

Tuesday, April 24, 2018

St. Luke Catholic School - PTO Meeting

Present: Heather Allen, Kristin Beam, Kathleen Art, Kelly Wessel, Mary Peterman, Emi Osterhaus, Liz Held, Angela Agricola, EJ Whitacre, Beth Brown, Lori Feldman, Katheryne Stapleton, Elizabeth Snook, Kim Moriarty, Rachel Gallagher, Patricia Cominsky, Lori LeRoy, Whitney Robinson, Jacquelyn Gleaves, Jen Schaefer.

Not Present: Mandy Heslin, Alyssa Wagner, Kelly Rees, Nan O'Brien, Bis Feldmann, Kristin, Crisp, Mary Petruzzi, Ashley Hileman, Amy Waninger, Jenn Rotz, Heather Malarney, Laura Deer, Molly Beckman, Jenny Rohn.

Meeting began at 7:05pm in the Teacher's Lounge with prayer.

Committee Reports:

Special Activities (Angela Agricola):

- Thank you for all who helped with the Pep Rally last month. 4 classes are still to-be scheduled with homeroom teachers a date for their pizza party (for being in the final 4).
- Thank you to all who helped distribute coffee to the teachers on 4/23. The teachers really love the coffee cart!
- This week thru 4/27, teachers are collecting for the Women's Care Center (WCC) baby shower items such as diapers, diaper bags, clothes, etc - as well as money for cribs. Beth Brown will be taking all donations to the WCC. If room moms want to collect money for cribs. Cribs cost about \$100 thru the WCC discounted supplier and Beth can arrange that money.
- Teacher Appreciation Week is 5/7-5/11. Each PTO committee will be assigned a day.
 - Monday: Communications/Membership - will arrange a catered lunch from Cancun Mexican Restaurant.
 - Tuesday: Fundraising will distribute thank you notes to teachers from their classroom children.
 - Wednesday: School Commission will host a Teacher's Breakfast
 - Thursday: Special Activities will host a Secret Pal Lunch - a school-wide Sign-up Genius will be sent out soon. 2nd Grade will be on a field trip that day so they will request gift cards for those teachers.

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- Friday: Spirit Wear/Gym Clothes will “treat” the teachers.
- Fun Day is 5/16, Fun Day will follow the school’s walk-a-thon that morning.
 - Fun Day will include Sno Cones, bounce houses, tattoos and field games, like last year.
 - The Walk-a-Thon will proceed lunch which will be catered by PTO and will include pizza, apples and water. School dismisses at 2pm that day.
- Kindergarten Field Day is NOT a PTO sponsored event - that is set up by the Kindergarten room moms, just for clarification.

Membership/Communications (Rachel Gallagher):

- Thank you to all who submitted names for the 18-19 PTO Board. We had lots of names submitted. New members are being slated and will be invited to the May meeting. PTO will vote on the slate at the next meeting.

Finance (Kathleen Art):

- Grants for this month. Note, PTO has distributed approx \$2500 in teacher grants prior to this meeting and has an additional \$2500 available for this year. NOTE: After meeting, Kathleen Art confirmed expenses prior to meeting were \$3100 - just slightly more than reported at the meeting.
 - Mrs. King requests \$699.41 (includes S/H + tax) for new balls to be used for gym/recess. EJ Whitacre motioned for approval, Elizabeth Snook 2nd, motion passed.
 - Tara Strohl requests \$120 for Magna Tiles set for K-3 Math enrichment. Elizabeth snook motioned the request to be passed, Kim Moriarty seconded, motion passed.
- All PTO receipts (including teacher stipends) should be turned into Kathleen Arty by May 15th.
- No additional grants will be voted upon this year after the May meeting. If you have a grant request, please submit prior to next meeting.
- Kathleen Art will provide Jen Schaefer a balance update on teacher stipends.

Fundraising (Kelly Wessel):

- We are planning an April Dine-to-Donate at Pot Belly in Carmel (116th/Illinois St) on 4/30 from 5-8pm.

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- Chipotle was a huge success last month - thank you!!! We collected nearly \$1350 (NOTE: at the meeting, Kelly reported \$1200 - but meeting notes reflect correct collection.). Wow!!!
- May Dine to Donate is being planned currently and will be followed by summer months at local ice cream shops.

Spirit Wear/Gym Clothes (Heather Allen):

- Heather Malarney, Jenn Rotz, and Beth Borland met with Distinct Images to create a schedule for next year that will set dates for all spirit wear and gym clothes sales. That schedule will be posted for parents. There will be no additional sales outside of those dates.

