



St. Francis de Sales Catholic School  
by the PARENTS, with the TEACHERS, for the STUDENTS

# St. Francis de Sales Catholic School

## Parent Teacher Organization

### Meeting Minutes

#### August, 2018

#### **IN ATTENDANCE**

- Kyle Schmitt
- Susan Johnson
- Alison Badal
- Ann Marie Kasprzak
- Karen Muir
- Mollee Johnson
- Anne Quast
- Jason Van Puymbroeck
- Anelia Schmitt
- Melissa Larson
- Christy Sikorski
- Sarah Kleeman
- Kim Hovinen
- Theresa Grom
- Jennifer Walsh
- Carrie Gruber
- Lisa Romano

#### **CALL TO ORDER**

- Susan Johnson called the meeting to order at 7:03 p.m.

#### **HOUSEKEEPING**

- The June Meeting Minutes were NOT approved.

#### **PRAYER**

- Susan Johnson said the prayer.

#### **PRINCIPAL UPDATE**

##### **(Kyle Schmitt)**

- Enrollment is at 314 at time of PTO meeting and was projected to be at 318.
- There are new hire teachers for 1<sup>st</sup>, 4<sup>th</sup>, Art, Middle School Math and Gym. New faculty orientation was held.
- Class lists will be issued at Back to

School Night. Placements were based on a balance of gender, academics, previous teacher suggestions and parent input.

- All grades P3-6 will have 1 section. Grades 7 and 8 will have two sections
- Started with 340 students enrolled last school year. Due to outgoing graduating class and size of incoming Kindergarten we are at a difference of about 17 students.
- Preschool program has approximately 60 students.

#### **TREASURER REPORT**

##### **(Jason Van Puymbroeck)**

- Picked up working flash drive from Ruthann
- Jason asked the PTO what documents would be beneficial to bring to each meeting. It was noted to provide the P&L statement and a soft budget.

#### **WAYS AND MEANS UPDATE**

##### **(Anelia Schmitt)**

- Spirit Day printings went out with summer mail.
- Sponsorships have raised about 15k at time of PTO meeting.
- Back to School Night packets are ready.
- Cultural Arts event for Spirit Day will be Hot Ground Gym.
- Ann Marie gave an update Spirit Day t-shirts and water bottles. Design and product type were in process of being selected.
- Jackie gave update on Pasta Dinner. It will be held on September 15<sup>th</sup> with more details to follow. NJHS will give hours to help.

## **SPECIAL FUNDS UPDATE**

**(Christy Sikorski)**

- Bingo Night. Asked for preference on date. 11/03 or 11/10? PTO opted for 11/03.

## **SPECIAL ACTIVITIES UPDATE**

**(Sarah Kleeman)**

- No Updates

## **SCHOOL PROGRAMS UPDATE**

**(Kim Hovinen)**

- Back to School Splash Bash was a success and had approximately 260 in attendance.

## **ROOM PARENT UPDATE**

**(Melissa Larson)**

- Room Parents will have an opportunity to sign up on Back to School Night.
- Room Parent Orientation will be held on Sept 5<sup>th</sup> in Ministry Center.
- There are currently 26 new families. Created New Family document and trying out a “mini-buddy” system.

## **EXECUTIVE BOARD REPORT**

### **SCHOOL LIAISON**

**(Susan Johnson)**

- No Updates

### **PTO STRATEGIST**

**(Alison Badal)**

- Wanted feedback from PTO after discussing this topic with Ali Villinski and School Board. Archdiocese has an issued document regarding guidelines for school organizations. School board will be looking at those guidelines and adopting them as best practices. PTO will as well.
- PTO should be fostering overall experience of families and children as a community.
- The PTO has become very heavy on

fundraising and appears as our main focus instead of building on community.

- It has been proposed to shift Spirit Day from PTO to School Board.
- Since PTO relies on funds from Spirit Day to provide to the school and to our events, we would need to look at a percentage of funds raised coming to PTO to ensure we would still be able to manage our needs.
- With this shift we would potentially bring School Board and PTO together instead of being siloed groups. It would be a good bridge.
- Mr. Schmitt response:
  - When he was advised on this change and listened to the rational of the idea it made perfect sense to him.
  - Spirit Day has proven how large PTO has become to take on this level of fundraiser.
  - Building community should be the focus of PTO and hopes that PTO becomes a place where the community environment is built.
  - This all aligns with best practices of the Archdiocese.
  - When PTO discusses finances and how to apply funds we are not at our best as group.
- Mrs. Grom response:
  - She would like to the teachers to be more involved and will be challenging them to be more present at PTO sponsored events.
  - She loves the PTO slogan and thinks that it should be more driven on the teacher end.
- PTO agrees that we could shift Spirit Day to School Board, but more discussions will need to take place.

## **COMMUNICATIONS DIRECTOR**

**(Ann Marie Kasprzak)**

- Gave update on Back to School Night. All vendors and attendees have been coordinated and confirmed for the evening.

see fundraising and better marketing for the school play.

*Motion to adjourn at 8:52 p.m. accepted*

## **VOLUNTEER COORDINATOR**

**(Mollee Johnson)**

- We will continue to use Sign Up Genius for all event invites this year.
- 2 Hour Puzzle Power Pledge will be issued at Back to School Night.
- We will not reward classrooms for volunteer hours from last year. It is not about competition, but only to get parents involved.
- Puzzle piece board is up in the lobby as a visual for volunteering. We can also add teacher puzzle pieces for their attendance at events.

## **NEW BUSINESS**

- Made introduction of all in attendance
- Christy proposed a hand sanitizer for lunch room. Cost for equipment would be \$107.00. Potential for Ink Cartridges to fund sanitizer for future purchases. PTO voted and approved the purchase. We may purchase more of these for throughout the school in the future. Bathrooms, front entrance, etc.
- Google calendar. Desi and Christy will work on loading dates as the school year goes on. Instructions for use will be issued at Back to School Night.
- Mollee proposed the move and associated costs of the school play from SFS to Lake Zurich High School PAC, on behalf of Mrs. Butler. PTO voted and approved to assist in the finances for this move. But with the understanding that we would need to further detail out the financial terms between both parties. We need to