

John Paul II Academy PTO Executive Board
Monday, July 23rd 2018 Meeting Minutes

Members present: Lynn Wilt, Shelly Junuzovic, Melinda Goff, Judy Sampson, Krista Roach, Pam Demling, Melissa Goens, Bob Goens,

Members absent: Julie Davis, Jennifer Fichetola

The meeting began at 6:03 p.m. and Shelly led us with a prayer.

Principal's Report (Lynn Wilt)

- Fairly quiet summer, looking forward to the new school year. Teachers starting to come in and get their classes ready.

President's Report (Shelly Junuzovic)

- **Used Uniform Sale-** set up and sale
 - SET UP Saturday 7/28/18 10a-11a: Shelly Junuzovic, Melissa Goens, Pam Demling
 - SALE Sunday 7/29/18 12:30p-2:30p: Shelly (cash box), Melissa (cash box) and Katie, Melinda Goff, Pam (part of the time)
 - Big bag of donated clothes. Bonnie kindly took them home and washed them.
 - Recommend to make up sheets/envelope that we can photocopy and include in the school packets. They could have family name, item, size, gender, etc. To try this idea and have for next year.
- **Ice Cream Social** August 5th 1p-2p
 - Lynn, Shelly, Melinda & Olivia, Judy
 - Lynn ok'd the students will receive a free dress down day if they are there to help
 - Supplies needed: (spent \$90 last year) ice cream, bowls, napkins, spoons, whip cream, cups for water (in the teacher's lounge cabinets), to use the big Gatorade jug for water from the kitchen in the CC, sprinkles (Melinda)
 - 11x17 PTO sign - Judy to make it and Pam's husband, TJ to laminate it at Staples
- **Back to School Night** Monday 8/13/18 5p-7p
 - Krista, Melissa, Pam, Melinda, Shelly
 - Lynn to request 2 tables for PTO to use (PTO info, Spirit Wear, Coupon Books)
 - Pam asked for the PTO and Athletics tables to be together so she can assist with both tables.
- **Coupon Books** will be here in time for the Back to School Night. Coupon books will be good 2018-2019.
 - Need to have them on a table and ready to sell \$20 each.
 - If someone wants to take 5 to sell to their friends/family, that person will need to front the \$100 at the time they take the coupon books.
 - We will not be allowing students to take several Coupon Books home to sell.
- **Calendar Reminders:** Due to our parish being transitioned to one campus, dates for meeting/event space will fill fast, need to be sure to notify Lynn well ahead of time of any dates.
 - November 10th 2018 - **Trivia Night** (Lynn states this date is confirmed for CC)
 - January 26th 2019 - **Comedy Night** (Lynn will check on this date and let us know if confirmed)
- **Yankee Candle**
 - Start 9/19/18 - end 10/3/18 (ok for PTO to sell at PST conferences 10/4/18; actual due date that PTO will submit order is 10/8/18)
 - Process changed: previously, if we paid invoice in full, got a break on shipping... but now they are doing away with that so PTO will be responsible for full shipping costs.

- **Donation Letter:** for our two major fundraisers (Trivia and Comedy Nights)- Krista has template and will send to Shelly and Lynn so it can be updated.
 - Shelly recommend that everyone to come up with 5 businesses each for donations.
 - Those who have given in the past: Hungry Pelican (Pam to ask), Robben's Roost (Pam to ask), Breakout Louisville (Krista to ask - they usually give 2 person passes; Pam to send Krista contact info); Woodhaven Country Club, Holiday World, Creation Museum, Derby Museum, Glassworks (Judy to ask), cooking classes, Stoneware, Louisville ghost walks/visitor center (Krista to ask), Louisville Bats (Pam to ask), Texas Roadhouse (Melissa to ask), Angio's, Mark's Feed Store (Fern Creek, Mr. Schultz, Jack's dad), Popcorn Station (Melissa to ask), Waverly,), Alpine Ice Arena
 - We can ask parishioners & parents if they have items/things they make, (Krista can add in Titan News PTO Update
 - Those who we have not had the best success with in the past: Graeters, Homemade Pie Kitchen, local high schools (just do not do well)
- **Suggestions:** if anyone has any suggestions on our meeting format, any new members, etc. Lynn said there are a few parents who filled out their form with interest in PTO - Shelly to reach out. Need to reaffirm roles (Pam nominated for Major Fundraising Chair, accepted; Melinda nominated for Ongoing Fundraiser Chair, accepted).

Vice President's Report (Krista Roach)

- **Yard Sale** - did fairly well (\$ under Judy's report). Shelly recommend one day only next year, a Saturday only. PTO Board agreed that this would likely be best.
- **Email for PTO was created:** jp2apto@outlook.com
 - Need to add link on school website (Krista to send to Lynn, Ms. Wilde)
 - Krista to oversee this email and forward info on to necessary party to handle.
- **Dine Out Nights:** 5 restaurants/all dates scheduled for upcoming school year. Rocky's, MOD Pizza, Chick-Fil-A (Bardstown Rd ONLY), Buckheads, Angio's Pizza.
 - Krista will email those dates to the Board.
 - October and February with TWO potential dine out nights each of those months. MOD and Buckheads do the best (\$180+). Krista to ask PTO Board in email what everyone thinks of adding two additional dine out nights (one in Oct, one in Feb).
- **Skating party** : Krista asked if we could try this again (haven't had one the past couple of years). Board agreed to try one night this Fall. If it goes well, we will consider a 2nd skating party in the Spring.
 - Krista has already spoke to Robben's Roost to inquire about details.
 - Thursday 10/25/18 (?6:30-8:30) (we are penciled in for this date; Krista to call and confirm)
 - PTO will owe \$180 PLUS \$1/skater (includes their skates) to Robben's Roost.
 - We agreed to charge each student \$5 at the door.
 - We will need at least 36 participants in order to break even.
 - Lynn ok'd the following: for every student who signs in at the skating party, they will earn a free dress down day the following day, Friday 10/26/18. Also, the class with the highest percentage of attendees will win a movie & popcorn party (date TBD).

