

**St. Gerard School  
PTO Board Minutes  
November 13, 2018**

**Members Present:** Katie Terranova, Melody Warzecha, Sherri Campbell, Brooke Phelps, Christina Gentile, Shelly Piecuch, Brian Mickelson, Kelly Scanlon, Sara Krumm, Cynthia Matthews, Cathy Starr, Amy Darling and Rebecca Sabin

**Members Absent:** Amber Emerson, Lynn Bloomer, Alyssa Kurisko and Kristin Gustafson

**Visitors:** Kasi Hunziger and Anne Marie Dionise

**I. Call to order:** The meeting was called to order by Katie Terranova at 6:33 p.m.

**II. Prayer**

**III. Faith Sharing**

**IV. Approval of minutes:** Kelly Scanlon motioned to approve the minutes from October 9, 2018 and Cynthia Mathews seconded the motion. All were in favor. Many felt that it was great adding the minutes to Thursday communicator. Some PTO members are getting asked more questions about it. We discussed the homework policy briefly due to the fact that more and more students are absent without being sick. We are still trying to discourage this and the policy will remain the same that you cannot get homework early and after you come back, you have two days to complete.

**V. Treasure's Report:** Current bank balance \$98,176.40. The adjusted balance is 94,334.51.

## **VI. Old Business**

- A. Auction Update:** It went great! We discussed the shortened time frame of the stores and people managing the stores felt rushed on their bidding. Possibly need shorter shifts. There was no line at checkout, it went very good. We stopped selling tickets at the door at 7 p.m. and turned a few people away, lost about \$300 to that. They could still enter but didn't have a bidding number. Many had a good time. No issues with switching the rooms. There were fewer items on the tables and that is what we wanted so we could focus more on the live auction, which killed it! We banked family donation cash. Melissa Felts did the thank you cards to those that donated, they were great. Few complaints about the adult beverage selection, which is something we can't really change with the establishment. Discussed doing the Fund in Need sooner but the auctioneer Doug says doing it at the end is better. Brian suggested having a Fund in Need donation like the Kangaroo Raffle, that directly goes to individual classes or programs. Christina suggested adding St. Gerard apparel or something like that to the Fund in Need to draw more people. Discussed adding squares at all the raffle tables or having it so we could add those purchases to the bid numbers. Champaign and food was good. Diamond Raffle brought in \$1,600. Attendance was up 10% this year.
- B. Christmas Program:** Amber, Brian and Alyssa are leaders. More info will come out soon.
- C. Teacher Luncheon:** Kristin and Cynthia are leaders. It will be on Wednesday January 30, 2019 during Catholic Schools Week.

## **VII. New Business**

- A. Volunteer Info Document:** Katie made a new combined volunteer info list for the PTO event leaders. We still need to contact people even if we don't need them.
- B. We discussed St. Gerard sports funding.** Rebecca is a volunteer and coaches volleyball. She was denied a check by the Athletic Commissions. She will contact them, better communication would have helped.

**C.** Ann Marie discussed electives and the differences in fees for them, Art vs Drama which is a lot more due to the copyright laws. The Band fee offsets the teacher salary.

**VIII. Principal's Update:** Shelly discussed the Accreditation of the school and the sight visit that will happen at the end of February 2019. In January we will need 2-3 people to give up their lunch time to answer questions about the school. Possibly PTO board members can help with this.

**IX. Next Meeting:** Tuesday, January 8, 2019 6:30 p.m. There will be no December meeting.

**X. Adjourn:** The meeting was called to adjourn at 8:00 p.m. by Kelly Scanlon and Sara Krumm seconded the motion.

Meeting Dates- 2<sup>nd</sup> Tuesday of the month (No Dec. Meeting) @6:30  
1/8, 2/12, 3/12, 4/9 and May TBD  
(May Meeting Date- Maybe in April or early May, social dinner)

