

**John Paul II Academy PTO Executive Board**  
**Tuesday, March 13th 2018 Meeting Minutes**

**Members present:** Lynn Wilt, Rachel Reccius, Melinda Goff, Judy Sampson, Julie Davis, Jennifer Fichetola, Shelly Junuzovic, Krista Roach.

**Members absent:** Kesia Hatcher, Melissa Goens

The meeting began at 6:05p.m. and Krista led us with a prayer.

**Secretary's Report (Krista Roach)**

No report - Need to create minutes for our February 2018 meeting which was a meeting that we had to prepare for Comedy Night.

**President's Report (Rachel Reccius)**

Need to determine roles for 2018-2019 School Year:

- Jennifer agrees to remain as room parent coordinator
- Judy agrees to remain as treasurer
- Krista agrees to remain as secretary
- Shelly was recommended and agrees to be President
- Ongoing fundraising - EMPTY
- Major fundraising - EMPTY - NEED TWO PEOPLE (as suggested by Rachel, agreed by board); Krista agreed to be an assistant for major fundraising, but cannot chair this position.

**Vice President's Report (Shelly Junuzovic)**

See Ongoing Fundraising reports

**Treasurer's Report (Judy Sampson)**

Report - January only; reconciled February not available just yet.

**Budget for 2018-2019 (please refer to budget spreadsheet for clarifications)**

- Student appreciation \$185 budget, actual \$172... budgeted \$860, actual \$890
- \$600 for STREAM
- \$125 scholastic magazines
- \$100 ice cream social
- Catholic Schools Week go up \$300 (field day, derby...)
- Carnival budget \$500, actual was \$586.55. next year: need to emphasize on asking for approval for going over budget.
- Volunteer programs \$200 - keep this (school pays for part of it, PTO helps)
- Parent programs \$200 - Lynn thinks we will not use this year. Next year: possibly having a program, request to keep in budget
- Retreats \$100 - students/teachers - didn't use this year due to snow days. Definitely will use next year at beginning of year; keep in budget.
- Staff appreciation \$3550:
  - \$2100 Woohoo cart (**need to take it around again next week or Monday of Holy Week - Pam may be able to help**)
  - Rachel suggested purchasing the new spirit shirts so they can wear on dress down Mondays.
  - \$ end of school lunch

- Conference lunches (25 ppl, \$200 budgeted for Oct and Feb) - recommend to keep b/c we stayed w/in budget. Rachel suggest one order in (nicer/more cost), and another to order from Costco (less expensive) - anything left over, use it towards end of school lunch
- Christmas lunch - we went over budget of \$250, spent \$318.
- Total \$1300 for 5 lunches overall
- Christmas restock gift: very few turned in in January 2018 (Feb not available to review, but if any, maybe only a couple). Julie to ask teachers if this is a good use of money... or extend the turn in time. Julie says it would be helpful to extend; will possibly change turn in time to the end of February. Suggested to do a "New Year" start up funds instead of "Christmas Restock", and maybe have a basket of goodies in teachers lounge too at beginning of new year).
- Incidental \$150 budget, not used. Suggested combining miscellaneous with this and use this to help balance budget.
- Parent appreciation \$200? spent \$100 this year
- Room Parent \$5/student start up. This is paid to the school and is part of the tuition
  - Discussion over lack of involvement from parents in some classrooms. Possibly that parents aren't aware/don't understand.
  - Suggest to get a letter to Lynn that will explain the Room Parent role - can also be translated to Spanish over the summer
  - Rachel suggested Room Parent social - get together for an orientation; use gift cards/prizes to encourage attendance? Lynn suggests coffee/donuts in AM, maybe a 2nd session in the afternoon.
- Classroom set up: 20 rooms/areas (not expected to change). \$2000, spent less, leave at \$2000
- Cathedraticum assessment (tax paid to archdiocese; every school group athletics/PTO/etc. is responsible for this fee)- dependent on how we fundraise, and how we budget w/ fundraising.
- Gaming License for gaming - keep at same. Must use license for exact specified dates listed on application form. This is used for split the pot and others... will need to revisit w/ particular dates...
- Technology - taken off last year as Finance committee took this over... Lynn not sure what finance committee will decide for next year.
- **Fundraising**
  - Budgeted for 185 students last year; budget for next year to stay w/ 185.
    - There was question if school had received \$5/students who began mid year - PTO hasn't received that, Lynn to check on this
  - Box Tops - budget \$800, currently at \$1200. Shelly suggest to put envelope at our employers to collect. Budget \$1000 next year.
  - Shoparoo budget decreased to \$100 next year
  - Coca cola -currently at \$174.50, budget \$150 next year
  - Dine out nights - budget \$500, currently at \$957, budget \$400 next year (because we are dropping December's dine out night)
  - Kroger \$2000, currently at \$2110, keep at \$2000 (remember to push re-enroll in August w/ Parish (hand out flyers in back of church) and school - send out in Spanish too)
  - Candy sales budget \$3000, currently at \$235, decided to not do candy bars next year.
  - Spirit Wear - budget \$500, currently at \$800, next year \_\_\_?
  - We still need to make up \$1500 (had budgeted \$3000 for candy, took candy down to \$1500, but ended up with only \$235 for candy. We did make up \$300 in other areas though.
  - Yard Sale idea revisited - Krista to help get this together
    - In JPIIA parking lot - \$10/parking space; CC as backup for weather
    - Ask either Catholic Charities or Cedar Lake Lodge if they will pick up anything that doesn't sell

