



## **NOTRE DAME SCHOOL PARENT TEACHER GUILD**

### **PTG Minutes- Monday, December 5<sup>th</sup>, 2011**

Attendees: Mary Ann Feeney, Susan Cernugel, Melanie Domke, Jeanne Kemp, Janet Frasca, Mary Kay Doorhy, and Jennifer Moster.

The meeting was called to order at 6pm.

### **Board Reports**

Principal: Mary Ann Feeney thanked the families who fulfilled items from the Teacher Wish List. She also thanked the PTG for the flowers on National Catholic Principal Appreciation Day. Finally, she thanked the Kindergarten room moms and parents for the November Teacher Luncheon.

President: Susan Cernugel thanked Tiffany Ray and Melanie Domke for their work on the Shop and Share, which was held on December 1<sup>st</sup> at Alixandra Blue in Hinsdale. The Shop and Share netted \$225 for the school. Susan thanked parents who have donated items to the

teachers from the Teacher Wish List and announced that she is putting an updated list on the website.

Vice President: Melanie Domke thanked the Kindergarten room moms and parents for the November Teacher Luncheon.

Secretary: Jennifer Moster reported she received a thank you note for the November Teacher Luncheon from the Notre Dame teachers and staff. The food was wonderful and enjoyed by all. She also received a thank you note for the Mass card sent to the Ruvalcaba Family.

Treasurer: Jeannie Kemp reviewed the latest PTG financials.

Teacher Representative: Becky Schmid thanked families for the donations given from the Teacher Wish List. She also enjoyed the November Teacher Luncheon.

Teacher Endowment Fund: Mary Kay Doorhy explained that the current goal of the TEF is to raise as much money as last year. Letters went home to families last month regarding donations to the TEF. The Spend It and Win It Raffle is currently active, with forms being sent home last week. Tickets will be available through January, and the winner will be announced at the Italian Dinner. ND Lucky3 winners will continue to be announced through April 30, 2012. Mary Kay also gave a reminder that Manna cards are another great way to donate money to the TEF. Finally, Mary Kay discussed the iGive website, [iGive.com](http://iGive.com),

which is an online shopping mall, and raises money for the TEF each time a purchase is made on the website.

## **Committee Reports**

**Fashion Show:** Janet Frasca reported that they will continue to accept entries into the Invitation Contest through Friday. The chairs are considering using Evites this year, and the winner's entry will become the invitation on the Evite. The committee continues to be in need of additional people to procure items for the fashion show. Weekly meetings will be held at 1:45p at La Petite Sweets in Westmont.

**Manna:** Jeanne Kemp reported that \$26,000 in Manna cards was purchased last month, which earned the TEF a total of \$1500 profit. Jeanne wondered if the higher sales were due in part to the Manna Van in the parking lot after school. A total of 60 orders were placed, with 45-50 being from school families. There will be another opportunity to order Manna cards mid-December.

**Market Day:** Susan Cernugel stated that this Saturday, December 10, is the Market Day order pickup. The next online order is due January 18<sup>th</sup>, with a pickup date of January 21<sup>st</sup>. This Saturday's pick up coincides with the Food Pantry, and so donations be made directly to the Food Pantry that morning.

**Box Tops:** Susan Cernugel reported on behalf of Kathleen Lesauski that she dropped off the stocking to the teachers that will be used during the Stuff the Stocking Contest.

The final box top entries are due December 13<sup>th</sup>. Prizes will go to the top three entries. Mrs. Schmid asked if in the future entire classes could participate in a Box Top contest, and Susan said she would let Kathleen know there was interest in that type of contest. Susan speculated whether a classroom contest might be held in the spring.

**Book Fair:** Melanie Domke reported that the Book Fair chairs are considering donating books to a few of the teachers who did not receive books they had requested at the Book Fair. The PTG committee also discussed donating books as well to the teachers, and adding books to the Teacher Wish Lists. Melanie also suggested that next year books that will be used for classroom projects receive preference on the book list that teachers request be donated at the Fair. Melanie is continuing to contact Anderson's to see if they can find 20 copies of Esperanza Rising for Mrs. Marler.

**Father Steven's Birthday:** Susan Cernugel received permission from Ms. Feeney that the school could sing Happy Birthday to Father Steve on Thursday or Friday this week if his schedule permits. His actual birthday is December 10<sup>th</sup>.

### **New Business**

**Christmas Luncheon:** Susan Cernugel and Melanie Domke discussed coordinating volunteers during the luncheon. The 7<sup>th</sup> and 8<sup>th</sup> grade room mothers are coordinating side dishes for the luncheon, and Jennifer Moster is responsible

for supplying the meat entrée at the luncheon. Ms. Feeney reminded them that volunteers are required to have Protecting God's Children. The first luncheon will be held from 11:30a-11:50a, and the second luncheon will be held from 11:50-12:10a.

Christmas Parties: Susan Cernugel stated that room parents are responsible for parties in grades pre-k-4<sup>th</sup>. They will receive a stipend of \$2/student. They should discuss party times and details beforehand with the teachers. Room parents for grades 5<sup>th</sup>-8<sup>th</sup> can discuss with the teachers whether the students can have a special treat, etc. the day of the parties.

Newberry Breakfast: Susan Cernugel reported that she will discuss details of the breakfast with Mrs. Cummings.

The meeting was adjourned at 6:50pm.

### **Dates to Remember**

First Reconciliation	December 10
Market Day	December 10
Fr. Steven's Birthday	December 10
July and December Birthday Free Dress	December 12
Manna Due (2 <sup>nd</sup> order)	December 12
Teacher Christmas Luncheon	December 19

The next PTG Board meeting will be held on Wednesday, January 11<sup>th</sup>, at 6pm in the school Media Room.

Respectfully submitted by,  
Jennifer Moster