PTO BANK RECONCILIATION

1/2/2019

SPENDING SUMMARY

	<u>Category</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Net</u>
Bank Balance				\$25,989.43
Plus Outstanding Deposits:	Opening Balance 5/31/18			
	Auction 2017	\$7,000.00	(\$2,075.00)	\$4,925.00
Less Outstanding Checks:	Auction	\$86,378.21	(\$17,835.95)	\$68,542.26
	Teacher Stipends		(\$4,650.00)	(\$4,650.00)
	Directories	\$771.00	(\$338.05)	\$432.95
Adjusted Bank Balance:	Book Covers	\$43.00		\$43.00
Register Balance	Misc		(\$50.00)	(\$50.00)
	Service Charges		(\$123.60)	(\$123.60)
	BALANCE	\$0.00		\$95,109.04
	RESERVED FOR SIGN			(\$20,000.00)
	AVAILABLE BALANCE			<u>\$75,109.04</u>

  
**DADDY**  
*daughter*  
**DANCE**



Thursday, February 7, 2019 6:30p-8:30p

Fr. Weber Hall  
 \$15.00 per couple  
 \$7.50 for each additional guest

Fundraiser for: 8<sup>th</sup> Grade  
Washington D.C. Trip

Each girl/group will receive:

A flower and Family 4x6  
Photo.

Photos will be taken by Ashely  
Fox and will be delivered at a  
later date. Forms will be  
available to purchase  
additional photos the night of  
the dance.

Please return the bottom half of this form to school with payment (checks to St. Gerard School) no later than Monday, February 4, 2019

Father/Escort: \_\_\_\_\_

Phone#: \_\_\_\_\_

Daughter: \_\_\_\_\_

Teacher: \_\_\_\_\_

Daughter: \_\_\_\_\_

Teacher: \_\_\_\_\_

Daughter: \_\_\_\_\_

Teacher: \_\_\_\_\_

Daughter: \_\_\_\_\_

Teacher: \_\_\_\_\_

# ST. GERARD PARISH

4437 W. WILLOW HWY. • LANSING, MI 48917-2180



## Cross & Light Sponsorship Levels St. Gerard Catholic Church

*In order to reward our parish and the greater community with Cross and Light, St. Gerard needs help in the form of advertising/sponsorship investments. Please see the package details for each level and consider lending your support. Event features six shows, March 21-23.*

### Program Underwriter (1 available) ... \$10,000

- Full page back cover ad in the program
- Eight reserved tickets to your choice of shows
- Table display in gathering space at each show
- Your logo featured on St. Gerard's official Cross & Light webpage
- Featured on promoted social media ads
- Tax-deductible contribution

### Show Sponsor (2 available) \$5,000

- 1/2 page ad in the performance program
- Six reserved tickets to your choice of shows
- Table display in gathering space at each show
- Your logo featured on St. Gerard's official Cross & Light webpage
- Featured on promoted social media ads
- Tax-deductible contribution

### Stage Sponsor (5 available) \$2,500

- Includes a 1/4 page ad in the performance program
- Four reserved tickets to your choice of shows
- Your business name listed on St. Gerard's official Cross & Light webpage
- Featured on promoted social media ads
- Tax-deductible contribution

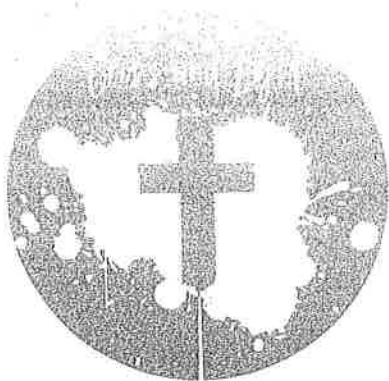
### Friends of the Light (10 available) \$1,000

- Includes a business card-size ad in the program
- Two reserved tickets to your choice of shows
- Tax-deductible contribution

### SPECIAL: Classroom Sponsor (20 available) ... \$500

- Includes a business card-size ad in the program
- Tax-deductible contribution

For additional information, or to reserve your sponsorship, contact Sarah Jackinchuk at 989-450-0483 or [sarahejackinchuk@gmail.com](mailto:sarahejackinchuk@gmail.com)



**2019  
Performance  
Program  
Advertising  
Price List**

**Quarter Page Ad**  
3.5" wide x 5' high  
\$200 black and white  
\$250 full color

**Business Card Ad**  
3.5" wide x 2' high  
\$150 black and white  
\$175 full color

**One Half Page Ad**  
7.5" wide x 5' high  
\$350 black and white  
\$425 color

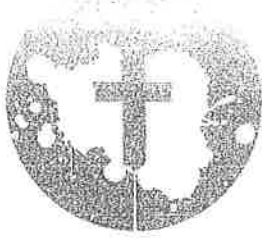
**Full Page Ad**  
7.5" wide x 10' high  
\$600 black and white  
\$700 color

Ads can be printed in black and white or in full color;  
please note the prices available for each.

