



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

### **PTG Minutes-Monday, August 29<sup>th</sup>, 2011**

Attendees: Mary Ann Feeney, Susan Cernugel, Melanie Domke, Jennifer Moster, Denise Arenz, Juliann Petersen, Janet Frasca, Lisa Padgitt, Becky Schmid, and Isabel Rojas.

The meeting was called to order at 6pm.

### **Board Reports**

Principal: Mary Ann Feeney thanked those involved in the New Family Welcome Reception, which included Meg Breslin, Kathy Engels, and Beth Jensen. She thanked Lisa Padgitt for arranging the Uniform Exchange. She thanked Janie Lahmann and Jennifer Moster for organizing the Mom, Pop, and Tot Social, along with the other moms that helped out that day. Ms. Feeney noted that she would like photographs taken at ND events to be collected and sent to Sylvia Lawson with the hope of using the pictures in a

collage, be placed in the bulletin, or perhaps displayed during Catholic Schools Week. Please send pictures taken on the first day of school, during the first Friday mass, Family Fun Night, and so on to Ms. Lawson. Denise Arenz and Susan Cernugel noted they have already taken some photographs that they would be pleased to share with the school.

President: Susan Cernugel thanked Janie Lahmann for organizing the June Barnes and Noble Shop and Share program, which raised \$200 for the school. Janie has already committed to running it again next year. Susan thanked the coordinators of the New Family Welcome Night, and thanked those who spoke there, including Brian Jensen. She also expressed her gratitude to the mentor families who will be helping to provide information to the new families. She thanked Lisa Padgitt for her work on the Uniform Exchange. Susan expressed her appreciation to Janie Lahmann and Jennifer Moster for the Mom, Pop, and Tot Social held for the pre-k and kindergarten moms, dads, and kids. Susan intends to send out a list of Committee members and chairpersons for the 2011-2012 school year, and will note those committees that still need volunteers. Finally, Susan thanked Kim Cullotta and Kathy Dokhanchi, former chairpersons of the TEF, for all of the work they have done on behalf of the TEF.

Vice President: Melanie Domke reported that she held a Room Parent meeting on August 26<sup>th</sup> to go over the Room Parent guidelines. In the interest of “going green” she will send out the book of Room Parent Guidelines via email this week. The first Teacher Luncheon will be held on September 15<sup>th</sup> and will be prepared by the 6<sup>th</sup> grade families.

Secretary: Jennifer Moster reviewed the thank-you notes received over the summer. The first came from the teachers and staff, who thanked the PTG for the breakfast prepared for them during the last week of school. The second note came from Ms. Lawson, who thanked the PTG for the gift card and technology purchases. Mrs. Brown wrote a letter to express her gratitude for the gift card and to let everyone know that she will miss him or her. Finally, Ms. Stuart thanked the PTG for the gift card and also thanked the PTG for their time, care and generosity.

Treasurer: On behalf of Jeanne Kemp, Susan reported the latest PTG financials.

### **Committee Reports**

Teacher Endowment Fund: Susan reported that Mary Kay Doorhy and Jim DuFour are now chairing the TEF. They intend to continue ND3. They will sell

tickets from October 1<sup>st</sup>-October 31<sup>st</sup>, and drawings will be held from November through April.

Manna: Susan reported that a new company will begin supplying the Manna cards in October. Susan explained that the new company will offer the opportunity to reload some Manna cards and that it will be possible to order an online Manna certificate that can be accessed in around 30 minutes after the order is completed. Whole Foods will now be on the vendor list. Only cash or check will now be accepted when purchasing Manna cards. This month's Manna order is due September 16<sup>th</sup>. September 22<sup>nd</sup> marks the start of Manna card pick up.

Gift Wrap: Denise Arenz announced that the gift-wrap sale will begin September 7<sup>th</sup> and will last until September 26<sup>th</sup>. Denise is finalizing the incentive for the students to sell the gift-wrap. The incentive will be announced in the near future. Innisbrook will continue to be the gift-wrap vendor because of the higher profit margin and high quality products they have available for purchase.

Family Fun Night: Denise Arenz reported that the students can get ready for a fun night of dancing on Friday, September 16<sup>th</sup>, from 7pm-9pm. A DJ will be at Notre Dame to play music and will incorporate line

dances and fun dances such as the Hokey Pokey to help get the crowd moving. The outdoor event will include light refreshments and students must have a parent accompany them that evening. The 7<sup>th</sup> and 8<sup>th</sup> grade students will be encouraged to wear dance costumes from different dance eras. Finally, students can bring a nonperishable food item for the Notre Dame Food Pantry.

