

## Parent and Teacher Association

St. Margaret of Scotland - Tuesday, November 10, 2015

7:00 p.m. SMOS School Cafeteria

### Board Work Meeting – Minutes

Attendance: Shannon Fogarty Fisher, Jennifer Lederle, Rita Harvatin, Emily Cullmann, Susie Agniel, Emily Edgell, Lynne Casey, Erika Rembert, Elise Molner, Mary Molitor, Meg Stotlar, Julie Sodey, Emily Schiltz, Tom Littlepage, Jenny Spengemann, Katie Puckett, Angela Reitenbach, Chelsea Deiters, Mary Lisa Penilla

1. Opening Prayer – Emily Schiltz
  - a. Shared reflection of school mission from last month's meeting – See Word Art based on reflections and frequencies of words
2. President's Report – Emily Schiltz
  - a. Thanks to all who have been working SO hard!!! So much energy! Thank you!  
And thoughts for next year. December is a good time to start thinking. President is one year term. Invitation to think about President for those in 2<sup>nd</sup> year; for those in 1<sup>st</sup> year, Exec. Board is next step. Constitution to be reviewed this year.
  - b. Review of "open" meeting: Great job. Almost 100% volunteer rate from folks who came. If attendance grows, great - but not the priority – priority is to be open for those who are interested. Next open meeting is February 9; last one is April 12.
  - c. Update on online newsletter:
    - i. Good feedback coming. Phil Speth is doing volunteer coding, and he is trying to automate for future. Still going to some newsletter junk files, but getting ironed out. Goes out last day of month for the next month. Deadline for submissions are mid month, but contact Emily.
  - d. Water bottle refilling stations – much more expensive (\$9,000 for three). A physical plant issue that will need approval from Fr. O'Toole before anything goes further. Are Boxtops/other funding sources an option? Emily will follow-up.
3. Treasurer's Report – Julie Sodey
  - a. Current financial report
    - i. A school family made a donation of \$3,000 towards buses for field trips. The Board is SO thankful! Due to the fact that the PTA had already allocated funds for one bus per grade this year, we will reach out to the family with the option to reallocate our field trip funds or ask them if they want to support something else.
    - ii. Major Scrips purchase with double points will pay for pizzas.
    - iii. \$81 from Mathews Kitchen with Purple Martin total not yet in.
    - iv. Camp bus paid for every year, but 6<sup>th</sup> grade still eligible for additional field trip bus.
    - v. Purcell Hall celebration costs may be adjusted.
  - b. Teacher reimbursement – Receipts are due before Winter break.
  - c. Mass Stipend: Paid to rectory per honored teacher (October), December will be pending.
4. Committee Reports
  - a. School Billikens Night – Tom Littlepage – Has not reached out.
  - b. Outreach – Jen Lederle, Mary Lisa Penilla, Shannon Fogarty Fisher
    - i. School will pay for cost of signs, as marketing costs. Design is approved by Fr. O'Toole and Principal Hesed.

- ii. Organized form that is a type-able pdf Event form, also sent to Marcia for WeShare. Standardizes event info. Must be completed before event flier is created. It's a template that assures that all info is present – circulated to all of PTA by Emily.
  - iii. Dec. 13<sup>th</sup> Bulletin Insert is focused on 2<sup>nd</sup> – 5<sup>th</sup> grade: Deadline Dec. 5th.
  - iv. Diversity subcommittee email follow-up is underway.
- c. Trivia Night – Meg Stotlar –
  - i. Needs someone to chair volunteers. Athletic Association is likely trading free table for clean up. Kids can help with set up but event will be adult-only due to alcohol. SLU students might be able to help, Peggy Hoy is contact. Billy Tomber will be able to write questions but can't emcee. Potential school parent emcees were discussed. Diversity of questions is an issue. Possible theme: Party like a Rock Star. Angie will send out to mentors for new families, and Meg will address in flier or newsletter info.
- d. Maggie's Closet – Emily gave report.
  - i. New t-shirts for children – unresolved at this time. Will not have a new order in by VIP Day.
- e. Special Projects - Emily Edgell
  - i. Review catered Faculty lunch for Parent-Teacher conferences – Emily Schiltz:
    - 1. Wed. for dinner from Panera – would have been easier if delivered at 2:30 pm. Use SHOPS next year, 9% kick back. Panera was good because did not have to be heated up.
  - ii. VIP Day – Friday, Nov 13 – set – Mary and Emily E will shop, and will talk to get coffee started. Suggestions to buy the coffee. Tom will price coffee at Hartford. MLP to get Panera coffee if needed. Volunteers are still needed.
  - iii. Treats for St. Margaret's Feast Day? Not this year – too much time to make. Can't call on baking volunteers due to need for uniformity when it involves all school. Feels unnecessary.
- f. Play Space Viability – Susie Agniel, Lynne Casey
  - i. Great turnout to first meeting, about 25. Several organizations and a lot of teachers. Brainstormed uses and options for space centered on courtyard that unifies campus. Shade is huge priority, and greenspace in urban environment, including opening up fence by hill in front for play. One big mission word was "inclusive" – include imaginative play/nature-scape; older kids/walking path/talking; outdoor classroom space; architects in every small group that envisioned the space. Amphitheater was a neat idea. Trees as an urban park. Serpentine wall to create more spots for socializing. Buddy bench. Charism reference – throne. Incorporate more art and music. Next steps: meet with School Board and Fr. O'Toole; get feedback from teachers, before? or after? Sketches for planners. Group of architects will draw up plans/options by January, with price tag by February. End of June/July implementation. Archdiocesan grant underway for black top, carve out green space from that. Fundraising will need to be creative – none through the parish – through PTA, or grant-writing (talk to Lynne). Possible fundraiser is the clothes sales – Susie has info from experience through St. Stephens. A Phased Plan would be really helpful for working, implementing.
- g. Cardinal's Calendar sales – Elise Molner
  - i. Orders due Nov 16<sup>th</sup>
- h. Teacher Representative – Emily Cullmann
  - i. Teacher Christmas Party – Finding new date. Some options: Dec. 11<sup>th</sup>, Monday 21<sup>st</sup>/Tues. 12/22, Jan. 8<sup>th</sup> PD or end of year. Emily C. will take it back to faculty and will get back to PTA.

## 5. New Business?

- a. Financial Priorities:

- i. Will probably have about \$10,000 uncommitted after all expenses covered. Possibilities:
  - 1. More ipads, 2. Water bottle stations – though conversation with AA, Parish, 3. PlaySpace
- ii. The Board took a vote to determine the spending priority for this year:
  - 1. Unanimous vote for PlaySpace as this Board's top priority
  - 2. Other priorities: Internet connectivity, Money Market account, electrical upgrades
- iii. Fundraisers should be cohesive in branding. Launch big plan in January that outlines the fundraisers.

6. Adjournment

a. Next Meeting:

- i. Board Work Meeting, Tuesday, December 8, 2015 at 7 p.m. in the School Cafeteria