Ads should be submitted electronically as 300 dpi,  
in TIF, EPS or JPEG format.

Please send ads to:

Sarah Jackinchuk at [sarahejackinchuk@gmail.com](mailto:sarahejackinchuk@gmail.com)



St. Gerard Church | March 21-23, 2019

## PROGRAM AD RATES

### Ad Rates and Sizes (Check your choice) :

#### Full Page ( 7.5" wide x 10" tall)

- black and white \$600
- full color \$700

#### Quarter Page Ad (3.5" wide x 5" tall)

- black and white \$200
- full color \$250

#### Half Page (7.5" wide x 5" tall)

- black and white \$350
- full color \$425

#### Business Card Ad (3.5" wide x 2" tall)

- black and white \$150
- full color \$175

### File Formats / Ad Submission:

- Copy / artwork should be submitted in 300 dpi resolution in TIF, EPS or JPEG format.
- All copy/artwork must be submitted by February 19, 2019.
- Make check payable to St. Gerard Church and mail with completed form to: Cross & Light Advertising, 4437 W Willow Hwy, Lansing, MI 48917.
- To have an invoice sent, call Sarah Jackinchuk at (989) 450-0483.

### Advertising Agreement:

Company /Advertiser Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

For Information:

Sarah Jackinchuk

(989) 450-0483 | sarahejackinchuk@gmail.com



## **!Service Opportunity!**

Did you know Super Bowl Sunday is the biggest junk food day of the year?!  
This makes it the perfect day to help feed the hungry!

After all Saturday and Sunday Masses on Super Bowl weekend (Feb 2nd and Feb 3rd), teens will be standing at the doors of the church collecting money donations for St. Vincent de Paul.

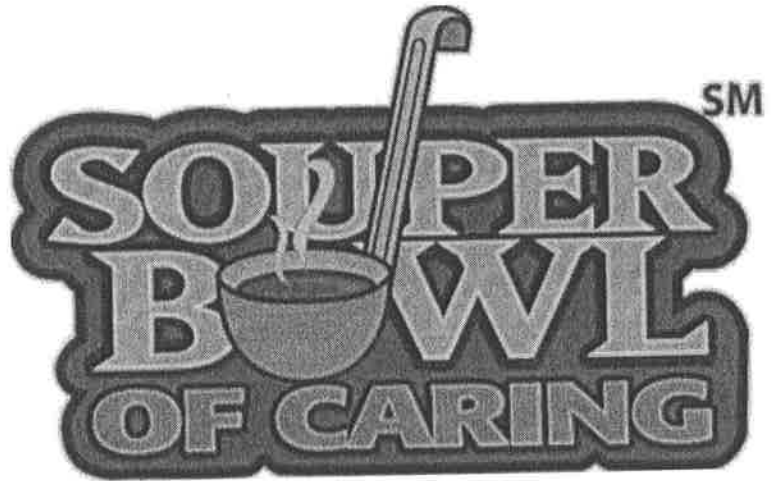
***We are always looking for more teens to help,  
to make the event as successful as possible.***

To sign up go to our website:  
<https://www.stgerard.org/confirmation-prep>

You get 30 minutes of service for each Mass you sign up at.

It's really very simple:

1. Come to Mass—check in with adult supervisor
2. Head to the Gathering Space after Communion
3. Grab your soup pot
4. Collect donations at one of the doors as people leave
5. Take your soup pot back to the Gathering Space.
6. You've made a difference!



# Mark Your Calendar Now!

## SPRING MISSION 2019!



**Destination: Jackson, MI.**

**Dates: March 31 – April 5, 2019**

**What we will do:** We will again be working with the Greater Jackson Habit for Humanity. They continue to ask us to come back and work with them. Our previous groups have impressed the greater area by the amount of work our group has been able to accomplish in our week of service the past ten years. We don't always know what the work will be, but it is always enjoyable and helpful to the community of Jackson.