- Sell hot dogs - ask Melissa if she's willing to do this
  - *After meeting, Krista, Rachel and Lynn discussed dates via email: we agreed on Friday June 1st (Krista to lead) and Saturday June 2nd (Rachel to lead). (Confirmed w/ Darlene at Parish Office that we are down for both JPIIA parking lot and CC).*
  - 7am -1pm
  - *Suggested selling Krispy Kreme as well*
  - *Generous donor offered Lynn items for our yard sale; to be stored at school in conference room May 7th*
  - *We will need volunteers as we will definitely have a PTO selling table*
- **Major fundraising**
    - Trivia - suggest one here at JPIIA, one at St Barts - Pam to check w/ the Priddys to see if they would be willing to help fundraise for the school w/ the St. Barts Trivia event.
      - \$1500 suggested budget for next year
      - This to replace candy for next year
    - Comedy Night + spaghetti dinner for next year (adding dinner suggested by Steve Sampson
      - Rachel asked that we contact her before we purchase food items, her employer may be able to help/donate)
      - Budget currently at \$2100, next year \$2500 (since adding dinner... suggested to have have separate fees for show and dinner)
      - This year's Comedy Night:
        - Alcohol - we wrote check for wine, boosters wrote check for beer = even. PTO paid only \$110, other #s can come off budget spreadsheet.
        - Rachel discussed conversation w/ Tom re: advertising... he says he did not promise full on advertising; only poster. (It was not on Comedy Caravan's website calendar of events, no other forms of advertisement)
        - Discussed making our own posters next year - larger sizes. Also use the provided posters from Tom - suggest JPIIA at top of poster, Comedy Caravan at bottom
    - Yankee Candle - Shelly to contact Dorothy
      - Budget \$2850, currently at \$2681 (still receiving checks), keep same for next year \$2850
      - 9/19/18- 10/3/18 - Start taking orders right after labor day.
      - 10/4/18 - Offer at PST conference as a 'last minute' to buy.
      - Monday 10/8 - JPIIA to turn orders in to Dorothy, our contact for Yankee Candle - Will need help on that Monday to put orders together for submission
      - Suggested to order extra candles again like we did last year to sell at Fall Festival and after masses (Fall Festival was moved to 10/20/18)

### **Principal's Report (Lynn Wilt)**

No report - to discuss budget w/ Ms. Davis

### **Teacher Representative Report (Julie Davis)**

Re: Teacher Budget Requests:

- \$500 1/2 bus to Kings Island (guesstimate; last year we budgeted \$800)
- \$25/student - graduation: estimating 22 kids, \$550 needs to be budgeted
- \$ two scholarships for 8th graders
- Brain Pop (under school enhancements, and we allowed \$1000 technology??)
  - \$230/classroom - can have up to 3 computers in one classroom (so can't share b/t classrooms)
  - Four classrooms asking which is about \$800.

