

Meeting Agenda
Cure of Ars PTO Executive Board
Monday, August 5, 2019 6:30pm School Library

The Parent-Teacher Organization exists at the discretion of the Pastor and Principal to assist the school with faith community building and stewardship efforts; improve the school environment; and enhance the student experience. The PTO plans social activities for school families and coordinates volunteer efforts for both in and out of school activities. All parents are members of the PTO and are encouraged to participate in the various faith-building, educational and volunteering services of PTO.

I. Call to Order: Tara Ammeen

- Attendees
 - Tara Ammeen
 - Matt Devereaux
 - Leann Gillespie
 - Andrea Stverak
 - Tracey Kendall
 - Carrie Englert
 - Hyleme George
 - Andrew Legler
 - Laura Martin
 - Liz Burris
 - Maureen Blount
 - Natalie Gates

- Opening Prayer
- Introductions

II. Approval of Minutes: Hyleme George

- Approval of minutes from May 2019 meeting
- Minutes approved

III. Officer Reports

- **President:** Tara Ammeen
 - Roles and Expectations
 - Be engaged, good examples, spread positivity, not uncertainty or negativity
 - Encourage volunteerism, assist with finding solutions
 - Update on Committee Chairs:
 - Lunchroom Volunteer chair still needed, possibly one interested
 - Shrimp Feast – Two co-chairs needed, event is Friday, April 3
 - This could be a couple that does the event together
 - Will not be responsible for the Shrimptacular event in gym following

the meal

- School Supplies - expected delivery Aug 12th
- Used uniform sale recap - Feedback from Kristin Giffin:
 - Went great, matched last year sales - \$2521.00
 - A few people came through who still only had a card for payment. Someone mentioned getting a PTO Venmo.
 - Volunteers did fine. Could consider maybe a few less on sale day
 - Sale could probably also be 1.5 hours vs 2. No one came after 5:15/30.
 - Neglected to put last year shirts out for sale for \$5... will put out at Welcome Back Day
- Need PTO representation at back to school events: Faculty Breakfast, Welcome Back Day, Cougar Welcoming, Ice Cream Social, First Day Parent Coffee. Sign up for shifts to ensure PTO is represented at all these events.
 - Plan for all PTO board to be present at 1st day of school coffee, encourage others to attend
 - Sign-up sheet shared with board members to select a shift
- Welcome back day:
 - Encourage online form usage
 - Also include paper forms, note those who take paper so they can be contacted for follow-up
 - Recommendation to contact school office if paper statements are needed... Andrew to check with Katie at the office to confirm this process. Last year few requested statements and some of those printed did not reflect latest status based on online transactions.
 - T-shirts... \$5 for last year (limited quantity), \$10 for this year. Also put out inventory at carnival if still available
 - Cash box – will need one for t-shirt sales. Matt to provide to Tara by Friday, August 9
- Ice Cream Social, Gretchen Adamson chairing
 - Tracey will coordinate welcoming committee with nametags
 - Checking with Foo's for help serving
- Cougar Welcoming for new families – update from Tracey Kendall
 - List of new families provided by administration – 43 total.
 - Families were invited to library for Welcome Back Day, Tracey will intercept & redirect those not in preschool
 - Tracey will provide welcome bag & t-shirt to new families at Welcome Back Day

- Questions came up about how to access Portal and key dates for 1st month, Tracey to follow-up with email details to address questions and will direct families to PTO site for info / contacts
 - Portal goes live on Welcome Back Day, August 14th. This is when teacher assignments will be known as well. All should receive an email
 - Back to School Nights - suggestions from board about PTO message to school.
 - Recommendation to introduce PTO members who are in attendance so that parents can ask board members questions
 - Encourage involvement / volunteerism
 - Refer to (new) PTO site for info
- **President Elect:** Megan Krempec (not present, Tara reporting)
 - Curé of Ars T-Shirts for 2019
 - New shirts produced for this year, thanks to Maggie for design / order
 - Online ordering... recommend putting form in newsletter and website
 - Tara to check PTO mailbox weekly to collect forms & payment,
 - Fill orders from supply in PTO closet
 - Have Barbie distribute to eldest child
 - Booster Club runs spirit wear, Angela Hagen coordinating, two sales / year. Tracey will notify new families
 - Sidewalk Chalk Graffiti for 1st day of school, 8th graders help
 - Rain last year... will try to do it this year, Megan to look for 8th grade volunteers to decorate Sunday evening, Aug 18
 - Yard signs for 1st day, would like to do, but not sure where to place given construction on Mission Rd. Perhaps by adoration chapel, cost last year was \$100. Tara to ask Maggie Goldsborough about options for this year.
 - Carrie to hang "WELCOME BACK COUGARS" banner on fence in front of volleyball court
- **Treasurer:** Matt Devereux
 - Review of budget changes/additions
 - Increasing dues \$10/family to fund 4-6 faculty gifts throughout year to replace monthly themed gifts
 - PTO cash balance was from when auction was a part of PTO, \$25,000 returned to parish to include in this year's budget.
 - PTO should be on break-even going forward +/- \$1000, allowing for \$10k cash balance to cover expenses until dues are collected
 - Charging \$10/family for parent/child dances this year, same as last year
 - Carnival going with new provider, coming in \$2k under last year
 - Approval of 2019-20 Budget

