

Welcome Parents & Guardians!



Reminder to
please pay your
PTSA dues if you
want to vote :)



Welcome to the CFI84 PTSA Meeting!



- We're glad you're here!
- We will begin promptly at 6:05pm.
- If you're joining on Microsoft Teams, please ensure your name is displayed. All attendees will be muted.
- If you're in-person, please introduce yourself to someone you do not know.
- If you are unfamiliar with our Essential Agreements & Procedural Norms, please review them now via the link in the chat.

Meeting called to order at 6:06pm.

In person attendees: Kathleen Milkey, Annie Miller, Danielle Truong, Sarah Herd, Ross Crooks, Drew Catt, Doug Ranger, Paige Cardamon, Jen Theibert, Laura Goodwin, Tolga Ercan, Stephanie Kime, Erica Wensl, Rachel Swafford, Maya Mesick, Adam Mesick, Punam Lively, Courtney Guggenberger, Teri Rice, Ashely Reiff, Johnny LeBlanc, Kelley LeBlanc, Abby Gorman (23)

Zoom/Online attendees: Eric Vanveelen, Anna Stayer, Rea Sarachan, Alex Hamm (4)

CFI84 PTSA Meeting Agenda



- Welcome
- Essential Agreements & Procedural Norms
- May 2026 Minutes Approval
- Treasurer Report & 2026/27 budget approval
- Principal Miller's Report
- Committees & Coordinators
- Upcoming events & Volunteer opportunities
- Motion to Adjourn

Essential Agreements & Procedural Norms

Your continued presence at this meeting affirms your commitment to adhere to these Agreements & Norms.



Essential Agreements Mapped To...	Procedural Norms
Transparency & Responsiveness: We want to be transparent in our norms and work, and responsive to all questions and comments.	*Minutes will be taken in line with nonprofit norms and shared in a timely manner with the entire school community. *An anonymous feedback survey will be offered after every meeting. *Questions not answered in the meeting and placed in the Chat, or sent in the survey, will be responded to in a timely manner. *Questions that address topics over which we have no decision-making power or control will be directed to the appropriate parties.
Trustworthiness: We want our meetings to be a safe space where everyone feels free to share.	*Voting will be anonymous. We'll use Microsoft Teams while virtual. *Comments made by someone other than yourself may not be used outside this space. *Comments and questions may only include your own voice.
Inclusivity: We want to be an organization that is designed with the inclusion of all people in mind. We shall do our best to break down all barriers to inclusion.	*When presenting or sharing, speak as if your audience is completely new to the topic at hand. We have new parents and staff join our meetings all the time. *Committees will remain open to new members.
Respect: We want to be respectful of ideas that are shared and the people who share them. Disagreement is okay, but we can disagree while adhering to the agreements and norms we have established as a group.	*Name-calling, bullying and harassment will not be tolerated at Board or Committee meetings. A reminder to our commitment to adhere to these norms will be given. If the behavior continues, the offending individual may be muted and/or removed from the current and future meetings.
Commitment to the Work: We want our Board and Committee meetings to be efficient and effective.	*We will reaffirm our adherence to these Agreements & Norms at the beginning of every meeting. *We will begin and end on time. Those who join late will be admitted and private messaged the Agreements & Norms. If you choose to stay, you are agreeing to adhere to them. *The CF184 PTSA, and its committees/coordinators, have specific scopes of work. All officers, chairs, coordinators, members and volunteers who choose to engage in the work agree to support its implementation. Anyone working against the work may be removed or barred from meetings, emails, etc.

May 11, 2026 Minutes Approval



- Discussion:
- Motion To Approve:
 - 1st: Punam Lively
 - 2nd: Doug Ranger
 - Vote: Yes: 18/18; No: 0/0

Remember that only PTSA members may vote. Minutes can be viewed from the past meeting via the ptsa.org website

Yes: 18/18
No: 0/0

Meet the Officers!