**Working With:** We will be working with the local volunteers and staff of the Greater Jackson Habit for Humanity.

**Staying At:** We will be staying at Camp de Sales

**Cost:** Cost is only \$100 for the week! This includes Housing and all meals! Bring with you money for snacks or other items, but all meals are covered in your fee.

We will attend 11:00 a.m. Mass together and leave after Mass

**Deadline to SIGN UP IS *March 10, 2019!***  
***Turn in all forms/money to the Youth Ministry Office!***

***Scholarship Money is available!***

# St. Gerard Parish Youth Ministry

## Diocese of Lansing

### Parent Permission Form

Dear Parent or Legal Guardian:

Your child is eligible to participate in a parish/school sponsored activity requiring transportation to a location away from the parish/school premises. This activity will take place under the guidance and supervision of employees and/or volunteers from St. Gerard Parish/School. A brief description of the activity follows:

**Name of Event:** Spring Break Mission Trip

**Destination:** Jackson, MI – Habitat for Humanity – We Will be Staying at Camp de Sales in Brooklyn, MI

**Designated Supervisor of Activity:** Jeff Corder, Coordinator of Youth Ministry

**Date and Time of Event:** Meet at 10:30 a.m. in Youth Room March 31<sup>st</sup>. We will attend 11:00 a.m. Mass together so dress nice and you can change after Mass. We will be returning at or before 4 p.m. on Friday April 5<sup>th</sup>.

**Emergency Contact:** Jeff Corder, Coordinator of Youth Ministry: 810-820-5166 or Theresa Bosman: 517-505-2115

**Method of Transportation:** Car Pool

**Participation Fee:** \$100.00 – Deadline to sign up is Sunday March 10<sup>th</sup>.

Questions Contact Jeff Corder at the Parish Office 323-2379

Email: youth@stgerard.org

**Youth MUST HAVE SIGNED PERMISSION FORM or they cannot attend.**

Detach and return bottom portion of form.

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#### **Statement of Consent to Attend Spring Break Mission Trip**

I hereby consent to participation by my child \_\_\_\_\_ in the event described above scheduled for **March 31<sup>st</sup> – April 5<sup>th</sup>** I understand that the event will take place away from the parish/school grounds I further consent to the conditions stated above on participation in this event, including method of transportation.

In consideration of my child being allowed to participate in this event, I agree to waive and release, and indemnify and hold harmless St. Gerard Parish/School, any and all affiliated organizations, its/their employees, agents, representatives, volunteers, and drivers, from any and all claims I or my child may have, excluding claims for intentional misconduct or gross negligence arising from or relating to my child's participation in this event.

Child Date of Birth: \_\_\_\_\_  
Address of child: \_\_\_\_\_ Relationship To You: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Does Your Teen Need Adults to Distribute their Medication (circle one) Yes or No  
T-Shirt Size (circle one): S M L XL XXL

List allergies, medications, contacts, or other pertinent comments: \_\_\_\_\_

Insurance Phone # \_\_\_\_\_ Bin # \_\_\_\_\_  
Health Insurance Data: Company: \_\_\_\_\_ Policy: \_\_\_\_\_ Group: \_\_\_\_\_

Contract: \_\_\_\_\_ This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence and to grant permission to attend event.

I certify that I am the (check one) \_\_\_custodial parents \_\_\_legal guardian of the minor child named in above and I agree to the above terms for myself and for my minor child.

\_\_\_\_\_  
(Print Parent's Name)

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Date)



*St. Vincent Catholic Charities*  
PROVIDING HELP. CREATING HOPE.

## You can make a difference in a child's life!

There are over 13,000 children in foster care in Michigan that need a safe, stable, and loving foster home.



For questions or to RSVP for an upcoming orientation  
call Shannon at (517)323-4735 ext. 1613 or visit  
[www.stvcc.org](http://www.stvcc.org)

## 8<sup>th</sup> Grade Washington D.C. Spirit Wear Fundraiser

Support the 8<sup>th</sup> graders and your school!

Spirit wear orders will be taken until February 6th and will be delivered to your child's classroom on February 13<sup>th</sup>. A portion of the proceeds will benefit the 8<sup>th</sup> grade trip general fund. There will be samples available in the office if you would like to see them. Please note that spirit wear may not be worn during the school day.

