

## MEETING AGENDA AND MINUTES

**Meeting Title:** January 2018 PTO Meeting

<b>Meeting Date:</b>	1/10/2018	<b>Start time:</b>	7:00 pm	<b>End Time:</b>	7:44 pm
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<b>Location:</b>	Library
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**INVITEES/ATTENDEES (“Y” = in attendance, “N” = unable to attend)**

Y - Dave Bogle (Principal)	Y - Michael Taylor (P)	Y - Liberty Malenich (1st VP)
Y - Amy Schrimpf (2nd VP)	Y - Nicole Chapman (T)	N - Susie Litke (S, 2)
N - Debbie Stewart (Bookkeeper)	N - Jennifer Marzluff (Teacher)	Y - Teresa Sarmiento (Teacher)
N - Kim Bigelow (3 y.o.)	N - Anna Keirn (4 y.o.)	Y - Erin Ketch Thuente (TK, 4)
Y - Becky Mueller (K)	N - Amy Burger (1)	Y - Liz Fink (1)
Y - Cydney Harkness (2)	Y - Kristen Lasley (3)	Y – Jan Lance (7)
Y - Martha Lombard (5)	Y - Michelle Petzold (6)	N - Heather Finlayson (7)
Y - Jamie Geiger (7)	Y - Kristen Rider (8)	N - Kathy Taylor (8)

<b>Leader:</b>	Michael Taylor	<b>Scribe:</b>	Cydney Harkness
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### AGENDA

1. Opening Prayer
2. Budget Update
3. STEM Update
4. Fish n’ Chips update
5. Next Meeting February 13th
6. New Business

## MEETING NOTES:

### 1. Opening Prayer - Michael Taylor

### 2. Budget Update - Nicole Chapman

- We had income of just over \$1,200
- Dave Bogle mentioned that he just received a Box Tops check for just over \$900

### 3. STEM Update – Kim Bigelow

- The new STEM committee is laying out what the plan is going to be for the rest of this year and for next.
- A Science Olympiad Team was recently formed and had 15 students, which is enough for a full team. This includes students from 4<sup>th</sup> through 8<sup>th</sup> grades. They are signed up for the big competition in March. We are starting small but hoping for even more interest next year. We've signed up for one competition this year hoping for further invitations if the team does well next year. There are fees involved in further competitions.
- The STEM committee will be posting a weekly STEM column in the Charger Chatter
- They are also working with the Library to kickoff January as STEM book season
- Another individual is planning a STEM family activity; possibly doing a STEM scavenger hunt.
- 4<sup>th</sup> and 5<sup>th</sup> graders had "Mr. C. and His Hair Raising Science" come before Christmas break, and the committee might bring other groups in for grades K-3, such as Boonshoft on Wheels or some other STEM related presenter
- STEM sent out a survey to the staff about what role they would like to see the STEM committee take on, and 13 faculty members responded. Those that responded said they would like easily accessible STEM materials and activities with minimal prep-time, and resources for classroom activities. The staff also showed interest in the possibility of a STEM cart to use in the classroom.
- The STEM committee should have a mapped out plan for the next year finalized by the end of the month, including costs.

### 4. Fish n' Chips Update – Michael Taylor, Liberty Malenich

- The Fish n' Chips committee need to confirm that Lisa Carlson going to handle the volunteer list again this year. We need to get the volunteer list finalized so we can start the request for volunteers. There are a few more spots that need to be finalized, depending on whether there will be a family tent. Then we will get the list to Lisa and out to families.
- Volunteers will sign up through an online sign up website. Information on how to sign up will be announced in the Charger Chatter.
- Please remind parents that this is a great way to get volunteer hours for their family. Volunteers do not need to be VIRTUS trained in order to volunteer for Fish n' Chips.
- If any committees need room for prep or space please request the space ahead of time. The committee needs to decide when they will need access to the gym, and starting 2:00pm on Thursday the cafeteria will be free. There is no school the Friday of the Fish n' Chips.
- If the silent auction committee needs space for basket wrapping the school will have to coordinate around others that might need the space, such as scouts, etc.
- Need PTO reps to stay on top of informing families, keep pushing the day, we will have yard signs available, posters will be available in the office which could be posted at local restaurants or places that get a lot of traffic.

## 5. Next Meeting February 13th - Michael Taylor

- Due to the next scheduled meeting falling on Valentine's Day and Ash Wednesday, we are rescheduling the next PTO meeting for Tuesday, February 13, 2018.

## 6. New Business

- School Directory Update – Dave Bogle: School Directories will be available in the office. If there is missing or incorrect information in the Directory, parents will need to log in to Option C and double check the information. The number listed in the directory is the family's primary phone number. Will look into possibly paying our printer to print a small amount to be distributed on a first-come first-served basis.
- Catholic Schools Week update – Dave Bogle
  - The Open House will be on Monday, January 29<sup>th</sup> and the Science Fair will be open in the gym this night for grades 4 through 8.
  - A mailer will go out to non-St. Charles households inviting them to the Open House. Existing families generally go to the science fair and come to lunch with their kids, but do not necessarily to come to the open house to visit classrooms and teachers of current students. The intent if for the Open House to be a recruiting effort.
  - Teacher appreciation lunches are on Tuesday January 30<sup>th</sup>. The PTO will provide the lunch for the teachers. Teachers are asking Virtus trained individuals to cover their classroom so that all 50 staff members can eat lunch together. A link will be coming to volunteer to provide food, help serve, plates, etc. The PTO is purchasing a special gift for all of the teachers. It will be a pullover, ¾ zip, or fleece item that has St. Charles logo and says "STAFF". This is being done in lieu of the gift cards at Christmas.
  - Wednesday that week is the all area school mass at Incarnation this year.
  - Thursday is student appreciation day
  - Friday is St. Charles mass because it is the Feast of the Presentation of the Lord.
  - Sometime during the week families will be invited to eat lunch with their child during their designated lunch period. Will be throughout the week.
- Miscellaneous
  - As a reminder, at the current time, when school is closed for the day, there are no student related or parish related activities either; scouting, meetings, etc. However, this policy is currently being re-drafting that to be more cognoscente of changes in weather throughout the day.
  - Is there any where to get information for a scouting mass? Calling it a "youth mass" maybe. Talk to Heather Dunn in the Faith Formation office.
  - Next Fish Fry Meeting will be announced soon

The next PTO meeting is scheduled for February 13th, 2018, at 7:00 pm in the school library.

## Sign in Sheet

1. Kristen Lasley
2. Kim Bigelow
3. Liz Fink
4. Cydney Harkness
5. Erin Ketch
6. Teresa Sarmiento
7. Jamie Geiger
8. Nicole Chapman
9. Liberty Malenich
10. Becky Mueller
11. Marth Lombard
12. Michelle Petzoldd
13. Kristen Rider
14. Jan Lance
15. Amy Schrimpf
16. Dave Bogle
17. Michael Taylor