

## PTO Minutes

November 7, 2017

**Members Present:** Anna Pavao, Ginger Barranco, Kacy Kerbl, Ann Hartwell, Max Crain, Alisa Andrews, Anna Tillman, Erica Navarre

**Prayer and Mission Statement:** Prayer & Mission Statement Read.

**Meeting called to order.**

**Minutes:** Approved.

### **Executive Board Report:**

- Treasurer's Report: Current Balance \$27,516
  - Committed funds estimate: \$12,550
  - Remaining funds estimate: \$14,966
  - Lastly, if checks do not process there is a \$6 fee + \$25 fee if returned. We need to consider thinking of some way to not lose money on hot dog and special lunch.

### **OLD BUSINESS:**

#### **Evaluations of October-**

- **Grandparents Day-** went well Alyson Schott & her group did a great job
- **Pumpkin Festival-** event was great Erica & Ginny did a great job
  - Request to move dunking booth possibly over to the library wall near the pavilion since the food moved over there.
  - Cotton candy machine lid was broken we should be refunded for that. We will look into ordering premade cotton candy.
- **Report Card Conferences-** went well Ginger did a great spread of snacks
- **Red Ribbon Week-** much appreciated kids loved the popsicles
- **Volunteer Committees:** no reports we need to see how to help Leann Cink

### **NEW BUSINESS:**

**Family Movie Night-** December 8<sup>th</sup> is the Daphne Christmas Parade and a Holy Day of Obligation. Mass is at 5PM. Parade should get to CTK by 7:30pm. After the parade passes we will host a PTO Family Movie Night. We will serve popcorn, hot chocolate, water. Families may bring picnic blankets and pillows and watch short G rated Christmas movies while the traffic dissipates. The church office has agreed to let us use the gym & projector. Patrick knows we will be using the gym that night. We will have to clean up afterward for them to use it on Saturday. Flyers will go home Wednesday November 22.

**Teacher Gifts-** There are 45 full time and 7 part time gift cards should be distributed the week before Thanksgiving.

**School Supply for 2018-2019-** Ann Hartwell has sent an email to teachers and staff about bulk ordering school supplies for every grade level and adding this to the book /workbook fees. The teachers have been very excited and positive about this opportunity. We will actively recruit for help this spring. Ideally the process would flow like this...

- January 10 accurate teachers supply list due
- January 15-February 15 organize lists & shop for best bulk prices
- March present findings and costs per grade level to PTO
- April add school supply fee to book and workbook fees
- Order supplies to be delivered by July 31
- August week one- organize supplies by grade level
- August week two- deliver supplies to classrooms

**Pastor Appreciation-** Max will give Father O'Conner a \$50 gift card to Dicks Sporting Goods. We will give this at Mass on January 24<sup>th</sup>.

**Catholic Schools Week-** January 29 - February 2 Budget is \$125

**Options for PTO funds-** We still need one more water station near the tech lab plus filters for kindergarten and first grade. Kacy is going to get us a dollar amount.

**Daphne Christmas Celebrations-** The only event that seems to affect CTK School is the Elf Ride the YMCA is hosting on 12/14 with rolling road closures around the school starting at 5:30pm.

**Considerations for PTO & Committee Changes for 2018-2019-**

- **PTO Openings-** President, Vice President, Secretary, Head Room Mom
  - We have not had anyone jump at the chance to fill positions.
  - Consider moving the head committee chairman responsibilities under the vice president.
  - Consider not requiring pumpkin festival chairs to attend meetings
  - Consider a roll up approach to the positions so that a new person has a chance to be coached by a prior person that held the position
- **PTO Committees-**
  - Playground Duty- We will keep the playground duty committee open to parents that want to be a part of it. However we will not agonize over filling every spot as there are staff available daily. There won't be a chairperson just a sign up that will be sent out at the beginning of school.

- o Beautification- The church has hired someone to take care of the grounds. The Lady's Sodality also help in making it look nice. We are considering dissolving this committee next year.
- o Morning Traffic Duty- Sharon Lynn agreed to continue as chair.
- o Library- We need to check with Emily Coate to see if she needs help
- o Brown Envelope- Reach out to Lynn Corbett to see if she'll continue
- o Milk & Ice Cream- We need to fill this position.
- o Special Lunch- Dailey will continue this position but cannot add milk and ice cream to her list.
- o Hot Dog Lunch- Alyson Schott agreed to continue as chair
- o Grandparents Day- Alyson Schott agreed to continue as chair
- o Pumpkin Festival- HOPEFULLY Ginny Ford and Erica Navarre will continue as co- chairs, Still too early to declare
- o Catholic Schools Week- We need to fill this position.
- o Teacher Appreciation Day- Mitsy Murphy agreed to continue as chair
- o Field Day Snacks- We need to fill this position.
- o Used Uniform & Book Sale- Reach out to Kimberly Barnes
- o Yearbook- Reach out to Whitney Wingbermuehle and Gillie McLean
- o King Supper- moved under Development
- o School Supplies- Ann Hartwell will chair
- o CPT Classes- We need to fill this position. Consider asking the ladies over the youth group, vice principle, or a church staff member.
- o Possible new committees for 2018-2019
  - Dad Committee
  - Call if you need me Committee