



SAINT MARY CATHOLIC SCHOOL (SMCS)
PTO MEETING MINUTES
January 9, 2026
PLC Classroom #2



1. Call to Order at 08:17 am, 15 present. Motion to begin by Kristin White and Seconded by Ruby Underwood.
 - 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 reviewed and approved (December 5, 2025). Motion to Approve by Clarice Richard and Seconded by Ruby Underwood. 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. Currently 90% of the community is on Dojo! Working on teams/clubs/classes to consolidate on the app as well.
 - b. Actively working on a parent directory and exploring the most appropriate and secure way to implement it.
 - c. Welcome Okaloosa County Sheriff's Department Deputy Jason Brewer! He is originally from Niceville and attended University of Florida. He will be stopping by classrooms to meet students throughout the month.
 - d. Areas of improvement have been identified on campus and Administration is working on solutions to address them.
 - e. Summer Camp information is coming soon!
 - f. IMPACT received just under \$100K, thank you to all that donated! Potential grants include: third bus, soft costs related to new build, PK playground upgrade, and PLC/gym bleachers and flooring.
 - g. Upcoming Events:
 - i. **NOVA New Build Survey (1/13)**—Will impact PreK pickup, please use Main Gate.
 - ii. **SMCS Spirit Day (1/16)**
 - iii. **Guest Parent Speakers during Mass (1/23-1/24)**
 - iv. **Catholic Schools Week (1/26-1/30)**—Mrs. Cantu is working the schedule.
 - v. **In-house School Registration (2/2-2/13)**—Do not delay! Current families are priority.
 - vi. **Open School Registration Begins (2/16)**
4. Officer's Reports
 - a. Past President's Report, Cristina Gill:
 - i. Bongo's Fun Center (*formerly Fort Sk8*) has rebranded; previous bookmarks are still valid.
 - ii. Art to Remember:
 - (1) Total funds raised: \$1625.
 - (2) 32% of families participated! "Biggest number in the last 6-years!"
 - iii. Upcoming Spirit Nights:
 - (1) **January (1/30, All day):** Panda Express on Beal Pkwy, FWB. 28% donated back to SMCS. Must order online or app. Use the code once published and is available nationwide. Eat there or order head for pickup!
 - (2) **February (2/18, 5-8pm):** Tijuana Flats, Eglin Pkwy, FWB. 20% donated back. Must be in-person.
 - b. Interim President's Report, April Sterling: Nothing new to add.
 - 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, visited during Teacher In-service Day on January 5, 2026. Staff enjoyed her visit and lunch from Tijuana Flats!
 - ii. Breakfast with Saint Nicholas came in under-budget!
 - e. Interim Secretary's Report, Dawn Wynn:

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- i. Developed a new “Saint Mary Consolidated Quick Reference Directory” that serves as a live document for all families and is maintained by the PTO Secretary (<https://www.saintmaryschool.net/current-families/pto/>, under the Documents section). Parents are always encouraged to contact the Front Office with questions regarding programs, clubs, and teams.
 - ii. Beginning January 2026, event leads are required to complete an After Event Reporting Form (*Excel or Word format*) and submit it to the PTO Board for review. Following approval by the general membership, the finalized document will be included as an attachment to the official meeting minutes for recordkeeping and future reference.
5. Committee Reports
- a. SAC Security Subcommittee, *POC: Katie Ryan, briefed by Kristin White*. The window replacement is underway and pending final vendor approval. Fence slat installation is expected January 2026.
 - b. Breakfast with Saint Nicholas & Christmas Market (*Attachment*), *POC: Derly Merritt & Clarice Richard*.
 - i. 153 tickets sold, eight Vendors reserved, and donations gained \$1,632 in net profit.
 - ii. 60-70 plates were donated to One Hopeful Place, FWB.
 - iii. Kristin White motioned to purchase a new St. Nicholas costume, Dawn Wynn seconded. Estimated purchase \$250 via Amazon. All in favor, none opposed, and no one abstained.
 - c. SMCS Color Run & Annual Frosty 5K, *POC: Jenna Beaty*.
 - i. **Color Run (1/30)** child registration & class progress available at: <https://saintmary.pledgestar.com/Welcome/>
 - (1) Coaches, teachers, and staff are primary volunteers. Due to the number of students participating on campus, additional volunteers will be limited.
 - (2) Parents can attend and pool inside the track but need to check-in with front office.
 - (3) Chalk is all-natural (cornstarch & food coloring) which helps to reduce allergens/asthma.
 - (4) Students can wear ANY type of gym shoes during this event!
 - ii. **Frosty 5K (1/31)** registration open at: <https://www.active.com/fort-walton-beach-fl/running/distance-running/frosty-5k-17th-annual-2026>. Follow: <https://www.facebook.com/SaintMarySchoolFrosty5k/>.
 - (1) Shirts are in the works & design winner will be announced soon!
 - (2) Door prize donations are greatly appreciated; business logos need to be submitted by 1/13/2026.
 - (3) Bib pickup is available Friday 1/30 after school dismissal and day-of event.
6. Unfinished Business: None to Report.
7. New Business: None to Report.
8. Announcements: Next Meeting is scheduled for February 6, 2026 at 8:15am in PLC Room #2.
9. Adjournment at 9:08am. Motioned by Ruby Underwood and Seconded by Elizabeth Parker.

