

MINUTES

Christ the Divine Teacher School PTF Minutes

September 23, 2019 – 6:30 pm | Meeting called to order by Mr. Kevin Frye

In Attendance

Jessica Jackson, Miranda Simons, Sarah Thompson, Alison Duda, Kim Goodsell, Nicole Trainer, Theresa Skoloda, Cindy Dalton, Kirstin Meyer, Kelli O'Rourke, Ann Amatucci, Jody Dlugos, Kate Piper, Kevin Frye, Elyse Bogner (recorder)

Absent: Colleen Evans, Dawn Berkebile, Ashley Masters, Amanda Hauer, Jessica Krom

Introductions

After opening in prayer, Mr. Frye asked the members to introduce themselves at this first meeting of the new school year. The PTF members by grade are:

PK - Jessica Jackson, Miranda Simons

K- - Sara Thompson, Ashley Masters

1-Dawn Berkebile, Nicole Trainer

2- Kim Goodsell

3- Kate Piper, Theresa Skoloda

4-Jody Dlugos, Colleen Evans

5- Ann Amatucci, Allison Duda

6- Amanda Hauer, Jessica Krom

7- Kelli O'Rourke, Kirstin Meyer

8- Cindy Dalton

Purpose and Focus of the PTF – How meetings work

Mr. Frye explained that the members of this body are the representatives for each grade. Members are to be the conduit for questions and concerns from parents in their assigned homeroom. Additionally, they are to take information from meetings and communicate that to the parents in assigned homerooms.

Members were instructed that if they need email lists, they may contact the office.

Mr. Frye explained that the members are to be responsible for the committee meetings including the agenda and the taking of minutes. Because there is not a central leader in this more egalitarian structure, he proposed a schedule that assigned each homeroom a rotation of taking minutes and preparing the agenda and leading the meeting.

- The committee agreed to this proposal.

Date	Agenda	Minutes		Date	Agenda	Minutes
10/21	PK	K		2/10	7	8
11/18	1	2		3/23	K	PK
12/16	3	4		4/20	2	1
1/13	5	6		5/18	4	3

There was discussion about setting meeting dates for the summer. It was agreed to set a meeting date for June, but not for July and August.

- No date was chosen.

Mr. Frye explained that the goal would be to publish minutes on the website after they are prepared following a meeting and then distributed to the committee for approval. Unlike previous years, it was decided that PTF representatives would not need to send an email with the minutes, but could simple send an email informing parents that the minutes are available on the website. Jessica Jackson also suggested that representatives could ask teachers to include them in their weekly newsletters.

Mr. Frye opened the floor to discussion on the idea of Open PTF meetings. After discussion on the results of last year’s open meetings, attendance, and the purpose of such meetings, it was decided that multiple open meetings were not necessary and that the committee would revisit the necessity of one in the second semester. It was agreed that if an Open PTF meeting is to be scheduled, that the meeting be advertised in a flyer to be included in the brown envelope. Flyers must be submitted to the office no later than Tuesday afternoon of the week the flyer is to go in the brown envelope.

- Revisit the open meeting in January.

Staff Luncheons & Sign Ups

Kim Goodsell discussed the notes provided by Melissa Yazvec (included at the end). In summary, each class is asked to provide a staff appreciation lunch once during the school year. A sign-up sheet was distributed. The schedule is as follows:

September	2 nd grade	February	7 th and 8 th grade
October	3 rd grade	March	4 th grade
November	Kindergarten	April	5 th grade
December	6 th grade	May	Pre-K
January	1 st grade		

There was discussion about whether we were asking too much of parents, including contributing to a meal. The committee decided that representatives should explain to parents, especially those with multiple children, that it is not necessary to participate in every luncheon. Additionally, it was reiterated that if PTF

representatives have trouble recruiting volunteers for the luncheon, they are welcome to reach out to Melissa Yazvec for assistance from the Family/Teacher/Community Support Committee.

Meals do not have to be elaborate. The use of "Sign Up Genius" by PTF representatives was encouraged, listing out exactly what was needed. It was also suggested that the calendar of meal assignments, along with an explanation of what is expected, be distributed to parents now.

- No one was assigned to distribute the list.

It was also proposed, and accepted, that the May luncheon would be part of the Teacher Appreciate Week, not a separate event.

Back-to-school Picnic

It was agreed that our first back-to-school picnic was a success. One suggestion for next year was to ask parents to sign up to monitor the playground for small chunks of time.

