

## September 2019 Agenda

St. Mary's PTO

Meeting Date: Sept 3 & 4, 2019

Meeting Location: St. Mary's School & Kirby

1. a. Presidents Report – Kate & Lindsey
  - a) Kate suggested buying window clings for new families.
  - b) Would like the PTO meetings added to the school calendar.
- b. Treasurers Report – Erinn Fortenbacher
  - It was determined that all check requests would be submitted to Erinn and then approved by Mrs. Doyle.
  - All requests for funds from the savings account have to be approved by the Parish Office in Spring Lake.
  - Kate, Lindsey and Erinn put together a budget for the school year detailing events and purchases the PTO will be sponsoring as well as the planned fundraisers for the year.
- c. Principals Report – Katie Doyle
  - We have 137 students enrolled in the main school and 47 preschoolers, which is about the same as last year. It was budgeted that the main school would have 145 students this year.
  - Mrs. Doyle sat down with teachers and discussed ways that the PTO could raise funds, events to sponsor and needs of teachers/students. The following items have been requested:
    - New playground toys (jump ropes, balls, etc). These items have now been purchased by the PTO since our September 3<sup>rd</sup> meeting.
    - Song books for each kid at mass so kids don't have to share, 60-70 books needed. Kate will check with Chanda. It was also discussed that there is a need for a music booster chairperson/committee.
    - Preschool/Y5's could use some new toys.
    - Snow/Rain Days: the preschoolers do not have access to toys while in the gym on these days and it has been requested that new toys or a toy drive be held to collect toys.
  - Safety concerns/new pickup and drop off procedure: This new program has been going well. The goal is to have the kids dropped off early in the AM supervised indoors as opposed to sitting outside waiting for the doors to be unlocked. The drop off and pick up procedure will continue to be improved and it has been noted that things are moving very smoothly and quickly at these times due to the new procedure.
  - Parents volunteers needed on the playground. A sign-up genius link is available for parents to sign up for daily shifts.
  - Volunteerism in general needs to be improved. A volunteer drive /competition has been suggested to increase volunteerism.
  - New spirit gear: It was suggested that we offer new spirit gear with the funds possibly going to the PTO fund.
  - 5<sup>th</sup>-8<sup>th</sup> grade electives program coming soon.
  - New math program in grades 3 and 4.

- Chrome books are being shared between classes. Currently we have 21, but could use 30 so that classes can share at the same time. They are priced around \$250 each.

## 2. Committee Chair Reports

### a) Ink Jet Cartridges/Cell Phone program – Jennifer Grossman

- Received a big check end of last year (\$46.25)
- Will post program details again soon to make parents aware that the program is still going on and how they can help.
- Kate is redressing collection boxes that will be put back into the lobby.

### b) Coke Bottle Cap Program – Lindsey Miller

- Received a check on 8/29 in the amount of \$57.80 that will be deposited into the PTO fund soon.
- Lindsey suggested a coke caps fundraiser where bags are sent home with students to collect and return.
- Need volunteers, sign up sheets will go out. Can students help?
- It was suggested that the whole bottle is collected not just the cap, so that we can also return the bottle to raise more funds. Could we use a recycling bin the in the lobby to collect the bottles? Kate will ask Mr. Earl.

### c) Staff Birthday Treat Coordinator – Kate Zick

- Aug 26 – Kate Zick and Lindsey Miller
- Sept 9 – Joy Whitmore and Kim Abel
- All birthday treats/months going forward have been signed up for!

### d) Book Fair

- The next book fair is scheduled for December 6-13<sup>th</sup>. We are hoping to move the start date to December 4<sup>th</sup> to coincide with the concert.
- Currently we have \$2138 scholastic dollars. Mrs. Doyle will take over allocating these funds to meet teachers needs/requests.
- We will look into working with local book store for future book fairs. We will also look into holding a Catholic book fair. A parent mentioned working with the Kelly Catholic Store in Muskegon.

### e) Box Tops – Kate Zick

- They have switched to a digital format for collecting box tops. There are still physical box tops on products so we will hold one more fundraiser for this. After that we will move towards having parents submit the digital box tops on their own.
- An instructional pamphlet will be distributed detailing program changes.
- September Fundraiser: Instructions will be sent home with students. There will be a competition between classrooms and the winner will receive a party. The fundraiser will be held September 9<sup>th</sup>-23<sup>rd</sup>.

## 3. Old Business

### a) Back to School Night

- PTO table generated lots of sign-ups for birthday treats and stock the lounge.
- b) Stock the lounge
  - This was a great success. We will be more specific on quantities requested in the future. Mrs. Doyle will let us know when items are low.
- c) Ice Cream Social – Melissa Hughes
  - The PTO provided ice cream and popsicles on the first day of school to students.

#### 4. New Business

- a) Jingle Bell Parade – Dec 7 (Melissa Hughes)
- b) Conference Luncheon – Oct 22 / Oct 24 March 24 / March 26
  - The PTO will send out sign-up genius link for parents to help provide meal for the teachers. We have asked Two Tony's to cater the Spring conferences and are waiting to hear back.
- c) Grand Friends Day – May 1
  - Mrs. Doyle expressed a need for a Committee between the PTO and teachers for this to freshen up details of this event.
- d) School Field Day – June 4
  - The PTO raised money for this last year (sponsors) and will do the same this year. In addition, the PTO provides lunch. Volunteers are needed for this event.
- e) Alleluia Day?
  - We discussed bringing this day back which is held the 1<sup>st</sup> Friday after Easter. In the past, there was a bingo day with prizes and a large rosary made of balloons. We will poll teachers to see if they want to bring it back.
- f) Catholic Schools Week – Jan 26 – Feb 1
  - We discussed combining teacher appreciation week with the teacher appreciation day during Catholic Schools Week, where we will put more emphasis on the teachers this week. If there is a snow day, we will use the national teacher appreciation day (May 7) as a back up day.
  - The PTO and Student Council split the costs for a day of bowling for the kids.
  - It was discussed that a questionnaire be given to teachers asking what their favorite things are to give parents/students direction on gift giving. It was also discussed to try and move towards a class gift. In this case, it may be necessary to bring back room parents to help with this, the teachers will be asked if this is something they would like. It was suggested that we have a bulletin board for teacher appreciation.
- g) Teacher Appreciation Week
  - It was decided to combine this with Catholic Schools Week, see above.
- h) Cards for a Cause Fundraiser Dates
  - November 4<sup>th</sup>-11<sup>th</sup>: this time we will be offering a holiday pack which will be great to have before Christmas. The PTO receives \$15 per box.
- i) Movie Night Date
  - We will revisit this in the Spring.
- j) Parent Mixer
  - We will revisit this in the Spring, no funds available.
- k) Middle School Dance Dates

- This year Tanya Kval/Jen Fricano have stepped up to chair this event that will be held at TED's. More details to come!

l) Assembly Ideas

- Topics discussed: Suicide Prevention, bullying/Be Kind, we need ideas!

m) Holiday Fundraiser Ideas

- Student holiday craft/gift: PTO would purchase supplies and students would pay to make it. Sell hot chocolate/cookies at the event.
- Wrapping Party/Wrap books after book fair

n) Fundraiser Ideas

- Two Tony's – waiting to hear back
- Bow-Tie Fundraiser
- Babysitting Party
- Biggby Fundraiser/Mugs

5. Volunteer Sign Up

6. Adjournment