President: Jackie Verbeten
Harry (4th Grade) and Luke (3rd Grade)

Secretary: Alex Peck
Jack (5th grade) and Molly (3rd grade)



Vice President: Brittany Mann
Alex (3rd grade) and Mackenzie (1st)

Treasurer: Stephanie Butcher

Lyra (4th), Hattie (2nd) and Nolan (K)



A quick intro to the PTSA Officers

Treasurer Report - 24/25 budget



INCOME	BUDGET 25-26	ACTUAL 25-26	Budget 26-27
UPP Fundraiser	\$ 50,000	\$ 86,870	\$ 50,000
Other Fundraisers	5,000	\$ 300	\$ 5,000
Dine-To-Donate	1,000	\$ 265	\$ 1,000
Rewards Programs (Amazon, Kroger, Box Tops)		\$ 188	\$ 200
PTSA Dues	300	\$ 392	\$ 300
Investment Income		304.91	300
Chit Chat Book		\$ 1,195	\$ 1,000
Miscellaneous Giving		1,750	
TOTAL INCOME	\$ 56,300	\$ 91,265	\$ 57,800

Stephanie Butcher

This shows what we budgeted for last year and what we actually brought in with fundraising income. Ultimate Parent Party Fundraiser is the main fundraiser. Other miscellaneous fundraisers are included (IE Mabel's Labels). We raised extra funds at the parent party for staffing funds. We won't be doing that next year (potentially). Total income is \$91,265, but about \$32K is last minute where we matched up to \$30K at the parent party to help with staffing funds.

Treasurer Report - 24/25 budget



Teacher Support	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
Classroom Supplies (\$300)	\$ 8,100	\$ 7,100	\$ 8,100
Hospitality & Teacher Appreciation	1,000	1,238	1,300
Principal Miller's Staff Morale Fund	500	661	1,500
Teacher Yearbooks		645	
Teacher Workshops	1,000	255	
Total Teacher Support	\$ 10,600	\$ 9,899	\$ 10,900
School Support	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
Aquarium expenses (Reef)	1,500	1,857	1,900
Other		43	
Total School Support	\$ 5,000	\$ 1,899	\$ 1,900
Administrative	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
Bond insurance	\$ 2,251	\$ 2,408	\$ 2,408
Zoom account membership	160	-	
CheddarUp	360	420	420
Texting Services	454	298	300
Wix Website	348	348	348
Miscellaneous expenses	-		
PTSA Quickbooks and stamps	378	816	400
Total Administrative Expenses	\$ 3,951	\$ 4,289	\$ 3,876

Stephanie Butcher

- Chit Chat book – we support the difference.
- Equity Fund: when you donate during UPP, there is an option to donate to the IPS Equity Fund. You make the choice to donate
- Field experience is field trips – we cover all the field trips as well as guests coming in on-site
- Grade parent stipends – two celebrations per year for each grade (winter and end of year). Stipends can be used to fund or reimburse for that.
- Class shirts – every kid gets one to go on field trips (they draw their own portraits). We have a link to pay for that, but PTSA also supports it.

Q: Staff Morale is much higher this year. Are we worried about staff morale? A: No concerns about staff morale. Principal Miller likes to do a lot for staff (doughnuts, team building, etc.), and this allows her to have funds for that.

Treasurer Report - 24/25 budget



EXPENSES			
Fundraising Expenses	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
UPP	\$ 8,000	\$ 12,105	\$ 8,000
Chit Chat Book	-	1,075	1,075
Equity Fund Donation	8,000	100	
Total Fundraising Expenses	\$ 16,000	\$ 13,280	\$ 9,075
Student Programs & Support	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
Field Experience	\$ 12,000	\$ 13,769	15,000.00
5th Grade Recognition	700	\$ 518	\$ 700
Veterans Day Program		\$ 95	\$ 100
New Family Welcome/Popsicle Social	700	\$ 693	\$ 700
Discovery Days	1,000	\$ 1,095	1,500.00
Family Movie Night	900	\$ 103	\$ 120
Grade parent stipend	700	\$ 602	\$ 700
Class shirts	1,000	\$ 810	\$ 1,000
Total Student Support	\$ 17,000	\$ 18,764	\$ 24,820

Stephanie Butcher

- PTSA is in the administrative category.
- Classroom Supplies: each teacher receives a stipend at the start of the year to outfit their classroom.
- We also try to cover teacher yearbooks as well as teacher conferences and workshops

Q: what about family movie night? A (Brittany Mann): because PTSA procures the license and we're a nonprofit, we are not required to pay for the license.