- Moved & approved
 - Electronic Reimbursement Form
 - Available under Forms & Documents on PTO site
- **Volunteer Coordinators:** Laura Martin & Andrea Stverak
 - Time to Sign Up volunteer update and current needs
 - Contacting 8th grade coordinators and teachers to determine volunteer needs
 - Expect to send email with 1st two-week sign-up oppty's asap, including lunchroom volunteers
 - Considering restructuring lunchroom volunteers by month instead of day of week
 - Need to be mindful of the number of sheets that would need to be managed
 - Consider using a Google calendar (or similar) view rather than typical time-to-signup form
 - Laura to contact Time to Sign Up about availability of monthly sheet
 - Consider personal outreach to last year multi-shift volunteers to see if repeatable slots can be covered
 - Roles/responsibilities of Room Parents/Mtg Update
 - Pushback last year from volunteers b/c many requirements put on room parent, including grade level liaison.
 - Liaison responsible for Facebook page updates and social / networking events
 - Recommend not requiring the liaison role this year, can encourage room parents to coordinate a couple social events, especially for preschool / kindergarten classes
 - Facebook admins...schedule another time to discuss, remove this from room parent responsibilities
 - Virtus training
 - Required for all volunteers, including lunchroom; all parents encouraged to complete
- **Communications Coordinator:** Carrie Englert
 - [Website updates](#) underway
 - Goal is for site to be hub for sub-committees and time to sign up sheets. Keep content up to date so parents can reference and find contacts
 - Include link to page in communications from PTO to build habit for referencing the site
 - Facebook

- Tara has media schedule drafted, consider sharing this with school Facebook admin and minimize or eliminate use of PTO page
- **Cultural Arts:** Liz Burris
 - Assemblies planned - topics and dates (all 2pm):
 - Jan 13 – Take Back Your Voice (speaker on resilience, coping, confidence building)
 - Feb 4 – African Drum & Dance
 - Feb 12 – Rainforest Animals
 - Parent night topic ideas and possible dates
 - Options to consider...
 - Screenagers documentary, would need to show at theater, possibly coordinate with other schools
 - Cybersecurity / social media
 - Shayla Sullivant presentation
- **Secretary:** Hyleme George
 - Thank you's:
 - Used Uniform Sale - Heather Whiteside & Kristin Giffin
 - School Supplies - Ann DeSimone
 - First Day Coffee - Brooke Anderson
 - Ice Cream Social - Gretchen Adamson
 - Cougar Welcoming - Tracey Kendall
 - Faculty Breakfast - Ashley Donnelly & Katie French
 - T-shirts - Maggie Goldsborough
 - Will be putting Thank You's in the school newsletter instead of paper cards
 - Hyleme & Carrie to coordinate with Barbie for inclusion in newsletter by Thursday, add names to PTO website as well
 - Consider paper note distribution at volunteer mass time

IV. Principal's Report: Andrew Legler

- PTO storage closet relocation – now located at bottom of southwest stairwell
- Date Changes
 - Faculty 1st day breakfast moved to Tuesday 8/13
 - Remove Father-Daughter dance from spring calendar.

V. Upcoming PTO Dates:

Faculty 1st Day Breakfast	Tuesday	8/13/2019	8:45 AM	Cafeteria
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Welcome Back New Parent Mtg	Wednesday	8/14/2019	2:30-3 PM	Library
Welcome Back Day/Supply Dropoff	Wednesday	8/14/2019	3-5 PM	Gym & Classroom
Ice Cream Social	Wednesday	8/14/2019	5-6 PM	Parking Lot/Playground
Back to School Night: PreS/K	Thursday	8/15/2019	6:30-8 PM	Cafeteria
First Day Coffee for Parents	Monday	8/19/2019	8-9:30 AM	Fr. Burak Rm
Back to School Night: 5th-8th	Wednesday	8/21/2019	6:30-8 PM	Church & Classroom
Back to School Night: 1st-4th	Thursday	8/22/2019	6:30-8 PM	Church & Classroom
Room Parent Meeting	Thursday	9/5/2019	2:30-3:15 PM	Fr. Burak Rm

VI. Unfinished Business

- Carnival update: presented by Carnival Chairs Maureen Blount and Natalie Gates
 - Some new providers, eliminating some of the larger rides, will save ~\$2k this year, less expensive photo bus, face painting, United Rentals
 - Adding 1-2 Gaming Trucks based on feedback from students and more inflatables for younger kids
 - Trying to spread out a bit more and create spaces for different age groups
 - Expect to keep ticket prices the same, will have cash purchase options available for snacks
 - Beer Garden proposed, but concerns about supervision. Andrew Legler denied request.
 - Event cannot be a drop-off, especially for middle-schoolers, need to watch for bad behavior in field area
 - Be mindful about balancing volume of events with availability of volunteers.
 - Pictures of new activities will be sent to Carrie for publishing on website
 - Volunteer sign-up to open on August 30th, suggest to make available at Welcome Back Day too while momentum is high

VII. New Business

VIII. Closing Comments

IX. Closing Prayer

Next Meeting - September 9, 2019, 6:30 PM