

MEETING AGENDA AND MINUTES

Meeting Title: September 2018 PTO Meeting

Meeting Date:	9/12/2018	Start time:	7:00 pm	End Time:	8:06 pm
----------------------	-----------	--------------------	---------	------------------	---------

Location:	Library
------------------	---------

INVITEES/ATTENDEES (“Y” = in attendance, “N” = unable to attend)

Y - Dave Bogle (Principal)	Y - Amy Schrimpf (P)	Y - Audrey Smith (1st VP)
Y - Chris Bigelow (2nd VP)	Y - Nicole Chapman (T)	Y - Susie Litke (S, 3)
N - Jeremy Samudio (Teacher)	Y - Teresa Sarmiento (Teacher)	Y - Heather Olmsted (3 y.o.)
Y - Kim Bigelow (4 y.o.)	Y - Kelly McGlinch (TK)	Y - Amber Rodriguez (K)
Y - Heaven Smock (K)	Y - Lauren McAbee (1)	Y - Becky Mueller (1)
Y - Liz Fink (2)	N - Cydney Harkness (3)	Y - Kristen Lasley (4)
Y - Erin Ketch Thuente (5)	Y - Martha Lombard (6)	Y - Kristen Rider (7)
Y - Kathy Taylor (7)	Y - Heather Finlayson (8)	N - Jamie Geiger (8)

Leader:	Amy Schrimpf	Scribe:	Susie Litke
----------------	--------------	----------------	-------------

AGENDA

1. Opening Prayer
2. Introductions
3. PTO Rep Roles/Goals for the Year
4. Budget Update
5. Ideas for Fish ‘n Chips allocations (STEM, technology)
6. Upcoming Events/Fundraisers
7. New Business

MEETING NOTES:

1. Opening Prayer - Amy Schrimpf

2. Introductions

- All PTO reps and officers introduced themselves, stated their positions and the grades of their children.

3. PTO Rep Roles/Goals for the Year - Amy Schrimpf

- PTO rep roles have changed over the years.
- The Executive Committee met last week and the budget is set.
- The president stated that she would like to see the goals of reps include supporting fundraisers, building a sense of community and camaraderie among St. Charles families and staff, and maintaining open communications with parents, teachers and PTO.
- Reps are also asked to send important notes to their grade's parents and teachers. These should come out in a timely manner, and the rep may choose to only include information relevant to that grade.
 - Last year, PTO had discussed how to eliminate families receiving multiple emails for each of their children's grades. At this time, all grades will do notes, but this matter can be revisited in the future.
- Reps should be a "leader for the grade."
- Mr. Bogle reminded the group that reps are not responsible for doing everything. They are encouraged to motivate others to participate in school activities and fundraisers.

4. Budget Update - Nicole Chapman

- The goal is for PTO to break even.
- Currently, both the projected revenue and expenses total around \$81,000.
- The current bank balance is approximately \$115,300.
 - This includes a reserve of \$38,000 which can not be spent.
- So far this school year, revenue from PTO fees and spirit store total over \$21,000.
- Expenses from teacher allowances, agendas and calendars total \$10,300.

5. Fish 'n Chips - Amy Schrimpf

- Amy will send out an email to everyone who helped with Fish 'n Chips 2018 to gauge their willingness to help again.
- This event is a joint fundraiser between PTO and Athletics.
- Ideas are needed for how to spend PTO's share of the proceeds.
 - These should be larger scale projects.
 - Past purchases have included a preschool playground, new chairs and desks for all grades, and an investment in STEM.
 - The silent auction team will need to have an identified project to communicate to community donors.
 - One rep suggested air conditioning as a project.

- Mr. Bogle said this would cost \$500,000.
 - The parish and a donor covered a number of large projects over the summer.
 - Recent upgrades include new stage curtains, security upgrades and a new dishwasher and disposal so the school can reuse trays in the cafeteria.
- Another rep stated that a teacher had suggested redoing the primary bathrooms to include automatic sinks and soap dispensers.
- A grade rep asked how much was made from the event last year and how PTO's share of the money was spent.
 - PTO made about \$18,000 last year.
 - \$2,500 was set aside for playground resurfacing, 30 new Chromebooks were purchased, Mrs. Brown spent \$500 on STEM books for the library and currently has those on display, and STEM kits are going to be purchased for each grade.
- Someone asked Mr. Bogle if the school is okay on Chromebooks.
 - He stated that each year he is able to use money from a number of sources (state auxiliary money, PTO, K of C, etc.) to purchase the necessary number of Chromebooks.
 - This year, 6th grade has new Chromebooks, while 7th grade has books in their 2nd years and 8th grade has books in their 3rd years.
 - Chromebooks bought from CJ for \$100/book are being passed down to 3rd and 4th grades.
 - Kindergarten, 1st and 2nd grades all have 5 Chromebooks per classroom. These were purchased with past Fish 'n Chips proceeds.
 - 30 Chromebooks with a warranty typically cost around \$12,000.
- An attendee asked if the COSI presentation last year was paid for with Fish 'n Chips money.
 - Mr. Bogle stated that this program was paid for with federal grant Title 6 money.
- Another rep asked if Mr. Samudio needs anything.
 - Mr. Bogle said they are looking into upgrading the sound system in the PAC, and are just waiting on the proposal.
 - The stage lighting was upgraded a few years ago thanks to PTO money.
- Art supplies and other teacher wish lists were mentioned as options.
- Reps were asked to solicit project ideas from parents and teachers. Any ideas can be passed on to PTO officers.
- Mr. Bogle asked what community donors want, because not all of them are interested in donating when proceeds go to athletics.
 - Susie Litke indicated that the letter given to donors last year indicated that proceeds would go towards athletics, STEM, technology, etc.

