

Tuesday, September 26, 2017

## St. Luke Catholic School - PTO Meeting

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Present: Heather Allen, Kristin Beam, Kathleen Art, Kelly Wessel, Mandy Heslin, Mary Peterman, Angela Agricola, Bis Feldmann, Beth Brown, EJ Whitacre, Katheryn Stapleton, Mary Petruzzi, Ashley Hileman, Amy Waninger, Laura Deer, Kim Moriarty, Molly Beckman, Rachel Gallagher, Patricia Cominsky, Whitney Robinson, Jacquelyn Gleaves, Jen Schaefer, Tara Strohl.

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Not Present: Emi Osterhaus, Alyssa Wagner, Liz Held, Kelly Rees, Nan O'Brien, Julie Drew, Lori Feldman, Kristin Crisp, Elizabeth Snook, Jenn Rotz, Heather Malarney, Lori LeRoy, Jenny Rohn.

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**Meeting began at 7:02pm in the Parish Library.**

### **Committee Reports:**

#### **Fundraising:**

- This year's trash bag sales fell a little short (approx. \$900) of last year's numbers. There's been some discussion about getting a boost/push from the teachers to kick this off. This may be hard b/c it happens in the first few days of school, so their attention is elsewhere.
- The pumpkin trash bags were new this year and seemed to get us over the hump, financially. We have larger margins in this product, so it may be helpful for next year's sales.
- New this year, we made a "star" for each grade's top trash bag seller and taped them in their corresponding hallway. I thought it would be nice to recognize these students.
- We intend to announce the grand prize cash winner at first Monday prayers in October. We ordered a "big check" that can be used year after year to make a presentation to the grand prize winner. We'd like to get a picture w/Oscar presenting the check to Lily Mayer.
- All prize events will be held over the 2 days of Parent/Teacher conferences. They will also be held in both gyms from 1-3..
- 1st graders won 2 hrs of FUN FUN FUN with Mrs. King; 4th graders won 2 hours of Bounce House fun; 6th graders won 2 hours of laser tag and game truck; 8th graders won 2 hours of laser tag and game truck - all to take place on October 26th and 27th immediately following early dismissal from 1-3pm. We've asked the 5th thru 8th grade teachers to hold recess in their classrooms for those 2 days b/c our vendors need to get in at 12:00 to set up

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- Committee will meet to discuss improvements for next year including, but not limited to accounting and student vs. family selling.
- Thank you to all school volunteers who showed up last Wednesday to help distribute bags! Whether you signed up or just showed up, we appreciate your help and couldn't have done it without you! Thank you!!
- "Dine for Dollars" is approved and moving forward. Look for more information to follow for our first event in October with Chic-fil-A. (since PTO meeting and before minutes were published, we have set a date for Oct 10th).

#### **Finance/Budget:**

- \$12750 collected in dues this year. Down \$1100 from last year at this time. Oct-Dec we should expect more dues payments to be received.
- Buzz Book cost \$1400, PTO had a \$600 netted cost on the book. There were 21 less sponsors this year than last year.
- All PTO's funds are raised thru buzz book and trash bag sales. Both are down this year. Please follow your committee budgets. If you don't know your budget, please ask!

#### **Communications & Membership:**

- Buzz Book will be delivered on 9/28. If anyone can help beginning at 10:30am with the distribution to the classrooms, it is appreciated.
- Discussion took place why Buzz Book sponsorship was down this year.
- Thank you to Katrina Schneider for assisting us on the buzz book.
- Volunteer forms from BTS have not been picked up, will look into it and get with parents wanting to help with PTO events.
- Cookies for all teachers' birthdays have been delivered for September and October birthdays!

#### **Art & Enrichment:**

- In-School Enrichment's theme this year is Young Authors. We've met with Mrs. Kelly and Mrs. Burns to talk out some ideas on how to incorporate this theme throughout the year. Ideas include having DEAR time (Drop Everything And Read) regularly, possibly bringing in a few local authors to talk to the school, coordinating field trips based on books the students read, possibly having each student make their own story

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book or one per classroom. We are still in the planning phase, but between Mrs. Kelly and Mrs. Burns, we have some great ideas for the students.

- After School Enrichment classes started last week and run until Christmas Break
- We have 11 classes for the fall semester. New this year: Little Scholars (science), Teachers, Mrs Rees and Mrs Schaefer (cooking) and Yoga with Ashley Dirks.
  - A total of 181 slots filled (note: some students are registered for more than one class)
  - Working to automate process that occurs after all the kids are signed up and lists are created to alert ASE teachers of students, attendance, locations, and homeroom teachers of which students need to be where/when
  - Working with office to have a better system for alerting ASE teachers of absent students on days of class
  - No late registrations will be allowed going forward - at all!! If you have thoughts on how we can ensure on-time registration, please let this committee know.

