

Meeting Minutes

Cure of Ars PTO Executive Board Monday, Jan 13, 2020 6:30pm School Library

I. Call to Order: Tara Ammeen

- Opening Prayer
- Attendees:
 - Tara Ammeen
 - Leann Gillespie
 - Hyleme George
 - Kim Hammers
 - Jackie Pickett
 - Liz Burris
 - Megan Krempec
 - Carrie Englert
 - Laura Martin
 - Matt Devereux

II. Approval of Minutes: Hyleme George

- Oct 2019 meeting minutes approved
- November & December meetings cancelled

III. Officer Reports

- **President:** Tara Ammeen
 - Past events - Feedback
 - Faculty Christmas Party

Came in \$49 under budget this year, More socializing occurs after meal now that event is in cafeteria vs. church. Need to update Time-to-Sign-up with requested volume & quantities of beverages to bring

- Faculty dinner – parent / teacher conferences

Need to provide better instructions to volunteers, ex: where / how to store food; table/chair storage; linens; when / where to pickup supplies (crock-pots, etc)

- Upcoming Events
 - Catholic Schools Week Jan 26-31st
 - Ice Cream Party - Tues Jan 28th – not having it this year – classes will decide what they want to do for the hour. This will be managed by classroom teachers. No PTO involvement in event this year.
 - Adding a Parent / Child STREAM night – Thursday Jan 30th.
 - Activities in various classrooms & gym.
 - Mrs. Wille will have art setup too. Will need parent volunteers to hang items. Liz Burris, Tara Ammeen, Laura Martin to recruit volunteers
 - Families will receive “passport” to complete 3 activities to earn a uniform skip day
 - MOYC Preschool Parent Night, Wednesday Jan 29th – has budget of \$75

from PTO

- Faculty Coffee/Breakfast Cart - Thurs. Jan 30th
- Faculty Appreciation Lunch - Fri Jan 31st – will be baked potato bar again this year. Recommend reducing # of potatoes this year from 80 to 50 – many were leftover last year. Salads were a big hit.
- Box Tops Collection for Spring - Feb 3-Feb 7th
 - Can submit through the app or hard copies
 - Some users still having issues submitting through the app

- **President Elect:** Megan Krempec
 - No updates

- **Treasurer:** Matt Devereux
 - Monthly financial report and update
 - Ice Cream Event for Catholic Schools Week cancelled – had \$1200 in budget for this event
 - 93% of budgeted dues have been collected
 - Faculty Gift Fund
 - Final numbers – slightly less than last year, over \$17,500 received
 - Can add sentence into letter announcing Gift Fund for 2020 suggesting that parents can add a note to holiday cards to inform teachers that they are participating in the fund. Alternatively, can pull list of names from WeShareOnline to provide to teachers so they can send thank you notes if desired – this may encourage more donations if parents know that teachers have been informed

- **Volunteer Coordinators:** Laura Martin & Andrea Stverak
 - Time to Sign Up volunteer update and current needs
 - Updated Time-to-Sign up account to be “Cure of Ars PTO” instead of individual administrator
 - Each sign-up sheet will have a point of contact identified
 - Valentines Party/Room Parent Updates – none at this time, Laura & Tara to follow-up with Andrea
 - Lunchroom volunteer needs:
 - Have collected list of those who have volunteered, will ask those that have not to participate in a shift
 - Need 3 volunteers for special lunches, ie birthday. Two spots are available for other days
 - Will do email blast to fill open January & February slots
 - Bernadette Myers is Dir. of School of Religion at church, is looking for 7th grade parents to plan Confirmation reception.
 - Andrea is following-up with room parents to confirm they are aware of responsibility
 - Need to ensure that 7th grade room parents are communicating plans for Confirmation reception with Bernadette

- Expectation is that PTO budget will cover the event
 - 7th Grade room parents are also responsible for planning the 8th grade Graduation reception. Expenses for this event are covered by school through 8th grade graduation fee
- **Communications Coordinator:** Carrie Englert
 - [Website updates](#)
 - Publish list of room parents for each class – Andrea has this list
 - Info to include in weekly newsletter
 - Teacher gifts – Tara has photos & summary of the three gifts that have been distributed thus far. Will publish this update in newsletter. Will include link to vendors who supplied gifts at discounted rate
- **Cultural Arts:** Liz Burris
 - Jan 13th Assembly – “Take Back Your Voice”
 - Counselors had positive feedback on today’s session
 - Liz & Jackie to share pics of today’s event with Carrie to post in newsletter update
 - Next all-school event will be in February 4th – African Dance
 - Share announcement of event in newsletter ahead of time to let parents know to ask their kids for feedback
 - Parent Night - Dr. Milkovich Media Use Presentation - Jan 23rd 7pm-8pm
 - Presentation will be in cafeteria
 - Liz is getting projector, chairs, microphone setup by Matt (school IT support) for the event
 - Liz to confirm what ages are addressed by Dr. Milkovich’s content
 - No cost, inquired if a donation could be offered
- **Secretary:** Hyleme George
 - No updates

IV. **Principal’s Report:** Kim Hammers

- School updates
 - Accreditation Visit - Nov. 21st, recap
 - 2.5 days visit, went very well, good feedback received from the team and they want to bring other teachers to see – student engagement, classroom management, use of data
 - Every class observed for 20-30 mins
 - Full report should be received end of this month – will share this with parents
 - Enrollment is underway now, online payment is open, many tours are underway right now and early numbers look good
 - Construction update
 - Expect playground equipment to come down week of Jan 27th

- Dates expected to become more solid over next week or two
- Will need to adjust drop-off / pick-up routines due to use of heavy equipment on-site – traffic study has been done and approved by Leawood for procedures to follow during construction
- Gym work will begin end of March – all furnishings and equipment will be removed and gym will be off-limits
 - Will need to cancel the parent/child event or find another venue
- Will need to make adjustments to Field Day
 - One suggestions - inflatables & games outside, but send pre-school through 5th grade out in smaller groups. 6th-8th grade can have alternate event
 - Another suggestion - Eliminate this day from the schedule (give a day back to families)
- School office will be vacated on last day of school to accommodate remodeling

V. Upcoming PTO Dates:

CSW Ice Cream Party	Tuesday	1/28/2020		Cafeteria
CSW Faculty Breakfast Cart	Thursday	1/30/2020		Classrooms/Hallway
CSW Faculty Lunch	Friday	1/31/2020		Resource Conference Room
Celebration of Learning Open House	Thursday	1/30/2020	6:30-8pm	Cafeteria & Classrooms
Box Tops - Spring	Mon-Fri	2/3-2/7/2020		N/A
Assembly - African Drum and Dance	Tuesday	2/4/2020	2:00 PM	Gym
Cancer Awareness Day	Wednesday	2/5/2020		N/A

VI. Unfinished Business

- **Shrimp Feast** – still seeking volunteers to chair this event. Will be dinner-only because gym will be unavailable

VII. New Business

- **Streamlining communication from teachers to parents** – this was a recommendation from the accreditation team, ex. fewer applications, consistent newsletters

VIII. Closing Comments

IX. Closing Prayer

Next Meeting - February 10, 2019, 6:30 PM