



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



Please review this document and submit comments or request for revisions to PTO@saintmaryschool.net by March 31, 2026. All comments and requests will be reviewed and voted on during the next general membership meeting on April 10, 2026.

1. Call to Order

Interim President April Sterling called the meeting to order at 8:16 am. A quorum was present with 12 in attendance. Mrs. Sterling opened with a prayer and recited the SMCS mission statement.

2. Attendance

- a. Board Members Present: April Sterling, Dawn Wynn, Cristina Gill, and Catharine O'Bannon.
- b. Members Present: Peter Rodgers, Katie Ryan, Giselle Malia, Hannah Varnadore, Megan Sherman, Jessica McGraw, Kathryn Gordon, and Mallory Bradford.

3. Approval of Previous Minutes

Minutes from the February 6, 2026 meeting were reviewed. Corrections were noted and the minutes were approved as corrected. A motion to approve the minutes was made by Katie Ryan and seconded by Kathryn Gordon. The motion passed.

4. Principal's Report – Mr. Rodgers

- a. *New build update:* Architectural plans have been completed and submitted to the general contractor. The project is currently pending cost estimates and budget review with the contractor. A projected start date has not yet been determined.
- b. The IMA PCT campaign raised over \$82,000. The school extends their sincere thanks to all _____ families who contributed.
- c. Current re-registration stands at 371 students; an increase of 20 students compared to this time last year.
- d. SMCS and Holy Family in Niceville are partnering to explore the development of a Catholic high school. A 4–6-month feasibility study will be conducted to gather community data and assess support.
- e. The school extends its thanks to the families and volunteers who participated in Family Science Night!
- f. Upcoming School Events:
 - i. **Ignatius Book Fair (March 2-6)**—Aligned with the school's mission.
 - ii. **Avery Smith Memorial Mass (March 13, 8:15AM)**—All families are invited to attend. The Memorial Mass will replace regularly scheduled Thursday all-school Mass that week. Girls are authorized to wear a pink hair bow.
 - iii. **Avery Smith Memorial Fun Run (March 14, 10:15AM)**—The Fun Run will take place after the Memorial Mass. Those interested in observing should email Office@saintmaryschool.net by 3:00pm on March 11. If you are already on the list, there is no need to email.
 - iv. **School-Wide Lenten Confessions (March 26)**
 - v. **Spring Break (March 16-20)**—A half day dismissal will occur on March 13. Further details will be provided by Administration.

5. Upcoming PTO-Related Events

- a. Field Day (**TBD**) (*Leads: Dawn Wynn, April Sterling, & Arielle May*). Field Day has been postponed.
- b. Teacher Appreciation Week (**May 4-8**) (*Leads: Kathryn Gordon & Ruby Underwood*). Leads are continuing to work with sponsors. A motion was made and seconded to rescind the previously approved transfer of \$2,000 from the PTO savings account to the checking account for Teacher Appreciation Week and instead allocate \$2,000 from the PTO checking account for the event. The motion passed.

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.

6. Officer Reports

- a. Past President's Report – Cristina Gill
 - i. Previous Fundraising Events
 - (1) Bongo's Fun Center—Event raised \$170. Attendance was lower than expected. It was suggested to pause fundraising events in March to allow time to reset and prepare for upcoming fundraisers.
 - (2) Pepper's Mexican Grill & Cantina—Restaurant fundraiser has been rescheduled for April 2026.
 - (3) Tijuana Flats—Final total is pending from the establishment; proceeds are estimated at \$250-\$300.
 - ii. Upcoming Spirit Nights:
 - (1) Pepper's Mexican Grill & Cantina, Shalimar (*April—TBD*)
- b. Interim President's Report – April Sterling: There was nothing to report.
- c. Interim Vice President's Report – Arielle May: Absent.
- d. Co-Treasurer's Report – Catherine O'Bannon (Kristen White was absent): Treasurer's report was presented and filed for audit.
- e. Interim Secretary's Report – Dawn Wynn: The PTO Bylaws are currently under review and revision.

7. Committee Reports

- a. School Advisory Council (SAC) Security Subcommittee (*Contact: Katie Ryan*). A vendor grant for the installation of impact windows has been unofficially selected, with installation projected for this summer. Speed zone flashers have been installed on both main streets and are now operational. Ongoing facility self-assessments will continue. Families are encouraged to contact Mrs. Ryan and/or Mr. Rodgers with any questions or safety concerns. Donations to Security initiatives are always appreciated. *This is a closed SAC sub-committee.* (<https://www.zeffy.com/en-US/fundraising/a8beb3dd-3836-47d7-8427-2e482d5b7f6f>, Donation Reason: select dropdown option "Safety and Security Improvements.")
- b. Color Run/Avery Smith Memorial Fun Run (*Contact: Jenna Beaty*). Volunteer needs for the event have been filled. The PTO extends its thanks to all who will volunteer their time to support the event.

8. Unfinished Business

Spirit Sales to reopen soon! Mrs. Gordon will assist with delivering recent orders.

9. New Business

There was no new business.

10. Announcements

- a. Nominations for the 2026-2027 PTO Board are now open. Please submit nominations by March 20 to PTO@saintmaryschool.net. Members who have previously led events or served in PTO roles are encouraged to run. All nominations will be reviewed by Administration. Nominations will not be accepted during the April meeting.
- b. Mrs. Wynn attended St. Mary Catholic Church's Security Active Threat Preparedness Briefing on March 5, 2026. The briefing was presented by a retired FBI agent with 23 years of experience and provided valuable information on emergency preparedness. Additional briefings are anticipated this summer and fall, and parish families are highly encouraged to attend.
- c. The next PTO meeting is scheduled for April 10, 2026 at 8:15AM in PLC Room #2.

11. Adjournment

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A motion to adjourn was made by Kathryn Gordon and seconded by Dawn Wynn. The meeting was adjourned at 8:40AM.

Submitted by:

Dawn Wynn
Interim PTO Secretary

Minutes approved on: _____