

Tuesday, October 24, 2017

## St. Luke Catholic School - PTO Meeting

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Present: Heather Allen, Kathleen Art, Kelly Wessel, Mary Peterman, Emi Osterhaus, Liz Held, Kelly Rees, Nan O'Brien, Beth Brown, EJ Whitacre, Lori Feldman, Elizabeth Snook, Katheryn Stapleton, Mary Petruzzi, Ashley Hileman, Heather Malarney, Laura Deer, Kim Moriarty, Rachel Gallagher, Patricia Cominsky, Lori LeRoy, Whitney Robinson, Jacquelyn Gleaves, Kit O'Neil.

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Not Present: Kristin Beam, Mandy Heslin, Alyssa Wagner, Angela Agricola, Julie Drew, Bis Feldmann, Kristin Crisp, Amy Waninger, Jenn Rotz, Molly Beckman, Jenny Rohn

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

### **School Report (Jen Schaefer):**

- Fab Friday on 10/26
- Thank you for the teacher cart during conferences, it was very much appreciated!
- Trash bag parties following school during conferences are a great idea. The school is glad its here and incorporated into dismissal. Mrs King is especially excited to take part in the 1st grader's Fun Fun Fun party.

Mrs. Schaefer left meeting

### **Committee Reports:**

#### **Special Activities (Nan O'Brien):**

- Fab Friday this month, team shirts with uniform bottoms can be worn. Soft pretzels and apple juice will be served during lunch/recess with fun German music playing in background. Help is needed.
- Next Fab Friday will be November 17th. The theme is Thankful for Education. College, HS or school shirts can be worn. Turkey hand prints will be made.

#### **Finance (Kathleen Art):**

- Income > \$3000 /budgeted.
- Trash Bag sales <\$2000 sales from budget
- \$1400 generated from buzz book.
- 266 families have paid dues this year, compared to 277 LY at this time.

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- Received check for just under \$500 from Chic-fil-A fundraiser.
- Spirit Wear sales brought in \$3762 this year, down \$171.08 from last year same period.
- PTO Financial Discussion followed.
  - operating \$18K in the negative this year.
  - Revenue driven activities (trash bag sales, dine for dollars, Buzz Book, dues) need to be pushed going forward.
  - More money has gone out to RamQuest, Hot Dog Nite which have grown.
  - Working on Strategy for Buzz Book sponsors for next year.
- Question: What is our in/out history. Answer: Last Year's total revenue = \$97.5K, but expenses were \$114K which put us negative for the year at nearly \$17k. The surplus came out of PTO slush fund which began at \$42K this year. Minus carry over expenses from last year and outstanding grants, stands at \$37K.
- Question: What are our largest expenses each year: Answer: Teacher Appreciation Week, Teacher Stipends (\$13K), Christmas Teacher Luncheon, Ram Quest (\$1.2-1.3K), Hot Dog night, March Madness, Field Trips....last year we went over with Mr. Weber's gifts, going away party, extra grants and iPads (\$15k)...there was an urging from church office to spend down the account, but because of when funds are collected and go out and delay in financial sheets... the budget never got balanced to see where we were headed.
- Going forward: we have cut budgets back. We are looking for other new ways to balance the budget and adding in monthly dine for dollars events. PTO is talking to Mrs Kissel for ideas for next year such as not collecting dues next year and requiring an activity fee on top of tuition to help minimize some field trip expenses.
- Also, Library renovations have been put on hold due to church/school/building committee looking at a strategic plan and uncertainty if in the long-term, the library will be in its current space. This leaves a \$15k cushion in the slush fund. This project is not being eliminated, just put on hold.
- All PTO Receipts need to be left in PTO mailbox, Re: Finance, Kathleen Art, including a good description of the expense. If you pay online, just email the online receipt directly to Kathleen. All expenses will paid in 2wks. If you have a vendor who needs paid the day of service, please get an invoiced early so that a check can be cut for that day.

**Spirit Wear/Gym Clothes:**

- Gym clothes order delivered to classrooms on 10/24.
- Spiritwear website open until 11/5. Orders delivered week of 11/27 -12/1. Great idea for Christmas!! Choose “gift option” when ordering if you don’t want it delivered to your student.
- Basketball girls opened/closed. Boys Basketball will open again for same 5 day period.
- Teachers will again have discount code again.
- See sales numbers (year to date) in the Finance section of these notes.
- We have a \$492 credit for swag to help us with RamQuest or Kdg orders next year.

**Fundraising:**

- We are selling the excess bags faster than in previous years. Currently have the current roll breakdown available: 24 white, 8 blue, 6 pumpkin, 9 yellow. We cannot promote these due to the fundraising time line for non-profit organizations, but available thru fundraising committee. (Inventory has decreased even since this meeting).
- Committee met with Exec to discuss overall strategy and going forward.
- 1st Dine to Donate was a success! We heard lots of positive comments following that and several school families want to participate thru their local businesses. Sales brought in \$492.52 donation to PTO.
- November, we have a one time opportunity thru [minted.com](http://minted.com) to offer a 15% discount to families and receive 15% from each order. This has the potential to be big! Share with family and friends here and out-of-town!
- December, we are planning to partner with Crew Car Wash - but this has not been finalized.
- Working with Fire by the Monon (Cominsky family) and the Nook (Amy Corbett) for dinner fundraisers January and on.
- Group offered more suggestions for marketing these monthly offerings: promote on the TV in Parish, Bulleting, Parish Email, Parish App (coming possibly next month!)

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**Arts & Enrichment:**

- After School Enrichment (ASE) is pretty simple now.
- Reminder will go out from Mrs. Kissel regarding pick-up procedure to keep our kids safe in that back parking lot. discussion followed.
- Working on timing of the Winter and Spring sessions
- Will start planning the options in November for Winter session.
- In-school enrichment in a holding pattern as we await input from Mrs. Kissel/Kelly.

**President Remarks:**

- Please use the volunteer spreadsheet sent out recently and utilize the help of families not on the PTO board but want to help and participate!
- Heather recently attended the School Commission meeting discussion was held over:
  - strategic plan for the school, including data from the parent questionnaire.
  - Who is St. Luke Catholic school and what do we want it to be?
  - NWEA scores were all above average. More data on this topic available on School Commission Notes (Sept. minutes).
  - Teacher pay - there are challenges here!! Teacher pay is set by archdiocese and it is challenging for STL.

**Next Steps: Next meeting: Tuesday, November 28 6:30 Social, 7:00 Meeting.**

Meeting concluded and was adjourned at approximately 8:00pm.