- An entire school subscription is \$1800.
- Right now: \$220, and one \$160 (Brain Pop Jr, likely).
- Music - mallets for xylophone, 2 ukuleles, Christmas play \$200 (to use the music and such; she guesstimated) = \$350.95
- PE - hockey sticks, gator skin balls \$110
- Catholic Schools Week, Derby Prizes, Field Day = \$100 each
- Kindergarten: \$70 Starfall
- Environmental Club requests help in making new bench; they collected enough to make another one. Lynn said anonymous donor will cover this cost
- 7/8 grade - share a Science magazine \$270 (can come out instructional fees)

Estimated \$4300 in teacher requests

### **Room Parent Coordinator's Report (Jennifer Fichetola)**

- Questions about 8th grade party:
  - received email referenced "money that PTO pays...". Needs clarifying so the 8th grade parents are clear on what their financial responsibility is.
  - Lynn explained that the school cannot be responsible for the 'party'.
  - PTO pays \$25 per child: for the reception: roses, cake, etc. (in the budget).

### **Major Fund Raising Coordinator's Report (Melinda Goff)**

- Thanked everyone for their help with Comedy Night
- Idea for next year - pies to sell in the fall.
  - \$16-\$20 per pie; in bulk, 6/case per variety.
  - 400+ sold = 40% profit; 300-399 = 38% profit, and it goes on for % of profit.
  - Free shipping (Minimum 100 pies to get free shipping; 100 pies = 25% profit, roughly \$500).
  - Likely all frozen (some bake/serve, some heat/serve).
  - Melinda has bought from this company, says they are decent.
  - Question about storage - Lynn says we cannot put them in school freezer, but if no event in CC, we could store them there; Boosters has a fridge, not a freezer.
  - Shelly suggested that we add this idea on to another event, like Fall Festival.
  - Rachel suggested take orders at Fall Festival and have pickup prior to Thanksgiving.
  - Lynn suggested having the pies available at the school's family Thanksgiving dinner. Possibly fish fries - thaw and serve.

### **Ongoing Fundraising Coordinator's Report (Shelly Junozovic)**

- Suggested selling Krispy Kreme donuts and possibly the Krispy Kreme gift certificates at the upcoming Fun Meet (track event) - Shelly and Rachel to work on this
  - need confirm date Sunday 4/22, Lynn said to call Darlene or Yvonne Riggs - Rachel to call/confirm
  - Need to find out how many schools participate
  - Need to attract parishioners leaving mass
  - Concessions are open that day - Rachel to make sure the St. John Paul boosters aren't already planning other fundraising/donuts/coffee?
- Suggested the multivendor Coupon book as a fundraiser
  - Dorothy, our Yankee Candle contact arranges this fundraiser
  - \$20 each, we make 50%.

- No minimum order amount
- Suggest selling in November

### **Members at Large Report (Pam Demling)**

- Spirit Wear:
  - Passed around the spreadsheet showing prices/styles/colors of various options.
  - There are "fashion" colors to choose from: aqua, a darker hot pink, purple, lime green.
  - Suggested to narrow it down to two colors: Board decided green and pink.
  - Available: Hoodie, short sleeve tshirt, long sleeve tshirt, women's cut tshirt (Pam believes it's v-neck)
  - 2 week turnaround time (order to delivery).
  - Cost to us to produce:
    - \$12 hoodie, \$8 short sleeve tshirt, Pam to clarify other costs...
  - Suggested pricing to sell:
    - \$25 hoodie, \$10 short sleeve, \$15 long sleeve
  - Rachel suggested having some on hand as stock - especially for supply drop off night.
  - Some concern about how to store/ease of recognizing different styles/sizes- are they obvious as far as women's cut vs unisex.
  - Suggested to send out order forms to families after Spring Break (4/11/18) and due back 2 weeks later (4/27/18)
  - Logistics:
    - Judy to give Pam a copy of deposit slip.
    - Pam to pick up order forms/money from PTO mailbox - to double check money/order matches and then leave in Ann Boone's mailbox.

Our next meeting will be on Tuesday April 10th at 6pm.

Respectfully submitted,

Krista Roach