Q: are we required to use CheddarUp through IPS or is it possible to negotiate a nonprofit status? A (Jackie Verbeten): we have looked at several options, and it has been the best option so far. If you know of better options, we are open to them.

Treasurer Report - 24/25 budget



	BUDGET 25-26	ACTUAL 25-26	BUDGET 26-27
TOTAL INCOME AND DONATIONS	\$ 56,300	\$ 91,265	\$ 57,800
TOTAL EXPENSES	52,551	48,132	50,571
NET INCOME (EXPENSE)	\$ 3,749	\$ 43,132	\$ 7,229

NET ASSETS		
Checking (As of 08-16-26)		123,973.42
Outstanding Checks and checks to be written		83,287.00
Money Market (As of 8-16-26)		28,098.63
CheddarUp Transfer		-
TOTAL NET ASSETS		68,785.05
"Rainy Day" Reserves		
Restricted Assets		5,000.00
AVAILABLE NET ASSETS		63,785.05

Stephanie Butcher

The outstanding checks and checks to be written amount is still waiting to be cleared – this has the money to help with staffing funds.

Q: is this a normal amount of money? A (Principal Miller): we have raised anywhere from \$45-\$65,000 each year so this is within the zone the entire time I've been here.

Treasurer Report

Motion to Approve



- Discussion:
- Motion To Approve:
 - 1st: Annie Miller
 - 2nd: Jen Theibert
 - Vote: Yes: 20/20 in-person, 2/2 online; No: 0/0 in-person, 0/0 online

Remember that only dues paying PTSA members may vote.

Yes: 20/20 in-person, 2/2 online; No: 0/0 in-person, 0/0 online

Treasurer Report



- Reimbursement process

- A reimbursement form is included on our website.
- This form will need to be completed, receipts included, and sent to the PTSA Treasurer email (ptsa84.treasurer@gmail.com).
- Checks will be cut as soon as administratively possible.
- Checks will be left with Pam in the office and you will be responsible to get those checks. We will only be mailing vendor specific checks.

Stephanie Butcher

Reimbursement form is on the PTSA website. Fill out the form, email it and receipts to the PTSA Treasurer email, and we will cut you a check. Checks will be in the front office with Pam Bloss

Principal Report



Principal Miller

- First week was uneventful which is great. Good transportation and very few late buses. Kids are excited to be back. We have a couple new teachers this year. Miss Walters is the new PE teacher as Ms. Brown retired last year. Ms. Perry is our new 2nd grade teacher from Baltimore. Ms. Wright is our new life skills teacher.
- PYP night on Thursday – this is where you meet the teacher again and go through expectations of school year. This is a parent-only event, and we have limited space for babysitting.
- We have been sending messages twice because the syncing is wrong with PowerSchool, and we want to make sure everyone gets the messages. This will happen for a few weeks to make sure everything is working.
- Q: for PYP, are we all supposed to be here at 5:00 p.m.? A (Principal Miller): there will be school wide announcements at 5:00 p.m. in the gym for 20 minutes and then there will be two sessions to go through multiple grades.
- Q: if we make a transportation change, should we go to front desk or teacher? A (Principal Miller): go to both and try to get changes to us by 1:00p.m. If it's before 1:00 p.m., please email. If it's after 1:00 p.m., please call.
- Q: we haven't heard anything on clubs. A (Principal Miller): we partner with people

who do the clubs. The expectation is for clubs is that if there are too many signups, they need to do a lottery or do the older grades only. We want it to be fair and not make it a race. They should email you if you receive a spot. Meg Horne: email me and I will connect you. KM: contact info is available on the initial signup.

•Q: How is it going with fourth grade substitute and how should we get in touch with the class? A (Principal Miller): this will be shared at PYP. She will get a contractor email, and we have not received that yet. Right now, work with the front desk.

•Q: will AYS cover childcare for PYP? A (Principal Miller): yes, until 6:00 p.m.. There are two sessions and you can pick whichever one. Meg Horne: we have some middle schoolers that are coming back to help. If you need childcare, email me to see if we can get more kids

•Q: were any students impacted by flood? A (Principal Miller) : so far, we have heard only good things.

