

## MEETING AGENDA AND MINUTES

Meeting Title: November 2018 PTO Meeting

<b>Meeting Date:</b>	11/14/2018	<b>Start time:</b>	7:00 pm	<b>End Time:</b>	7:43 pm
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<b>Location:</b>	Library
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**INVITEES/ATTENDEES (“Y” = in attendance, “N” = unable to attend)**

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

<b>Leader:</b>	Amy Schrimpf	<b>Scribe:</b>	Susie Litke
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### AGENDA

1. Opening Prayer
2. Budget Update - funding proposals
3. Update on Fundraisers and Upcoming Events
4. Art Projects for Fish 'n Chips
5. New Business

<b>MEETING NOTES:</b>
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1. Opening Prayer - Amy Schrimpf

2. Budget Update - Nicole Chapman

- The current bank balance is around \$121,000.
- Income
  - Monthly income was \$6,152.
  - The largest sources of income were PTO fees, Spirit Store, and special events (Trivia Night).
- Expense
  - Expenses for October totaled just under \$2,000.
  - Music programs, field trips, Literacy Night, dances, teacher allowances and Special Events all contributed to expenses.
- Net income for the month was \$4,165.
- Budget notes from the Executive Committee Meeting
  - Magazine sales were down this year.
    - This may be due to the fact that people don't read as many magazines now.
    - The coordinator will be asked to publicize the event more next year by utilizing the Chatter, emails, etc.
    - The coordinator will also be asked for the number of families that participated in the fundraiser.
  - A number of purchases have been approved by the committee.
    - Gel printing plates and brayers were approved for Mrs. Henry.
    - New, better quality walkie talkies were approved for Safety Patrol. These should cost around \$750.
    - A door barricade system for improved security was approved for all classrooms. This should cost no more than \$2,000, though the actual price may be less.
  - PTO is still looking for funding ideas to help lower our balance, and to be good stewards for the students and staff.
    - Fish 'n Chips proceeds will go toward STEM/STEAM education.
    - A member asked if there is a running list of ideas that was generated at the last meeting.
      - On that list were more shade for the playground, updated bathrooms for the primary grades, and securing the ceiling fans.
        - Upgrading the bathrooms is something that may be possible at the end of the year when PTO sees how much money remains.
      - The President asked that these notes be sent to her again.

- Certain projects that the committee has approved have subsequently been funded for out of Capital Improvement funds.
- Another rep asked if teachers submit ideas for funding.
  - The teacher rep stated that before each meeting, the teachers are emailed to see if they have any ideas or issues they would like brought up to the committee.
- One rep suggested having The Kid Whisperer come hold a session for parents.
  - Attendees had questions about what he does and what this would entail.
  - He helps parents, teachers and children with behavior management, and costs \$200 per hour.
  - Mr. Bogle has had him do a session for teachers before, and will contact him about a program for parents.
- It was asked if the staff could use any money for professional development.
  - Mr. Bogle said that the state has been very good to St. Charles this year, and that he has a separate fund in the parish that he uses for this.
- Reps were encouraged to continue brainstorming good ideas like these, and to send them to either an officer or Mr. Bogle.

### 3. Update on Fundraisers and Upcoming Events

- The garden dedication took place last month, and Chris Bigelow said he was “very pleased” with the attendance.
  - The following Saturday, St. Charles hosted the Dayton Metroparks and 6 other schools that are beginning the same program.
    - They commented that they loved what St. Charles did with the space.
- The first Junior High dance took place last weekend, and all reports indicate that it went well.
- The Father-Daughter dance will take place on Saturday, December 8th, from 7-10 p.m.
  - The cost is \$20 per family, and this includes a nice picture from Easterling.
  - A number of moms are working to plan the dance, but volunteers may be needed to help the night of the dance.
  - PTO is hopeful that the parents organizing this dance will also help with the Mother-Son dance in March.
- Fish ‘n Chips planners met in October for their first meeting.
  - The next meeting will be held on a to be determined Sunday in December.
  - Most of the chairs are lined up, but a number of volunteers will be needed to work the event.
  - Volunteers will be needed to fill in major roles for next year, most notably, someone who can assist with the sound, lighting and TV screens.

- Reps were asked to send out a notice in their notes for potential volunteers who could shadow this year to learn the ropes.
  - PTO may ask the current chair what his specific needs are.
  - It was stated that if the new sound system is installed before the event it might change things.
- St. Charles night at Skate World has been scheduled for January 24, 2019.
  - This event is being paid for with the proceeds from Trivia Night.
  - St. Charles got a good deal, so parents will only need to pay for the skate rental.
  - The event is for all grades.
- Family Game Night is still in the works, but a date has not yet been set.

#### 4. Art Projects for Fish 'n Chips - Susie Litke

- A Google Doc was sent out listing classes, projects and parents working on them.
  - Kathy would like to have this information filled out once things have been settled on.
  - Reps were reminded to help teachers pick projects and to find parents to work on them.
    - Reps should talk to teachers to see if they already have volunteers, or if they should include the volunteer spot in their monthly notes.
- Kathy would like progress made on projects prior to Christmas, and said that some classes will be doing them during their Christmas parties.
- A rep asked if the projects should be decided on or finished before Christmas.
  - Projects should definitely be chosen before break, and can certainly be completed or started as well.
- Reps were also reminded that the cost for the projects needs to be kept low so that they can make a profit at the silent auction.
- A rep stated that she has a number of useful supplies for art projects, and wondered if a list or Google doc could be made listing what supplies people have so others can borrow them.
  - This was a suggestion that many in attendance supported.
  - Susie Litke will contact Kathy Taylor to see if she and the other parent helping with the art projects can put this together.
  - Tools that parents no longer want may also be donated to the school.

#### 5. New Business

- People are still parking in the handicapped parking spots at pick up.
  - St. Charles may become more aggressive in how they address these violations, and this may include contacting Kettering PD.
  - A notice should go out reminding all families that these handicapped spots are off limits ALL the time, unless a valid handicapped parking placard is displayed in the vehicle.
- Audrey Smith, 1st Vice President, had to resign unexpectedly.

- PTO Executive Committee is looking for someone with experience to fill the 2nd Vice President position.
- Chris Bigelow stated he would move to the 1st Vice President position for the remainder of the school year.
- Any interested parties can submit their names to an officer or Mr. Bogle.
- The 6th grade rep was asked to recruit volunteers to help with the next Junior High dance in February. These volunteers would learn the ropes in preparation for running dances next school year.
  - It would also be helpful to have a St. Charles staff member able to assist. Mr. Bogle and the two teacher reps can address this need.
- The teachers' Favorite Things lists were distributed to reps in the past week.
  - Reps were asked to help coordinate Christmas gifts for teachers if needed.
  - Ideas may be gathered from the lists, or parents can pitch in for a Visa gift card.
  - A rep asked if Maggie Collins would still be organizing gifts for junior high teachers now that her son has graduated.
    - No one knew the answer to this, so the rep will contact Maggie directly.
- Reps were reminded to save the \$5/student money for the end of year party instead of the smaller holiday parties during the year.

The next PTO meeting is scheduled for Wednesday, December 12th, at 7:00 p.m.

## Sign in Sheet

1. Erin Ketch
2. Chris Bigelow
3. Kim Bigelow
4. Jeremy Samudio
5. Lauren McAbee
6. David Bogle
7. Heather Olmstead
8. Kelly McGlinch
9. Amber Rodriguez
10. Kristen Rider
11. Martha Lombard
12. Kristen Lasley
13. Nicole Chapman
14. Amy Schrimpf
15. Susie Litke