Secretary's Report (Krista Roach)

- Krista to make flyers for the back to school night (need to be sure available in English and Spanish).
- Krista to inventory supplies that are stored in the cabinets in the teacher's lounge.
- Asked Lynn if we could give each teacher a "Favorite Things" questionnaire - she is ok with this. Krista to add 'shirt size' to this and then email to Lynn. Lynn will make copies and put in teacher's boxes.
- Need to check with Jennifer to see if she still has the folding poster board that has the PTO info

Treasurer's Report (Judy Sampson)

- Report May & June: questions about new Spirit Wear tshirts - cost, how many we sold - need clarification. Pam explained that the difference in what we were invoiced and what we've made so far is the inventory we need to sell.
- Yard Sale \$579.52 (Dr. Urda's donations made a huge impact; they have already asked Judy if they can donate more items for our next yard sale)
- Krispy Kreme - \$301 made from Track Fun Meet/Parish Sales + refund because they didn't give us the correct order
- Candy Bars all gone! Last two sold today. (Thank you, Judy!)
- Shelly's employer (LG&E) donated \$100 to PTO (LG&E has a program: Dollars for Doers: volunteer at least 50 hours/year and they will make a donation to your organization)
- Kroger due to be posted on July's budget
- Will have an end of year report for the 2017-2018 school year at next meeting.

Teacher Representative Report (Julie Davis)

- Not present

Room Parent Coordinator's Report (Jennifer Fichetola)

- Not present, on vacation.

Major Fundraising Coordinator's Report (Pam Demling nominated for this role, accepted)

- Spirit Wear - several boxes of inventory available (here at school)
- Melinda to give Pam contact info for Tom Sobel for Comedy Night.

Ongoing Fundraising Coordinators' Report (Melinda Goff nominated for this role, accepted)

- Asked if we could do a ***Taste of Kentucky*** (idea from St. Raphael, fundraiser). Lynn said we have done that awhile back - attendees paid one price and walked around to taste different restaurant's foods. Bob mentioned this could be rather expensive if involving restaurants. Alternative idea: student's families make their own foods, PTO Board judge and there is a winner/trophy. (Idea tabled for now).
- Tony from fundraising company contacted Melinda several times this summer. She responded that we are not interested in doing any catalog sales for now and kindly told him we would contact him if we decide to.
- ***Taking over Ongoing Fundraising:*** Shelly and Krista to give Melinda more info. In essence, track/follow each of the following fundraisers:
 - ***Dine Out Nights:***
 - **Before each dine out night** - a couple of days before, must follow up with our contact to verify that our night is coming up.
 - **After each dine out night** - a couple days after, must ask our contact how much JPIIA made (so we can double check with school/notify school to expect \$ from that restaurant).
 - Judy will have stickers available for each dine out night to hand out to students the day of.
 - Melinda to ask Rocky's contact about JPIIA getting free drinks if wearing JPIIA spirit wear (like St. Raphael, Atherton, etc).
 - ***Coke Rewards and Box Tops*** - will need to collect from each of 3 parish locations and from school office. Judy will help enter in the Coke Rewards. Julie usually helps with Box Tops.
 - ***Shoparoo*** (paid out twice a year)
 - ***Kroger*** (paid out quarterly). Everyone must reenroll in August

- **Amazon Smile** : earn 0.5% of eligible purchases.
- Must go to smile.amazon.com to sign in to your Amazon account
- Go under "Your Account", choose "Your AmazonSmile": change your charity: choose JPIIA

Additional Member's Report:

- Melissa recommends the PTO have memorial made for Ms. Clara Gene Gruneisen, the parishioner who was such a great volunteer for our school who passed tragically this summer. Melissa suggested a butterfly bush near cafeteria and a plaque to honor Ms. Gruneisen. She suggests that Fr. Bill to have a prayer/dedication w/ students. PTO Board ok'd for Melissa to look further into this idea/costs and bring to a future meeting.
- Melissa recommends an alumni outreach display: "Where are they now?". Lynn said our school did this for the 10th anniversary, worked well initially, but kind of fizzled out. PTO board feels it is important to have an Alumni Spotlight. Lynn would like to have it near the front door when you walk in school. Melissa and Bob will look into ideas and bring to future meetings.
- Regarding alcohol sales at events, Bob asked if a keg would be more cost effective. Pam explained though it may be less expensive, it is higher maintenance. Pam mentioned that cans are easier to sell/walk table to table to sell. Shelly mentioned the picnic had a nice alternative to beer/wine: a hard seltzer of some kind. Shelly recommends Pam get with the picnic committee to see what were and where they fall under license wise (maybe a malt beverage, so likely beer license). We discussed wine not doing well at last year's Comedy Night - so to avoid wine in future (license alone was \$150)
- Bob has a friend with a Kettle Corn truck, just FYI if there would be a need for this.
- Melissa asked if we could purchase a cotton candy machine (found commercial grade on Amazon \$179) - could be used at various events: Carnival, picnic, etc. Shelly asked for her to get the info together and we could discuss in future.

Our next meeting will be on Monday August 6th at 6pm in the teacher's lounge.

Respectfully submitted,

Krista Roach

JPIIA PTO Vice President & Secretary