After discussion about changes for next year, it was agreed that keeping the event low-key at Legion-Keener was a good idea. A discussion of renting the Rogers-McFeely pool for an end-of-year, or back-to-school event was tabled for a future meeting.

Uniforms

Multiple issues were raised during a discussion of the new uniforms. Mr. Frye pointed out, after concerns were voiced, that no one had brought these to his attention prior to the meeting for the agenda. He has simply placed uniforms on the agenda to discuss changes to gym days that conflict with Mass. He explained that when there are multiple complaints about something, it is important to bring forward as an agenda item.

The school is working on moving Wednesday gym days so that it does not conflict with Concert Dress.

Concerns were voiced about the needed to having bottoms hemmed to fit, shirts not long enough to stay tucked in, the uncomfortable nature of the pants, and shoes not holding up.

No action was taken, but the committee agreed to revisit the issue at a future meeting.

Air Conditioning

Mr. Frye addressed the state of the air conditioning project. The project was to be funded by an open-ended gift the school received last year. The installation was to take place in two stages. The first phase, cafeteria and library, were complete last fall. The second phase, classrooms, was to occur during the summer of 2019. However, at the end of the school -year the school received bad financial news from the diocese: a great increase in health care costs and a decrease in money available tuition assistance from the diocese. Together those two items left the school facing an uncertain financial picture in the upcoming year. Additionally, intent-to-return forms were slow in being returned in May. Given this mix of information, Mr. Frye and the Board of Trust Administrators made the decision to delay the air conditioning installation until the financial situation improved. The project was not canceled, however. It was simply put on hold. The financial outlook has improved and the new projected date of installation is the spring or summer of 2020.

Greenhouse Update

Several years ago a ten thousand dollar grant was written, and obtained, by Ms. Marsh for the purchase of a greenhouse. When Mr. Frye went to obtain the permit, he was informed that because students would be inside the building, any greenhouse purchased would have to meet much higher construction standards than would be the case for a private citizen. Mr. Frye was able to find a company in Ohio that could build a greenhouse to those higher specifications, but the product is half the intended size and cost \$8000. That greenhouse was delivered last year. Since its arrival, Mr. Frye has also been informed that the concrete slab for the greenhouse must have 3' footers. Bids for the slab have ranged from \$6500 to \$10,000. Mr. Frye is now in talks with parents within the CDT community for pouring the slab at a reduced cost and recruiting manual labor from families to further reduce those costs, as there is only \$2000 remaining from the grant money for construction.

Old LES Gym

Mr. Frye updated the committee on the status of using the gym at the old Latrobe Elementary School, which has been purchased by Robindale Energy. The company still intends to permit CDT to use the gym for sports, and possibly gym classes, once their remodeling is completed.

Where does bingo fit into the fundraising expectations for parents?

Mr. Frye addressed a parent's concern over the expectations for parent involvement in bingo since the school for several years has maintained it would only have three annual fundraisers: the cash ticket, the cash bash, and the Race for Education.

All three are successful, but last year profits from the cash ticket were down, leaving the school at \$10K fundraising deficit. A bingo night in July was added in an attempt to reduce that deficit. The school earned 6K from this low-investment event. Because of its success, another bingo night was added for this fall.

Because the school has maintained the three-fundraiser position, parents were not targeted to help with this event. Parents were invited to be involved, but not required. That remains the position of the school. The school does appreciate assistance from families in promoting the event to friends and family through social media.

Monthly Nights Out for Couples/Moms/Dads

Kim Goodsell proposed the idea of the PTF hosting a regular "nights out" for parents, sometimes coupled with a movie night at the school for children. She explained she was willing to do it with just second grade, or open it up to the entire school. The committee agreed to participate. Mr. Frye will pick a date and coordinate with the committee for the first event. There will only be three "couples nights out" (November, February, May) that a movie night will be offered. The other months will be filled in with dad or mom night outs with no movie night offered (January, March, April, probably not December)

EITC

Mr. Frye explained the EITC (Educational Improvement Tax Credit) Program that permits taxpayers to redirect state tax payments to scholarship fund for the school and receive a tax credit. He explained that the diocese has experts who can talk to families about this. . Some schools in the diocese are bringing in hundreds of thousands of dollars.

Mr. Frye explained that we are going to have more meetings about this in an effort to spread the word.

Next Meeting

The next meeting is scheduled for October 21, at 6:30 pm.

Attachments:

- Agenda
- Teacher Appreciation Luncheon explanation
- Event Checklist – Parent’s Night Out