If you have any questions please contact Chris LaMacchia at : [clamacchia67@gmail.com](mailto:clamacchia67@gmail.com)





# ST. GERARD

## 8TH GRADE WASHINGTON D.C. FUNDRAISER



YS-YXL	\$26.00
S-XL	\$27.00

Item 1 Royal Sweatshirt - Logo 1, 2 & 3



YS-YXL	\$22.00
S-XL	\$22.00

Item 2 Royal Long Sleeve Performance Crew T-Shirt Logo 1, 2 & 3



YS-YXL	\$24.00
S-XL	\$25.00

Item 3 Hooded Sweatshirt Red or Royal Logo 2



YS-YXL	\$17.00
S-XL	\$19.00

Item 4 Royal Short Sleeve Performance Crew T-shirt Logo 1, 2 & 3



XS-XL	\$33.00
2X 3X	\$37.00

Item 5 Royal or Red Poleyster 1/2 zip jacket with emb. Falcon logo 3



XS-XL	\$33.00
2X 3X	\$37.00

Item 6 Royal or Red Poleyster 1/2 zip jacket with emb. Falcon logo 3



YS-YXL	\$33.00
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Item 7 Navy Full Zip Poleyster jacket with emb. St. Gerard logo



One size	\$24.00
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Item 8 9-ounce, 50/50 cotton/poly dry blend 50" x 60" stadium blanket with logo 3



Logo 1



Logo 2



Logo 3

Ladies Sport Wick  
Stretch 1/2 zip  
pullover . Thumb  
holes to keep hands  
warm, hidden pocket.  
Available in Royal  
and Black. Item 9



Ladies	Jacket
XS-XL	\$35.00

add \$2 2X \$6 3X \$8 4X

Ladies Sport Wick  
Stretch full zip  
jacket. Cowl Collar,  
front pouch pockets.  
Available in white and  
black. Item 10



Ladies	Jacket
XS-XL	\$45.00

add \$2 2X \$6 3X \$8 4X



Ladies	Tee
XS-XL	12.00

Item 11—100%  
polyester interlock  
V-neck short sleeve  
tee , black or royal

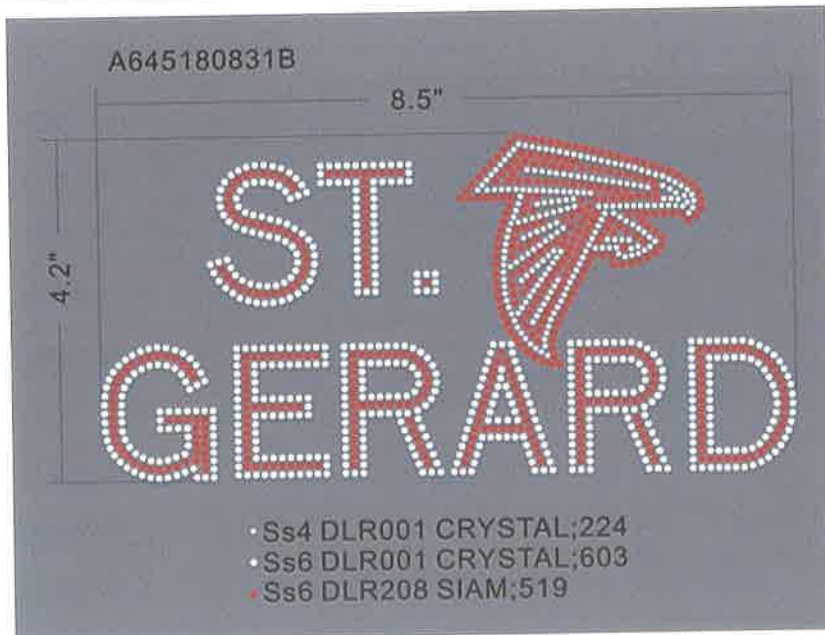
Available add \$2 2X \$4 3X \$6 3X



Ladies	Tee
XS-XL	\$15.00

Item 12—100%  
polyester interlock  
V-neck long sleeve  
tee , black or royal

Available add \$2 2X \$4 3X \$6 3X



Logo 1-Add the left chest  
Falcon logo \$6.00

Logo 2—Add the full back  
St. Gerard logo for \$12.00

Logo 3—Add both front and  
back of an item \$15.00