

PTO MEETING
8/28/18

1. Opening : Prayer – Hail Mary
2. Secretary – Julie Drew
 - a. May minutes approval –
 - i. Change – Kathleen Prater’s 2017-18 grant request was not used entirely, she will need to reapply for the balance if she chooses.
 - b. Secretary review of attendance policy
3. Treasurer
 - a. Finance Discussion – Kathleen Art & Kelly Wessel
 - i. Review of last year’s finances
 1. May meeting indicated around \$7500 surplus
 2. Started last year with a -\$18K
 3. Look at Kathleen’s budget
 4. Almost \$12K surplus from spirit wear sales/dine to donate/ and watching expenses last year
 5. Grants from 2017 issued and outstanding that are yet to be paid, expensed this year
 - ii. Proposed budget discussion
 1. Review of proposed budget
 2. Activity fund differential – each grade gets \$3000 grade 3-8. K-3 Gets \$4500 for busses.
 3. Vote – wasn’t sent to all board members so cannot take a vote. Instead will send around and add initials for a vote. All initialed therefore approved budget
 - iii. Procedural review
 - iv. Sue Reynolds and Maryanne Atkins met with Kelly. How to work better with the parish office
 1. When making a purchase, if you have receipt for reimbursement, send to Emily Barda or in PTO box in office. She will give it to the correct person after she puts it in and then you will be reimbursed.
 2. Paper products – Accounts with Gordon’s food service – we have a card that is used for that so go to parish office for that
 3. Bulk orders – water, etc. Go through ordering with cafeteria
 4. Jet’s pizza is preferred
 5. Office 360, Oriental Trading, Staples we have accounts with. Office 360 is preferred but online sales
 6. Any large orders requires a two week turn around (bounce house, coffee cart) for check.
 7. Stephanie Thompson: – Kinko’s gave discount seeing that

it was a non profit.

8. How to buy something that you don't want to get reimbursed for? Need to notify committee and treasurer that it's a personal donation

4. Committee Reports

- a. After School Enrichment ASE – Mary & Emi
 - i. Starts soon
 - ii. Doing existing classes that did well
 - iii. Packet will go out to whole school
 - iv. Sept 4-9 is registration – Absolutely no LATE registrations
 - v. Sept 17-December 20th will be the classes
 - vi. Weaving, cross fit, cheerleaders, yoga, FFF, lunch chess, design runway designs, art factory, 2 safe sitter classes, mini med school, tastes around the world, spa science, bricks for kids, hip hop, Mrs. King tennis.
 - vii. Someone the first week for helping direct traffic and people helping getting kids to correct spot.
 - viii. Gate will be closed in the back parking lot – school commission voted last year and need to remind in the RamPage
- b. Communications/Membership – Emily/Betsy
 - i. Focus on the Buzz book
 - ii. Budget is \$1500 we are at \$1400 now in donations to pay for the book.
 - iii. Goal to have it to printer by the first week of September
 - iv. Asked for corporate sponsorship
 - v. Membership dues are still trickling in. Budgeted for \$13,500 we are currently at \$11,000. Will get a boost when registration for ASE.
 - vi. Only had a surplus of 15 last year
 - vii. Kelly – school has asked for buzz books to go into emergency kits (GO BAGS). PTO will buy enough buzz books to go into the bags.
 - viii. Committee is in charge of teacher/staff birthdays – Jessi will do cupcakes/cookies each month
 - ix. Bulletin board in main hallway that needs to be updated with teacher birthdays each month
 - x. Have about 350 families in the school. About 220 families have paid their dues up to date. Still rolling in.
- c. Fundraising – Stephanie & Kelly
 - i. Garbage bag Sale is up and running
 - ii. Kicked off the sale with Oscar the Grouch to the school and during pick up on Friday
 - iii. Mass sales this weekend
 - iv. Cash and carry is new this year after mass. So far successful
 - v. Sign up genius after labor day to sign up for distribution

