,000 in proceeds were generated.
7. Unfinished Business: None to Report.
8. New Business: None to Report.
9. Announcements: Next Meeting is scheduled for March 6, 2026 at 8:15am in PLC Room #2.
10. Adjournment at 8:57am. Motioned by Ruby Underwood and Seconded by Cat O'Bannon.

*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.*

//signed//  
DAWN WYNN  
Interim Secretary

~~Approved as Written~~ (PENDING)

//signed//  
APRIL STERLING  
Interim President

Attachments:

1. SMCS & ECSC Family Science Night Flyer
2. KOC #4444 Youth Conference Volunteer Request Flyer
3. PTO February Events Flyer
4. February Freebies Flyer