

Meeting Agenda
Cure of Ars PTO Executive Board
Monday, April 20, 2020 6:30pm - via Zoom Video Call

I. Call to Order: Tara Ammeen

- Opening Prayer
- Attendees:
 - Tara Ammeen
 - Andrew Legler
 - Carrie Englert
 - Megan Krempec
 - Andrea Steverak
 - Leann Gillespie
 - Hyleme George
 - Liz Burris
 - Laura Martin
 - Matt Devereux
 - Andrea Stverak

II. Approval of Minutes: Hyleme George

- Approval of minutes from March 2020 meeting
 - Minutes approved

III. Officer Reports

- **President:** Tara Ammeen
 - Cancelled events for Spring 2020 due to Covid-19 (to be verified):
 - Shrimp Feast 2020
 - Walk/Bike to school Day
 - Volunteer Reception
 - **ACTION:** Laura & Tara will draft thank-you announcement for Andrew to send, likely include in end-of-year newsletter. Share list of Board Members and Chairs to include in the announcement.
 - 8th Grade Graduation Reception for Families
 - Faculty Retirement Reception (not applicable this year)
 - 8th Grade Graduation party for graduates
 - Faculty Year End Party
 - Will plan for a faculty get together when quarantine clears
- **President Elect:** Megan Krempec
 - Slate Presentation pushed back to May meeting due to Covid-19 delay (need to first announce to school parents in case they are interested).
 - Need to send announcement to parents before finalizing board
 - Andrew is willing to distribute. Tara will share announcement with Andrew

- to distribute
 - Expect to vote in May on new board
 - Set date to transition to new board. Via video call or wait to do in person when quarantine is lifted.
 - Will likely plan for virtual meeting 1-2 weeks after vote in May with old/new group and then encourage 1-1 transition time
- **Treasurer:** Matt Devereux
 - Monthly financial report and update
 - Not much activity since Spring Break, accounts reconciled and balanced
 - Outstanding reimbursement requests can be emailed to Matt
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 - Remaining and unused funds:
 - For 2019-2020, estimated surplus is \$20,000. This would allow for ~\$10,000 contribution to parish. This favorability includes beginning balance from this year (from past auction funds) and cancellation of events due to quarantine.
 - **ACTION:** Andrew will confer with Bob Kolich to understand if there are urgent needs from families in school
 - Review and approve the PTO fee charged to families for next year.
 - 2019-2020 Fee was \$50/family, this seemed to work out well for balanced budget, perhaps would have slight positive balance.
 - Recommend keeping \$50 fee in place for 2020-2021
 - If surplus is created after charging \$50/family for next year, can return funds to parish as was done last year
 - Teacher gifts:
 - **ACTION:** Matt to confirm remaining budget available for teacher gift in coordination with Maggie, estimate ~\$2400 available as recent gift (Tommy's Car Wash) was fully donated.
- **Volunteer Coordinators:** Laura Martin & Andrea Stverak
 - No needs at this time, perhaps when stay-at-home is lifted PTO could support retrieval of student items
 - Time to Sign-up can be used by teachers to setup / schedule activities (ie 1-1's with parents, students). Laura can support.
- **Communications Coordinator:** Carrie Englert
 - Any eBlasts or newsletters going out for the remainder of the year:
 - Recruiting / board slate and thank-you to volunteers will go out from Andrew on behalf of PTO
- **Cultural Arts:** Liz Burris
 - No updates

- **Secretary:** Hyleme George
 - No updates

IV. Principal’s Report: Andrew Legler/Kim Hammers

- School updates
 - Covid-19 update
 - Meeting with all teachers, all grade levels each week. Plan is to continue with homeschool for remainder of year. Recommendation from state / county is to have preparations in place should homeschooling need to continue into the fall.
 - Teachers are entering building under social distance guidelines and beginning to bag/box student items for pickup when stay-at-home is lifted
 - Construction update
 - Construction continues, admin offices and middle school began two weeks ago

V. Upcoming PTO Dates:

PTO Meeting	Monday	May 11	6:30 PM	Video Call	Slate Presentation
PTO Board Transition Mtg	Monday	May-TBD	TBD	TBD	Outgoing board transition to 2020-21 Board

VI. Unfinished Business

- Committee chairs to fill out in-kind and other donations from community form that Maggie Goldsborough sent out for Development Research initiative.
- Development of a PTO survey discussed at the March 2020 meeting. Refer to survey working document.
 - **ACTION:** Review document if you have not already, share feedback with Tara and will then consolidate topics / questions.

VII. New Business

VIII. Closing Comments

IX. Closing Prayer

Next Meeting - May 11, 2020, 6:30 PM - via video call