



Grace PTL Meeting Summary
Thursday November 10, 2022, 6:30pm
Three Cellars

The meeting was called to order at 6:39pm at Three Cellars, beginning with prayer and introductions.

Leaders: Sarah Bedroske Jeannie Fischer Danielle Klieve Kelly Zirbes

Attendees: Amy Rajchel Melissa Rendel Lynne Milbrath
Julie Baker Amanda Rosenberg

Currently eligible to vote:	Tara Froemming	Angie Will	Amy Rajchel
	Lynne Mibrath	Heather Stainback	Amanda Rosenberg
	Gloria Strelow	Julie Baker	Deb Erdman
	Kristine Gonzalez	Sara Armstrong	Sarah Bedroske
	Jeannie Fischer	Danielle Klieve	Dawn Hebda
	Jenny Winkelmann	Kelly Zirbes	Melissa Rendel
	Donna Geier		

Wrap Ups - highlights and opportunities:

Jeannie thanked Angie Will for taking on Staff birthdays for the month of November. She brought in bagels and cream cheese for our staff on the morning of November 10th. THANK YOU, again, Angie!!

Trunk or Treat - Jeannie shared that this was our largest Trunk or Treat ever. We had about 60 “trunks”, but also had a huge amount of those who came to just trick or treat. We even had to park some cars in the grass. We had over 200 trick or treaters present. There were comments that it was the largest and best run event yet, with the DJ being the highlight of the evening.

Volunteer Opportunities:

Sarah discussed what volunteer opportunities are out there. Discussion was had on how to best figure out who would like to be involved in what activities and at what level. It was brought up to possibly send out a google survey with the events and what volunteer opportunities would be available for those events to get feedback. A brief update was given on Christmas Extravaganza by Danielle. Jenny W. and Jenny Z. are coordinating. Volunteer and donation opportunities will come out for the school office.

Financial Update Kelly shared that updated financial spreadsheet. The largest change came from updated information regarding last year’s basketball tournaments. PTL brought in \$6,696 from both tournaments. This is up from an average of about \$4,600 in previous years. Trunk or treat expenses were updated as well.

Reimbursement/Ordering Process - Kelly also reminded people that anything that is done for PTL, you should be reimbursed for. There is not an expectation that volunteers need to donate the items. Please submit your original receipts and we will make sure you are reimbursed. Grace also has an Amazon account that has our tax-exempt status attached to it. The school office can help with ordering on PTL’s behalf (PTL needs to be identified in the Purchase Order field).

Coming Up:

Teacher Conference Dinners - Danielle discussed that Ally's dinners would be brought in the evening of November 17th. Each teacher was able to choose an option from a menu of wraps, sandwiches and salads. They will be delivered and ready to go by 5pm on Thursday. On Monday Amy will be bringing in fruit and yogurt parfaits for the teachers holding conferences on Monday morning. We had 194 spots filled for \$5 donations via sign up genius!

Staff Birthdays - December - Jeannie will be spearheading Staff birthdays for the month of December. Thank you Jeannie!!

Family Event - Jeannie discussed that there was a facebook survey that was put out last month to see what type of event families want. All votes went for "family event" or "either type of event"; there were not any votes for a "parents only event". A few options were discussed tonight including Comedy Sportz, trivia and dueling pianos. Dueling pianos was ruled out due to cost. There was discussion on getting additional information from the trivia company about their ability to include kid appropriate/level trivia questions. There was also discussion about making it a "hybrid" event with having activities for kids in the cafeteria while the parents mingle in the gym after the main event to allow for further fellowship. There was also discussion about how this would be funded- donation, a formal charge, or fully funded by PTL. Danielle will check into the questions with the trivia company. The event date will be March 11th. Lynne Minbrath volunteered to help with the planning of this along with the leadership committee.

Basketball Tournaments - Sarah and Kelly shared they had their first tournaments committee meeting. PTL's role in tournaments is to facilitate concessions (creating and supplying the menu). The donated items that are asked of each class may look slightly different this year. They are still working through all of those details. Melissa Rendel did bring up that buttered noodles was an option at a recent tournament she went to. They are working to have additional "breakfast" type items available for the mornings of tournaments. If there are additional suggestions for anything with concessions please contact either Sarah or Kelly.

School Updates - Deb discussed that we just hired a 7th grade teacher. She will begin shadowing on Monday, but will transition fully into her role December 1. This will allow Cheryl to go back to focusing on reading intervention full time. PTL will be providing a welcome basket for her when she starts on Monday.

Potential Financial Requests - Kelly shared that the bookbinding machine has not been working properly. We received a request from a teacher for a new one as it is an item regularly used by the school. The question was posed whether this is an item the PTL should cover or if it is a general office supply. Per Deb, she directed it to PTL because the current machine is estimated to be about 40 years old and she thought PTL may want to be involved in the legacy of the new binding machine. The current machine is automatic, but the request is for a manual machine (~\$100 request). Automatic binding machines run between \$3k-\$7k. If a better automatic machine is wanted in the future, it could be discussed around auction or golf outing funds. The request for the manual machine will go to PTL vote.

Meeting dates

The next PTL meeting will be **Thursday December 8th at Grace. Childcare will be available. Please email PTL if you need childcare.**

Adjournment- meeting was adjourned at 7:39pm

PTL leadership team:

ptl@gracemenomonee falls.org

Danielle Klieve - maddendl@gmail.com

Sarah Bedroske - rsbedroske@gmail.com

Jeannie Fischer - jlj2@alumni.iu.edu

Kelly Zirbes - Kelly.zirbes@gmail.com

Meeting summary by: Danielle Klieve

Volunteer Opportunities

Grace Lutheran School PTL

2022-2023

- **Trunk or Treat** (Friday, October 21, 2022) – coordinate parking, “bonfire”, games, DJ, bathroom monitoring, clean up. (*complete*)
- **Teacher Conference Dinner** (November 17 & 21, 2022)- Research/plan teacher dinner options (box meals), create sponsorship signup for families (determine rate & slots), collect money, place orders, plan delivery options (don't forget to plan tips in your process). Prior years planned a bonus meal of pizza (*in progress*)
- **Christmas Extravaganza** (December 20, 2022)- volunteer opportunities to help with a morning event at the school related to giving & buddies. (Historically they have made a card, nativity stickers, sorted donations into baggies, made candy canes, and snacks.) *PTL does not plan this event. PTL funds some aspects of the event and helps with donations and volunteers.* (*in progress*)
- **National Lutheran Schools Week** (January 22-28, 2023) - organize treats and/or other ways to show staff appreciation randomly this week.
- **Teacher Appreciation Day** (May 1-5, 2023) - organize lunch for the teachers (PY was Cafe Zuppa's, drinks, and sides) and/or other ways to show staff appreciation randomly this week.
- **Fun Day** (May 30, 2023; Rain Date May 31st) – coordinate end of year event - scavenger hunt and stationed events last year, also coordinate volunteers to help with set up and at the event.
- **Drive Thru Donuts** (ongoing) - organize occasional donut/beverage fundraising events during morning drop-off time at the school.
- **Restaurant Fundraisers** (ongoing)– set up one-time events with local restaurants and/or businesses during the school year.