//signed//
 DAWN WYNN
 Interim Secretary

Approved as Written

//signed//
 APRIL STERLING
 Interim President

Attachment:
 St. Nicholas Breakfast & Christmas Market After Event Report 2025

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EVENT: Breakfast with St. Nicholas & Christmas Market 2025

COMMITTEE LEAD DUTIES	Create flyer - Get approved by Principal	
	Get access to Zeffy link (<i>plate & donation purchases</i>)	POC: Kristin White
	Get access to Christmas Market Zeffy link (<i>vendors</i>)	
	Get access to volunteer SignUp link	POC: Cristina Gill
	Download flyer into website campaign	
	Forward event flyer to PTO for upload to Facebook group	POC: PTO Secretary
	Forward event flyer(s) to Admin for posting to Dojo	POC: Mrs. Parker & Kristin White
	Post event advertisement on various Facebook vendor pages	POC: Dawn Wynn
	Forward Flocknote event info & reminder (<i>up to 168-characters</i>)	POC: Mrs. Parker
Confirm with Vendors if they will need a table and/or extension cable(s)	POC: Kristin White for cables	
KNIGHTS OF COLUMBUS (KOC)		
KNIGHTS OF COLUMBUS (KOC)	Confirm current contact - 2025 Grand Knight: Greg Fox	POC: Ms. Janice, Cafeteria Mgr
	Roles: Volunteers, St. Nicholas, & Cooking	
	Need: Cooler for hot water (cocoa)	
	KOC Makes: Coffee, Pancakes, Sausages	
	Assist with setting the serving station & plates to serve	
Included on serving table: Butter, whipped cream, chocolate chips, syrup, & utensils		
ZEFFY EVENT SALES LINK		
ZEFFY EVENT SALES LINK	2025 per plate rate = \$8	https://www.zeffy.com/en-US/ticketing/saint-nicks-breakfast-
	Update link with event information, grant access to event lead & co-lead	US/ticketing/holiday-market--2025-2
VENDORS		
VENDORS	Outdoor spots alongside cafeteria inside the gate area	
	10x10 spot = \$25/spot	https://www.zeffy.com/en-US/ticketing/holiday-market--2025-2
	<i>If outdoors:</i> Recommend owners bring tent/cover/portable heater	
	<i>If indoors:</i> Recommend all owners bring signage for business	
VOLUNTEER POSITIONS & ROLES		
VOLUNTEER POSITIONS & ROLES	(2) Registration Check-in	
	(1) St. Nicholas Photographer / Floater	
	(2) Floaters - Cleanup areas, assist with any questions	
	(5) Clean Up (School will breakdown the stage - PTO cleans tables, puts stage decorations away, & sweep if needed)	
REQUESTED ITEMS FOR USE		
REQUESTED ITEMS FOR USE	Stage & opposite wall Backdrop(s)	
	Animated Grinch (<i>not required but was placed outside the entrance door to the cafeteria</i>)	
	(2) Speakers for music (<i>Indoor & Outdoor</i>)	
	Mailbox for "Letters to the North Pole"	
	Colored pencils/crayons for writing letters	
SETUP		
SETUP	SMCS staff will place stage in cafeteria day prior	POC: Kristin White
	DAY PRIOR: The stage & (2) backdrops need to be placed	
	DAY PRIOR: Expected setup timeframe is 1-1.2 hours	
	Bring tape & scissors	
	School-day prior to event: Staff will place tables in cafeteria	
	TO DO: Decorate stage, windows, and door glass. place (20) plastic table cloths & (10)	
	WILL NEED: (2-3) extension cords	
	WILL NEED: Ice & spoon to help cool down hot cocoa temp for children	
Arrange cups, silverware, hot cocoa station, coffee station, topping station, & water		
MORNING OF EVENT		
MORNING OF EVENT	Open doors for KOC: 7:00am	
	Event Lead Arrival: 7:30am	
	Vendor Arrival: 8:00am	
STATION: Letters to the North Pole		
STATION: Letters to the North Pole	Day Prior: Print 50 color copies of writing sheet	
	Day Prior: Decorate table - Place mailbox or some kind of letter holder	
	Day of: Place sheets with pencils/crayons on single table in one location	
STATION: Drinks & Toppings		
STATION: Drinks & Toppings	Place hot drinks & topping on decorated covered tables closest to the kitchen	
	Place water with cups on it's own table in between farthest kitchen door & bathroom hall	
STATION: Check-in		
STATION: Check-in	Need (1) Table + (2) chairs	
	Add donation jar - money collected goes directly to PTO	
	Do not accept money during event - change not available & cooks only account for	
RECOMMENDATIONS & LESSONS LEARNED		
RECOMMENDATIONS & LESSONS LEARNED	Secure event date 4-5 months in advance (Aug/Sept) - Vendors need many months in advance	
	New St. Nicholas costume is needed - Discuss with KOC if they can help purchase	
	Change to (2) servings - Right after Mass times, if kept on a Sunday	
	Move to a Saturday to boost vendor sign-up/sales	
	Move indoors due to potential for inclement weather - All vendors requested this for next year	
	Purchase tablecloths & centerpieces after Christmas during sales! (Cups for pencils, crayons, etc.)	
	Check-in needs to be digital and/or the event lead needs to print (2) paper copies - sorted by last name with purchased time slot	
	Event direction signs need to be created & placed in parking lot/PLC (<i>confusion during Women's Club Bake Sale</i>)	
Request assistance from Church front office to help publicize with the Parish community. (850) 243-3742		