Arts & Enrichment (Mary Peterman/Liz Held):

- There are lots of classes currently going on for After School Enrichment (ASE). Safe sitter, taught by Nurse Gillig, was so popular that they opened up a second class. The cheer class was also popular for the young girls!
- Committee chairs are working out some registration kinks for next year. This year, when a class was filled, parents couldn't register additional children. ASE Teachers added children to their classes if it was possible and accommodated most.
- Safety emails and texts have been sent out detailing the new procedure to keep the back gate closed until 430pm. PTO and ASE committee are monitoring to see if safety improves. **Reminder, please pull into a parking spot and walk up to meet your children after school.**
- In-School Enrichment will be celebrating this year's theme, Young Authors, the week of 5/7-5/11. That week's events are detailed below.
 - Sunday, May 6th - Kid's Ink Book Fair in the library
 - Monday, 7th - DEAR : Drop Everything AND Read during school hours
 - Tuesday, 8th - Author, Dave Anderson will speak to grades 3-6th and will host a writing workshop for 6th graders. Mr. Anderson will return later that week and talk with 3rd and 4th graders.
 - Wednesday, 9th - Dress-up as your favorite story book character
 - Thursday, 10th - Parent book walk from 2-3pm and Kid's Ink Book Fair from 2-5pm. Help is needed for that book fair.

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- In addition, PTO has donated a “Little Free Library” that will be installed near the gazebo for families to read and share books with the community.

School Notes: (Jen Schaefer)

- Thank you, PTO, for the coffee cart this week. It is one of the teacher’s favorite events.
- Thank you, PTO, for hosting the March pep rally. It was super fun and had a nice, quick pace to keep things moving.
- May calendar is busy as we close out the year.
 - Calendar dates include the new and improved Walk-a-Thon which will be hosted by Booster Thon. Mrs. Schaefer, Mrs. Sweet, Mr. Scott and Mrs. Kelly are the Walk-a-Thon committee members and in charge of that morning. Donations will be collected online and Booster Thon will provide a DJ (all day - staying for Fun Day, as well!), tunnels and a fun event that the kids are going to love! Students will be paired with buddies for the start of the walk-a-thon. Classes will also start in shifts.
 - Field Trips coming up:
 - 1st to Marengo Cave
 - 7th on Vocations Trip
 - 4th grade retreat
 - Mrs. Noble’s retirement Party is Sunday, May 20th from 10am-12pm in the Fr. Courtney Room. Mrs. Schaefer is interviewing for her replacement. Candidates include individuals as well as a company currently used at Park Tudor, Orchard, St. Richards, Our Lady of Mt Carmel and other local schools.

President’s Report: (Heather Allen)

- Exec members met with Mrs. Borland on 4/24 to schedule next year’s PTO calendar dates.
- **Important!** We learned at the above meeting that the church office requests ALL PTO requests for space, tables, etc for next year be reserved in the system **by 4/30**. This year’s chairs, please assist next year’s chairs by completing this for them by that date. Sorry for the late notice!!!!

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- Next year's school calendar is set and it includes changes to RamQuest and Meet-the-Teacher. These events will all take place on August 13th. RamQuest will be held for new families from 9-11am. An Ice Cream Social for ALL St Luke school families will be hosted by PTO from 11-12. Meet the Teacher (for existing families) will be held from 12-2pm. Spirit Wear/Gym Clothes will be sold from 9-2 that day.
- Next Year's PTO fundraising has been approved to include Buzz Book sponsorship, PTO dues, Trash Bag sales, Monthly Dine to Donate and Spirit Wear sales. PTO has not yet been approved for any additional fundraising including, hat and gloves drive for St. Mary's (January) or baby shower donation drive for Women's Care Center (April). PTO Exec and Mrs. Borland have requested Parish Commission to review additional fundraising opportunities requested by PTO to keep up with the rising costs of field trips, etc. PTO has worked hard all year to control spending, but currently the PTO budget is eating away at any additional funds available. PTO dollars are used to fund school field trips, annual teacher stipends, teacher grants and teacher/student activities that make St. Luke a fun environment for all!
- Question: Can Mrs. Schaefer share any additional staff changes for next year, if any, in addition to Mrs. Noble? Answer from Jen Schaefer: School will have a better idea of what staff changes will occur by the May meeting. Mrs. Kissel is really good at utilizing staff to their best potentials. She is looking at possibly shifting teachers, if necessary, to make the entire "puzzle" very strong. Mrs Kissel is really good and she is taking St. Luke to the next level with her thoughts and management!

Next Steps: Next meeting: Tuesday May 22, 2018 7:00pm

Meeting adjourned @ 8:04pm.