### **Special Activities:**

- We had our first Fab Friday last Friday for Fall Fest. It was a big success! Special thanks to Beth Brown for leading it and all of the volunteers who helped - the kids all seemed to have a ball :)
- Our next event is coming up this Friday, Sept. 29th - the Coffee Cart for teacher appreciation. We would love to have a couple of volunteers to help Nan and I deliver coffees if anyone is available!
- Our October event (lead by Kristin Crisp) will take place on October 27th - when we will be celebrating Oktoberfest. Philly pretzels and apple juice will be given out to students and teachers, and kids will be allowed to wear their favorite team shirt (with uniform pants).
- We will also be providing a teacher cart with snacks for the teacher conferences next month. These snacks are board provided so as not to eat into our budget. So next meeting I need everyone to donate a box of individually wrapped snacks (i.e. granola bars, nuts, cookies, etc.) or individual drinks (water, tea, etc.). I will send out a reminder email before next meeting.

### **Spirit Wear/ Gym Clothes:**

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- All gym clothes ordered between hot dog night, June 28 and the website closing on August 28th have been delivered. We just opened for another sale last Thursday and closed the website at midnight last night. These orders will be delivered the week of October 9th.
- Spiritwear orders taken between hotdog night and Aug 28th have also been delivered. There were a few people who had items backordered and more of those orders were delivered last week.
- We should have the dates for the next Spiritwear sale by the end of next week. Planning to ask that the dates get added to the upcoming events calendar that comes out from Mrs Kissel. We should know final sales numbers for all events up til now by the next meeting in October.
- All athletic Spirit wear orders were delivered as well.

**President's Comments:**

- There is a meeting regarding the library on Wed. 9/27. Heather, Mandy Heslin and Mrs. Kissel will be meeting.

**Faculty Report provided by Jen Schaefer:**

- Fab Friday was fun! Thank you, it helped get the students and faculty excited for Saturday's Fall Fest.
- NWEA tests are coming out. Parents could possibly see the results sent home with your child this Friday. If you have questions on how to read the report or what it is telling you about your child, please ask your teacher. The teachers have been trained on how to read and understand these test results.
- Teachers are excited about the upcoming coffee cart!
- Welcome to Mrs. Pain, our new Spanish teacher. She has lots of experience most recently at Avon schools. She is very engaging and lovely person! We are lucky to have her at St. Luke.
- FYI - Spanish is offered in 6th grade (one semester Spanish, the other Latin) then in 7th and 8th, students may choose their language. 3rd-5th grade Latin has been suspended this year due to teachers not trained to teach and the videos being shown were not engaging and boring for the children.

**Other:**

- **Open Discussion took place on Trash Bag Sales and Feedback for Next Year.**

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- Sales have been flat last 3 years after a large decline in sales 3 years ago.
- Trash bag sales lasts only 3 weeks and we make quick money in such a short time frame. But how do we make sales better going forward?
- Discussion followed:
  - Can trash bags be sold on-line so out-of-town family can order have them shipped to them directly?
  - Participation needs to be family-wide.
  - there is lots of competition (NC choir/band sells trash bags, 6th grade IHM) - as well as students who sell for Boy Scouts/Girl Scouts, etc.
  - Next year, encourage families to reach out to small business owners they know.
  - market each family goals and amounts, and if they don't meet those, ask for donations.
  - other fundraising ideas: \$500 tickets raffles, tack onto tuition,
  - does everyone know that PTO pays for all field trips except 8th grade trip to Washington, DC?
  - Email PTO dues to unpaid families to try and collect more dues (the other way PTO earns money for the students and the school).
  - Can a fee (fundraising or PTO dues) be tacked onto tuition?
  - If all students sold their quota, we could raise \$108,000 (gross). But we sold \$80,000 - so how do we make up that \$40k opportunity?
  - BTS night needs to have a larger push to sell trash bags.
  - \$20K of PTO budget goes to teachers, next year, ask them to support these sales stronger - maybe offer an extra incentive for the teachers.
  - Get the word out at kick-off by going room-to-room; 1st monday prayers.
  - review prizes - more incentives for individuals who work for their sales but may not be top seller.
  - Parent education of what PTO funds and if we don't have those funds what students and teachers won't have (ie field trips)

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- Recognize that some parents/families don't want to "do" PTO, but they do want their kids to have fun experiences like field trips. Clearly note recommended donation amount if family/kid doesn't hit quota.
- More updates throughout of where we are to date and top sellers. Perhaps incentives to turn sales in early.
- bigger committee!!

**Grant Request:**

Mrs. Kelly requests \$240 for and 1 table and 6 flexible seating rockers for small groups (math and reading) purchased thru Wal-Mart and Hayneedle.com

Discussion: Does Mrs. Kelly have any money left from her PTO teacher stipend?

Treasurer confirmed Mrs. Kelly has spent to nearly that total budgeted amount this year.

- Mrs. Schaefer confirmed that no funds from school were available and that this is what she views as an appropriate grant: when a teacher sees a need for her classroom and needs assistance to pay for it.
- discussion that these are items that help sensory kids as well which parents appreciate.
- discussion of funds available:
  - \$5000 budgeted (near half has been promised: -\$1500 teacher retreat; \$600 Laux wall (which is in question if this will be spent now); -\$300 Garage sale.
- Motion to approve presented by Bis Feldmann; motion 2nd by Ej Whitacre and Patricia Cominsky; Motion Approved for \$240/Mrs Kelly

**Next Steps: Next meeting: Tuesday, October 24. 6:30 Social, 7:00 Meeting. Bring snacks/drinks for teachers during conferences.**

Meeting concluded and was adjourned at approximately 8:15pm.