

Minutes

St. Ambrose School PTO Board Meeting – 10/24/18

St. Ambrose School Library

Attendance

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| Marion Gravis | President |
| Kati Krueger | Treasurer |
| Mary Helou | Secretary/Assemblies |
| Cindy Hollcraft | Service Chair |
| Heather Terreri | Social Committee Co-Chair |
| Mallory Holleran | Faculty Representative |

Absent

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|----------------------|----------------------------|
| Angela Rowley | Principal |
| Phil Coady | Vice President |
| Sharon Driscoll | Gala Chair |
| Michelle Robbins | Social Committee Co-Chair |
| Eileen Bliss | Social Committee Co-Chair |
| Father Andrew Fisher | Pastor, St. Ambrose Church |

St. Ambrose School Mission Statement:

Fostering a faith-filled and academically strong environment, Saint Ambrose Catholic School works with families and the faith community to encourage the formation of the whole child through the examples and teachings of Jesus Christ.

Opening Prayer & Introductions

Marion led the group in prayer.

Social Committee – Heather Terreri

Wine Tasting Report

- The wine tasting was attended by 16 families, 8 teachers and spouses, and 6 parish families
- Most food and supplies were donated, and the event was profitable
- The event was enjoyed by all who attended, however based on interest, social is going to review their list of activities and adjust accordingly

Trunk or Treat – Friday 10/26

- Due to inclement weather, Trunk or Treat will be postponed and moved to Sunday, 10/28. An email will be sent school-wide with the time/date change

Upcoming Activities

- No November activities
- A Christmas social event will be held in December

Service Chair's Report – Cindy Hollcraft

Current Service projects include:

- St. Lucy Food Drive – For School, October 22-26, Parish collection Oct 28
 - Flyers have been sent home and bags are in classrooms.
 - Based on discussion, it seems that many families plan to deliver their donations to mass on Sunday.
- Coat Drive will be active for the entire month of November. Flyers will be sent home and the drive will be advertised in the Buzz.

Principal's Report /Faculty Report – Mallery Holleran (Principal's Report delivered by Mallory on behalf of Principal Rowley)

- The Christmas Concert is tentatively scheduled for the afternoon of 12/11
 - The PTO has expressed its preference to have this event in the evening so that parents can attend during this busy season
- Questions about the Fun Run were submitted by Mrs. Wise, as the event has historically been held in October. See secretary's report for update.
- Reminder: Friday 10/26 – no school for students, faculty and staff are going on a retreat to the Elizabeth Seton shrine.
- Demolition plans are underway at the rectory. Utility work is scheduled to begin late October/early November. An area between the school entrance and kindergarten entrance will be blocked and there will be a hole and heavy equipment. The school is taking all precautions to ensure the safety of students.
- The school garden needs a gardener and is in poor condition. We are still looking for a volunteer to fulfil this position.
- Recess helpers are still needed, especially on Tuesdays.
- Friday 10/26 – no school, faculty and staff are going on a retreat to the Elizabeth Seton shrine. No issues with holding Trunk or Treat on this date.
- Faculty receipts are being submitted for reimbursement for startup supplies. Deadline to submit is 10/31 for homeroom teachers. Specials teachers may submit throughout the year.

Treasurer's Report – Kati Krueger

- Wine Tasting event was profitable. Proceeds are still being tabulated, but based on attendance and preliminary information, it was a success
- Events that are necessary to take place, from a budgeting perspective, are:
 - Father Daughter Dance
 - Spiritwear
 - Fun Run
 - Gala
 - Three Kings
 - Used Uniform Sale
- Trunk or Treat is not a fundraising event
- Looking ahead to the future, it would be prudent to establish some guidelines to distinguish between PTO responsibilities and school responsibilities to allow for more clarity and a smoother transition when PTO's change. Kati will help Marion develop a list of items to consider

Assemblies Discussion/Secretary's Report – Mary Helou

- Requested motion to approve September's meeting minutes. Motion carried and approved.
- Mary has submitted information to PTO regarding the theater company discussed at last month's meeting. Discussion and motion to approve Happenstance Theater Assembly. All in Favor. Motion Approved. Mary will move forward with scheduling, contracting and payment. Happenstance for a 45-minute performance of Pinot and Augustine as well as a 1- hour physical comedy workshop for grades 6-8.
- St. Ambrose preschool has asked if the PTO would sponsor an assembly entitled Science Rocks. The preschool staff is familiar with this performance and highly recommends it for our K-6 students. Mary will contact Science Rocks to determine availability for the spring.

Other items:

- The PTO needs a list of room parents to send communications to this important group of parents. Mary is going to ask if a school email/listserv can be setup for easy distribution to the room parents and will work with Principal Rowley and the office to get this setup. Mary will also work on getting the room parent guide, calendar and instructions out to room parents. We also need to ensure that Volunteer Coordinator duties are being performed, as Confirmation is approaching.
- Fun Run – we have a parent volunteer willing to run the event in late November. Mary has reached out to Principal Rowley and PE teacher Mrs. Wise to check availability and if we can hold the event indoors if weather is poor/cold. As this is an important fundraiser for the PTO, it would be beneficial to hold it in the fall to have funds available for gala up-front costs and other items. Update to come via email.
- Gala Update – Solicitations committee is working on getting solicitations letters out and is making progress. Donations are starting to come in.
- Look ahead – we need to start thinking about 3 Kings

Meeting Adjourned