

MEETING AGENDA AND MINUTES

Meeting Title: February 2020 PTO Meeting

Meeting Date:	2/5/2020	Start time:	7:05 pm	End Time:	8:00 pm
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Location:	Library
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INVITEES/ATTENDEES (“Y” = in attendance, “N” = unable to attend)

Y - Dave Bogle (Principal)	Y - Chris Bigelow (P)	Y - Heather Olmstead (1st VP)
N - Cory Allen (2nd VP)	Y - Sam Mehwerth (T)	Y - Susie Litke (S, 4)
Y - Kathy Dorsten (Teacher)	N - Kim Mueller (Teacher)	Y - Heather Lewis (3 y.o.)
N - Steffeny Hanley (4 y.o.)	Y - Audrey Cahill (TK)	N - Kim Bigelow (K)
Y - Kelly McGlinch (K)	N - Sheena Wolodkiewicz (1)	Y - Jenny Galiardi (2)
N - Lauren McAbee (2)	N - Liz Fink (3)	Y - Cydney Harkness (4)
Y - Kristen Lasley (5)	Y - Erin Ketch Thuente (6)	Y - Jamie Geiger (7)
Y - Martha Lonbard (7)	Y - Kristen Rider (8)	N - Kathy Taylor (8)

Leader:	Chris Bigelow	Scribe:	Susie Litke
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AGENDA

1. Opening Prayer
2. Budget Update
3. Old Business
 - Game Night
 - Catholic Schools WEek
4. Fish ‘n Chips Updates
 - Green envelopes due February 1
 - Next planning meeting February 16, 12-1 Cafeteria
 - Volunteer Sign Up coming mid-month
 - Art Auction items due February 28th. Early bidding on art auction items this year.
5. New Business
 - No PTO meeting in March.
 - Junior High Dance - February 8th. St. Charles only 6th-8th grade.
 - Skate World - February 24th.
 - Follet Book Fair - February 24-28
 - Literacy Night - Tuesday, February 25th, 6-7:30, Mardi Gras themed.

- Seussical March 5-7.
6. Adjourn

MEETING NOTES:

1. Opening Prayer, Prayer to St. Charles - Chris Bigelow

2. Budget Update - Samantha Mehrwerth

- Income
 - Notes from last month
 - There was nothing in the line item for Box Tops.
 - This is likely due to a timing issue.
 - A check for \$490.60 came in right after the last meeting.
 - It was suggested that a reminder encouraging families to participate be placed in the Chatter.
 - This info can also be put in notes to parents.
 - There is even a “how to” video on YouTube.
 - There was also nothing in the line item for Entertainment Books.
 - Mr. Bogle shared that this is because not many of the books were sold.
 - The Knights generally fund two eighth grade scholarships, and give PTO the rest.
 - This year, the money only went to the scholarships, and there was nothing left.
 - Essentially, this means PTO is out around \$900.
 - Dances
 - So far, dances have made around \$2600.
 - Around \$4000 is budgeted for dance income.
- Expense
 - Teacher appreciation
 - This item was over budget by about \$165.
 - Currently PTO is down about \$2600/2700 due to lower income from Box Tops and Entertainment Books, and higher expense for teacher appreciation.
 - It was asked if the parish participates in Amazon Smiles.
 - Yes, though it can be advertised again.
 - This money goes into a different fund, and is not a PTO line item.
 - A member wanted to know if Game Night cost and profit offset each other.
 - Yes, proceeds from the event are used to purchase games for teachers.
 - It was suggested that the PTO look at scheduling some restaurant nights to help offset the deficit.

- Not much work has to be done for these.
 - Contacts need to be made and dates need to be set.
- An attendee mentioned that there is a big Box Tops collection scheduled for February 7th.

3. Old Business - Chris Bigelow

- Game Night
 - Fifty-seven people from 18 families attended this year.
 - Thirty-seven games were told.
 - A total of 34 games were purchased for various classrooms.
 - This could potentially be a for profit event in the future.
 - Timing might need to be changed as it took place during Catholic Schools Week, which was pretty busy.
 - It was suggested that the night could be opened up to the parish as well.
 - Game Night can be held at any time of year.
 - Purchased games should be in within 2 weeks.
 - Another suggestion was to send home game order forms even if families aren't able to attend.
- Catholic Schools Week
 - The week went well.
 - The staff luncheon was much appreciated.
 - Chris read a thank you note from Mrs. Krumholtz.
 - Items from the luncheon are in the teachers' lounge for pick up.
 - Students loved seeing Toy Story at Alter.
 - The Science Fair went well.
 - Forty-six judges were present.
 - Certificates were handed out, including 22 for "superior" projects.
 - Eight or nine have confirmed they are moving on to the next round.
 - Best in Show went to Addie Orick.
 - Best in Science went to Amelia Hess.
 - Used Book Fair
 - This raised \$407.02 to buy new books for the library.
 - Fifteen teachers redeemed their \$5 gift cards to buy books.
 - Izzy Brose took two boxes of books to be donated to an African Library.
 - Seven boxes of books went to Food for the Journey project.