Garden: Denise Arenz encouraged people to stop by the garden, which is located by the priests' garage. Pumpkin plants, tomatoes, cucumbers, brussel sprouts, and corn are abundant in the garden. Denise also encouraged the teachers to use the garden as a teaching tool, as Mrs. Cummings will do when she brings the kindergarten students there during library time on August 30<sup>th</sup>. Denise discussed different options for what to do with the abundant bounty that the garden offers. The options discussed include donating the vegetables or even holding a Farmers Market.

Uniform Exchange: Lisa Padgitt was pleased with the positive response to the Uniform Exchange and encouraged families to donate their quality uniforms. The donated uniforms are very appreciated! Many uniforms were given out during the exchanges and so many more are needed.

Fine Arts: Lisa Padgitt reported that all of the Fine Art programs are scheduled with the exception of two, which will be chosen at the end of the month at a seminar. Among the Fine Arts program topics are History, Literature, and a Christmas theme and promise to be educational and entertaining for students and staff alike.

Market Day: Susan reported that Market Day orders are due on September 21 and pick up will be on September 24<sup>th</sup> from 7:45p- 8:45p. Notre Dame has earned approximately \$67,000 over the years and has earned approximately \$4000 this past year alone. September bonuses include a large, colorful tote with the purchase of three select items and also a free apple pie with a purchase of \$90 or more. Please see the Market Day website for details and also to check out the new items available. Heather O'Bryan, Susan Cernugel, Jennifer Moster, and Jennifer Egan had the opportunity to sample Market Day items at a tasting over the summer and enjoyed the new items.

School Directory: Susan Cernugel reported that Jeanne Kemp will send out a final reminder to families to submit any changes to their address, phone number, or email that they would like included in the school directory.

Box Tops: Kathleen Lesauski will be chairing Box Tops this coming year and Janie Lahmann, who was last year's chairperson, has offered to help her.

Parents' Night Out: Save the Date! Susan reported that Sarah Winters has announced that PNO will be held on Saturday, September 24th. It will take place at the Reid home and details are still being finalized.

Book Fair: Melanie Domke announced that the Book Fair will be held a little earlier this year. It will take place on October 27-30<sup>th</sup>. Jeanne Kemp and Melanie are going to attend a seminar on September 14<sup>th</sup> to learn some new ideas on marketing and hosting the book fair. Jeanne and Melanie have decided to host two contests, one for the upper grades and one for the lower grades. The contests will determine the theme for the book fair this year. Mrs. Cummings is going to contact the teachers for lists of books they would like donated to their classrooms.

### **New Business**

Reminders: Susan Cernugel reminded volunteers who need to make copies to use the Parish Office copier on Thursdays and Fridays and that the copier code is on the wall in the office. Next, school website items need to be first approved by Ms. Feeney by

Monday of that week. Ms. Feeney will send her approval by Tuesday morning. Items that are ready to go will be sent straight to Meg Collins, who is in charge of the school website. Items that need approval should be sent to Ms. Feeney at [Ndschool@aol.com](mailto:Ndschool@aol.com). Regarding email blasts or items for the website, Meg Collins sends a reminder to everyone to please send her the items in .PDF format. Also, Susan asks that everyone remember to please reserve space with Kim Cassin. Next, Susan asked Ms. Feeney to contact the teachers for a list of smaller wish list items that could be accessed throughout the year by families wishing to make donations. These items in the past have included beanbag chairs and gently used Legos, for example. Finally, please submit expenses to the PTG treasurer, Jeanne Kemp.

### **Dates to Remember**

Gift Wrap Sale	September 7-26
Teacher Luncheon (6 <sup>th</sup> grade)	September 15
Manna Due	September 16
Picture Day (PK-7 <sup>th</sup> )	September 16
Family Fun Night	September 16
Picture Day (8 <sup>th</sup> )	September 23
Market Day	September 24
Parents Night Out	September 24

The meeting was adjourned at 7pm. The next meeting will be held on Monday, October 3<sup>rd</sup> at 6pm in the school Media Room.

Respectfully submitted by

Jennifer Moster