6. Upcoming Events/Fundraisers

- Rib Fest is put on by the Knights of Columbus, not PTO, but it would be nice to see more people in attendance.
 - It was noted that the knights were disappointed in the low number of parents at last year's event.
 - The knights do a lot for St. Charles, including donating both time and money.
 - The knights volunteer to help at Fish 'n Chips, and two knights tutor students in math every week.
 - The event will be held on October 6th.
 - A rep stated that high school students may be able to help and get service hours.
 - The knights also give St. Charles the proceeds from selling Entertainment Books.
 - That amount is usually \$1,200, in addition to four \$500 scholarships to eighth graders going to catholic high schools.
- Trivia Night will be held on September 29th.
 - Lauren McAbee and Becky Mueller are organizing this event. They asked for reps to please get parent notes out in a timely manner and to include a note about Trivia Night.
 - Reps were also asked to ask other people to come, as well as to share and like the event on Facebook.
 - The organizers were asked what the goal for the event is.
 - There is no goal as it's the first year. They want people to come and have fun.
 - It was asked if there is a need for volunteers.
 - Volunteers will be needed for check in at the door, and for clean up at the end of the event. They do not want to advertise the volunteer spots just yet.
 - They do not expect any costs other than decorations and prizes.
 - Lauren's husband is emceeing and doing the trivia.
 - A rep said she thought this was going to be a community event instead of a fundraiser.
 - The organizers said they were not aware of this.
 - PTO decided that another line item in the budget is not needed, so the prizes for the winners can be bigger and/or the extra money can be considered a donation.
 - Another rep stated she thought the \$10 fee was reasonable.
 - A rep said that she has always gone to Incarnation's trivia night and that it is a huge event, including a large 50/50 raffle.
 - Someone asked if it is possible for individuals to play by themselves. On the turn in form there is a spot for an individual to indicate they are looking for a team.
- Dances
 - Dates need to be confirmed with the DJ. Ben is unavailable for one of the Junior High dances.

- Jamie Geiger may be working to find a DJ to cover that dance, but she and the other 8th grade rep are not planning to run the junior high dances.
 - Heaven Smock said that her fiancée is a DJ. She asked that we contact her with dates so she can see if he is available.
 - Kate Czupik is organizing the parent/child dances.
 - Anyone wishing to help with these can notify an officer.
 - The father/daughter dance will be on December 8th, and will have a Christmas theme.
- Fish 'n Chips Art Projects
 - Kathy Taylor would like to have a 2nd in command to help her with art projects, and to pass the torch to in 2 years.
 - This person would need to be available the final few weeks before the event.
 - She hopes to have the catalog to teachers by October 1st.
 - Mr. Bogle said that teachers do not have to wait to do their projects.
 - Some teachers do the same project each year.
 - Reps were asked to coordinate the project with the class and teachers.
 - A rep asked if preschoolers do projects.
 - Yes, each class in every grade, preschool through 8th, does a project.

7. New Business

- The Student Garden was built last spring with the help of 40 volunteers.
 - Soon to come will be an outdoor classroom space with benches and a table.
 - The next big project will be a sensory garden in the L shaped space.
 - Rindler is providing some of the materials.
 - Rob Elliot is helping with stones.
 - There will be a recirculating stream.
 - Chris Bigelow was able to get a number of items from Siebenthaler's at 25% off.
 - The installation of this will be in late September or early October, and will be a student day of service.
 - At the end of August, the garden had provided around 430 pounds of produce and will clear \$700 this year.
 - Teachers have been encouraged to take their classes out to the gardens.
 - Chris is happy to help with anything, whether it's talking to the kids or doing a science lesson.
 - In the spring, 13 classes adopted space in the garden. 256 kids were in the dirt, and so far this fall 175 have been in the dirt.
 - There will be a Garden Dedication, as part of an agreement with Metroparks, likely on October 25th.
 - This will be a fun family night with some sort of food option.

Sign in Sheet

1. Teresa Sarmiento
2. Kim Bigelow
3. Chris Bigelow
4. Kelly McGlinch
5. Heaven Smock
6. Martha Lombard
7. Heather Finlayson
8. Erin Ketch
9. Nicole Chapman
10. Kristen Lasley
11. Susie Litke
12. Lauren McAbee
13. Amy Schrimpf
14. Heather Olmstead
15. Kristen Rider
16. Kathy Taylor
17. Becky Mueller
18. Amber Rodriguez
19. Liz Fink