4. Fish 'n Chips Updates

- Green envelopes have been sent home, and were due back February 1st, but the deadline has been extended.
 - To date, only \$1121 has been turned in, and this is significantly less than in years past.
 - A rep asked what the reason for the deadline is.
 - The deadline is really so that families turn money in sooner rather than later.

- The silent auction committee does not need to start buying items on February 1st.
 - An attendee inquired about an online link so that giving can be done electronically.
 - This is available on the parish website.
 - Fish 'n Chips needs to be selected to indicate that donation should go to the event.
- The volunteer sign up sheet for Fish 'n Chips should go out in late February.
 - Reps were encouraged to sign up for a slot to help in some capacity.
- There will be early bidding on the Art Projects this year.
 - Families can bid on the art during family dining.
 - Members of the silent auction committee will be in the PAC to ensure that only art projects are bid on.
- Drive through will end before family dining begins to hopefully avoid any food backups this year.
- There will be a 50/50 Split the Pot opportunity this year.
 - It will all be done online, and will start a few weeks before Fish 'n Chips.
 - The amount will be announced throughout the night, and the site will be advertised at the event.
 - No volunteers will be needed to run this.

5. New Business

- There will not be a PTO meeting in March.
- The Junior High Dance will take place on February 8th.
 - Outside schools will not be invited due to volunteer numbers.
 - All St. Charles students in 6th-8th grade are invited.
 - The permission slip is in the Chatter.
 - The 6th grade PTO rep said she could send a request out for 8th grade volunteers to help.
- Skate World is scheduled for February 24th from 6-8.
 - Flyers will be going home soon.
 - Admission and soft play will be free, but there is a cost for skate rental and any concessions.
- Follet Book Fair will take place the week of February 24th.
- Literacy Night will be Tuesday, February 25th, from 6-7:30.
 - The theme is Mardi Gras.
- Seussical takes place the weekend of March 5-7.
- Iowa Testing will begin March 9th.
- A rep asked about the dates for Dewey's Pizza lunches.
 - The lunches will take place April 1st and 2nd.
 - Students pay \$20 to have lunch with their teacher.
 - Pizza from Dewey's is included, as well as a drink, apple slices and pretzels.
 - Dewey's will be giving a \$10 coupon this year instead of a free 11" pizza.

- Mr. Bogle will work on identifying a day for the “be a teacher” items for the silent auction.
- The 8th grade rep asked if 8th graders were going to be going to King’s Island this year.
 - She stated that if yes, some parents have already volunteered to help plan.
 - This is supposed to be a math and science day at the park.
 - King’s Island has projects for students to do.
 - Chris would like to see this be educational as well as fun.
 - The decision will be up to Chris and Jody, but money is in the budget for this.
- It was also asked if 8th grade will go to El Meson with Mrs. O’Gorman.
 - This will take place.
- Mr. Bogle said he will get dates and clarify for 8th grade reps what is covered.
 - They have \$2500 that can go for a graduation party, memory books, etc.
- A rep wanted to know if the Book Fair is Scholastic or Follet.
 - It is Follet.
 - Scholastic takes a higher percentage of sales than Follet.
- The PTO EC will need a new Secretary as well as a 2nd Vice President for the 2020-21 school year.
 - Susie Litke will be happy to answer any questions about what the roles entail.
 - Interested parties can contact an EC member, grade reps, or Mr. Bogle.

6. Adjourn

The next PTO meeting will be held at 7:00 p.m. on Wednesday, April 8, 2020.

Sign in Sheet

1. Chris Bigelow
2. Heather Olmstead
3. Samantha Mehrwerth
4. Susie Litke
5. Kathy Dorsten
6. Heather Lewis
7. Audrey Cahill
8. Kelly McGlinch
9. Jenny Galiardi
10. Cydney Harkness
11. Kristen Lasley
12. Erin Ketch Thuente
13. Jamie Geiger
14. Martha Lombard
15. Kristen Rider
16. Dave Bogle