- vi. Distribution dates are September 26-27
- vii. Dine and donate – Panera last month \$200
- viii. Posted on Facebook next months dine and donate is at Fire by the Monon on September 5th
- d. Special Activities – Jacquelyn & Patricia
 - i. One meeting last week to assign those who are in charge of each event
 - ii. Coffee Cart on Monday Sept 24th
 - iii. Fall fest fun is September 21st
 - iv. Wants list of parent volunteers who are willing to help with the activities. Kelly will send out list to all committees. She is still filtering the forms by committee. Use these volunteers to help with each committee. Include all parents who have stated they want to be involved.
- e. Spirit Wear/Gym Clothes – Whitney
 - i. Laura Deer was co-chair but they moved and changed schools. Whitney has taken on as single chair
 - ii. Hot Dog night sold \$12,244. Commission was \$1200
 - iii. Distinct Images exchanged gym clothes for those who bought them that didn't know they didn't need them.
 - iv. Online sale and meet the teacher sales
 - v. Families picked up the wrong size and wanted to exchange
 - vi. Katie Riggs ordered extra gym clothes for those that didn't get them ordered in time
 - vii. Mrs. King is giving kids a hard time that don't yet have gym clothes. Orders will be delivered on September 9th. Jen Schaefer will address issue with her.
- f. In School Enrichment – Heather/Liz Held
 - i. Cultural arts – Christmas around the world. Different country for each grade. Asking if any parents or school resources could help cover the costs of this event.
 - ii. If anyone has any connections or items that could help assist would be appreciated.
 - iii. Consider if we have any families that may be from other countries that could be represented rather than the countries that are currently selected. Please consider your child's classmates and reach out to Heather or Liz about those families
 - iv. Tie in faith with Christmas around the world
 - v. Will be in December – date hasn't been published
 - vi. List of Grades with Country – get from Heather
- g. School Rep – Jen Schaefer
 - i. Appreciate what everyone is doing
 - ii. Hot dog night was a huge success – all new families came except for 3.
 - iii. Meet the teacher was a great event. Changed it a little. With feedback we might change a little more next year

- iv. Balloons are awesome for the first day
 - v. Teacher retreat – Top Golf, was a great way to start the year for the staff as a group. Welcoming and positive event right before school where it is fun and enjoyable. Theme carries on through the school year
 - vi. Trash bag kick off was a success in the cafeteria was a great idea.
 - vii. Cafeteria – Deborah, cafeteria manager is fabulous! She is doing a great job. She made homemade cookies for back to school night. If in need of bulk cookies, consider asking her. Her whole team is working really hard and doing a great job.
 - 1. She offers a “no thank you bite” so they can try something if they aren’t sure if they like it. Encourages kids to try new things.
 - 2. Can we put up pictures of the food items so that they know what it is?
5. President’s Remarks – Kelly Wessel
- a. Mary Wernke has offered to donate back to the school if she sold a house from a school family.
 - b. Andy Bauer – told us about School Commission groups of parents who want to donate for Random Acts of Kindness
 - i. Umbrellas for teachers at carpool drop off/pick up
 - ii. Little things throughout the year to provide for teachers
 - iii. Special activities is doing RAK so perhaps tie in with the School Commission
 - iv. Safe and sacred – Kelly checked to see that all PTO members are up to date. She has a list she will send out to PTO members who need to update.
6. Grant’s Discussion – Kelly Wessel
- a. Latin teacher – Mrs. Bruce - \$250 for latin club in the Junior classical league. Wants money for food and supplies for the club. Trying to add fun to latin and encourage knowledge of the classics.
 - i. \$160 for 7th/8th latin spirit wear t-shirt for the members of the junior classical league. Wants a minimum of 16 shirts at \$10/shirt.
 - ii. Discussion – this is a new club for the school. Different clubs are trying to get established around the school.
 - 1. Monsr. Wants to encourage and grow the latin program.
 - 2. She gets \$150 stipend for classroom supplies
 - 3. PTO should embrace this idea of clubs
 - 4. Motion to approve – APPROVED!!