

PTG Board Meeting 11/15/17 6PM School Cafeteria 2017-2018 School Year

In Attendance:

Mr. Munz- School Principal

Ms. Gerrity- Teacher Rep

Becky Yuhas- President

Matthew Jenkins- Vice President

Tabitha Dillon- Board Member

Jessica Jakubowski- Board Member

Cara Piaggese- Board Member

Rena Kim- Board Member

Becky Called the Meeting to order at 18:03 and Mr. Munz led off with an opening prayer and moment of silence.

Old Business:

- Elementary and Middle School Halloween Parties: Success! Special thanks to Liz and Matthew for chairing the Elementary School party and to Jessica and Tabitha for chairing the middle school dance. Liz should have numbers regarding participation counts.
- Sarris Candy Order: Order has been placed by Diane McNamara and will be delivered on Dec 5.
- Stage Mural Painting: Thanks to Matt for painting the mustang logo on the stage wall in preparation of the upcoming talent show. All materials donated, so no cost to the PTG.
- Vice President Position: After drop-outs from the other running parties, Matthew Jenkins was selected as unopposed vice president. Congratulations!
- Cookies with Santa: There are several changes slated for this year's event. The Kimak family has stepped forward to volunteer a city of Pittsburgh fire engine to coordinate pick up of donated toys in lieu of cookies for their toy drive. The initial flyer went out in today's Wednesday mailer. Cara will look into purchasing pre-portioned cookie dough in case we run out of cookies. The costs will be obtained from various outlets including Costco, Restaurant Depot, and Kuhn's, to solicit the best price. John Shovlin will also be donating Santa for the event, as he has done in years past. Cara also stated that she intends to bake starting Friday after lunch duty and will set up the cafeteria after the car line subsides. Volunteers will be needed for the actual event on Saturday, and we will look into service hour needs for the middle school students as a possible solution. Also new this year is that we will be actively advertising to the parish as an open event. Cara will call the business office ASAP to arrange distribution in the next church bulletin. Note that in lieu of cookie donations this year we are requesting a toy donation from each family. Also, all Prizes for the Chinese auction have been donated. Thank you for your tremendous efforts Cara, in making this free event happen.

- Dropbox Account vs. Google Docs: It was decided that due to size limitations, it was best to go with Google Docs, as there is a comparison of gigabytes from 2 gigs for Dropbox, vs. 15 gigs for Google docs. This will allow for picture and document uploads without worry of size constraints.
- Event Documents: So far event documents have been received for the playground equipment and some other small events. Still needed are pool party, Halloween parties, living rosary, teacher breakfast, cookies with Santa, and Santa shop. As we progress through the year additional event docs will need to be created and uploaded to round out our yearly fundraising activities conducted through the PTG.
- Stage Curtain: Jessica has the bid from Jason regarding the materials to complete the track assembly and installation. Mr. Gensler has stated that he is willing to donate the materials for the track, in addition to the curtain needed. It was decided that it will be best to get Jason Bush in touch with Mr. Gensler directly so that needs can be discussed and proper measurements can be taken. There is a chance also that some of the old track is above the drop ceiling so the hope is that we can get those two together to discuss on-site. Our target for completion of the curtain is December-January to coincide with the talent show.
- Catholic Schools Week: Mondays events will include a free eat n' park mobile cookie truck that comes to the school and allows the kids to decorate their own cookie. Those cookies will then be donated to an area charity. Marian Manor Nursing Home was suggested as a possible destination. Tuesday will feature Junior Achievement day. Wed will feature the normal all school mass. There was a discussion around what to do for a school-wide assembly for Wednesday or Thursday. We currently have three options on the table for which to get bids and vote on as a board. We have a bid for Al the Amazing that will provide a 45 min- 1 hr. show for our K-8 kids that promotes reading for \$356.00. Rena suggested that she may know another magician that may be cheaper. She is going to look into availability and cost. Second, we have Living Treasures Animal Park that will provide a 1 hr. presentation and allow petting of the animals. The cost of this is \$443.23 and there is some confusion whether the contract and a deposit has already been completed for this. Mr. Munz will clarify tomorrow and report back. The third option is the Portable Planetarium. This free event will show the kids the wonders of space and have various themes surrounding celestial science. If not booked for Catholic schools week, it was discussed that this may be an option as an additional assembly later on in the spring.
- Treasurers Report- Jennifer was unable to attend tonight's meeting so a report will be provided at the next board meeting.
- Family Dance Update: Liz sent confirmation that the DJ is available for the event and the date has been confirmed for 2/17/18.
- PTG Directory/membership Update: To date 61 families have returned membership dues and directories were distributed in today's take home folders.

New Business:

- PTG-Sponsored Family Luncheon: A discussion was had regarding new ways to encourage participation in this event. Mr. Munz suggested making it a fellowship type event while Cara suggested the possibility of having a catered even by Moe's or Chipotle and raising the cost to make up for the loss of John and Amy catering the event. Both options will be discussed again during the next meeting.

- Holiday Gifts for teachers & staff: Holiday ornaments containing the school logo have already been donated for distribution. Rebecca brought up that she would like to try to do a bit more to show our appreciation to the staff for their efforts. Ideas ranging from Gift cards to lottery tickets were discussed as options, while making small gift bags with all items were floated as ideas as well. To coordinate, Mr. Munz is going to start by asking all teachers if they have a class parent. If so, PTG will coordinate donations for each teacher with those parents and ensure all collections are completed and distributed appropriately in the hopes that cost to the PTG are minimal using this approach.
- PTG Bylaws: A quick discussion regarding the institution of bylaws took place. Ms. Gerrity will provide the copy of the diocesan bylaws that she has been following, while Matt provided a rough draft of bylaws that may work in conjunction with those. More to come on this at the next meeting, however it was agreed collectively that future spending and procedures need to follow written bylaws to ensure the board has control over spending and we are following proper meeting protocol . Tabitha and Matt will work with Ms. Gerrity to devise a proper set of bylaws and we will bring a vote ready draft to the next meeting.

Meeting adjourned at 19:06 in favor of the General PTG Meeting.

Remaining PTG Meeting Schedule:

Dec 6- Board Meeting

Jan 10- Board Meeting

Feb 7- Board Meeting

***March 21- Board Meeting and General Meeting**

April 11- Board Meeting

May 16- Transition Meeting

Regards,

Matthew Jenkins