Committees & Coordinators



Committees	2026-2027 Chairs
Gardening & Outdoor Spaces	Paige Cardamon & Jen Theibert
Hospitality & Teacher Appreciation	Lindsay Shaw & Ashley Reiff
Fundraising	Lindsay Dodyk
Ultimate Parent Party	Stephanie Kime
Auction	Open (we have an individual or two slated with expressed interest)
Parent Parties	Stephanie Collier & Kathryn Troyer
Dine to Donate	Jen Colson-Estes & Kathrine Milkey
Book Fair	Punam Lively & Julie Gulden
New Family & Community Support	Abigail Black & Chelsea Carpenter
Coordinators	2026-2027
Volunteer Coordinator	Valerie Brod
Movie Night	Julie Gulden & Melissa Warth
Chit Chat Coordinator	Melissa Warth
Grade Parent Coordinator	Jen Theibert
Spirit Wear	Tanya Couvillion
Parent Copy & Coffee	Emily Knudsen
Lost and Found	Debra Altman
Edukits (Spring Semester)	Open
Evening with the Arts	Open
Possible New Coordinator Position - Popsicle Social	Open

Currently have a few that are open. The biggest openings are for Auction and the Edukits. This is where we do all the orders and advertising as well as having them delivered and organized. If you want to volunteer, Signup Genius is the best way to do that. You can email us for bigger opportunities or fill out the QR Survey. You can list the things you are interested in as well as the grade parents.

Gardening and Outdoor Spaces



- Chair: Paige Cardamon & Jen Theibert
- Members - Julian Stephenson
- We work on CFI84 campus gardens and outdoor spaces—including the amphitheater, playground and outdoor dining
- Upcoming Projects/Events
 - Ongoing weed pulling and mulch bed clean-up
 - Fall clean-up
 - Spring mulching day/ spring clean up day
- Upcoming Needs
 - Anyone interested in yard work—feel free to email the coordinators and join the committee!



Paige Cardamon and Jen Theibert

We lead the garden and outdoor space committee. In October, we do a fall clean up after school. In the spring, we do a more robust gardening day where each classroom has time to come out and help in their designated spaces. You will see signs that show which bed is for each grade level. The idea is that the kids/families will take specific ownership over those areas. This summer we did a summer service project and made some benches for the outdoor class spots by Miss Mary Maple. Hope to paint them in the spring on gardening day. We take plant donations – emphasis on shade plants with low maintenance. If we want the lawn reseeded, now is the time to start collecting quotes.

Q: when are you looking for hostas? A (Jen Theibert): we can certainly plant them in the fall. Let's talk offline and get a plan.

PM: we have three custodians who are responsible for the entire school and all the grounds which is not reasonable, so we appreciate all the help.

Teacher Appreciation + Hospitality



- **Stock the Lounge**
 - Great response to start of the year stock!
 - Amazon wishlist: [Amazon Wish List](#)
 - ALL WISHLIST ITEMS CLEARED AS OF 8/17!!!!!!
- **Fall Meal Pitch-in (Student Conferences)**
 - October 23, 2026
 - Parent pitch-in / potluck for teachers/ staff
- **Veterans Day**
 - November 13, 2026
 - Decorating gym, coffee + donuts
- **Budget**
 - Veterans Day: \$150
 - Coffee/ Cocoa (winter): \$150
 - Teacher Appreciation Week: \$1,000



Ashley Reiff

Lindsay Shaw is the other co-chair. Stock the lounge was great! We had really nice things for teachers. This will be done throughout the school year. For Veterans Day, we decorate and provide coffee and donuts. Teacher Appreciation week is the first week in May, which includes a catered meal.

Fundraising



- Ways we raise money
 - Go to QR code for review of 2026/2027 plan
- What the money supports
- How everyone can help
 - Click on QR code
 - Host a Parent Party
 - Help with silent auction or party planning
 - Connect us with a business or donation
 - Attend the events!



If you scan the QR Code, it will give you an overview of how we raise funds, what the funds support, the plan for 2026-2027, and how you can get involved. This is one of the biggest things we do.

Parent Parties



- What is a Parent Party?
 - A Parent Party is a social event hosted by one or more families where ticket sales benefit the school. Hosts generously cover the cost of the event, and parents purchase tickets to attend. It's a fun way to build community while supporting our school!
- We are looking for hosts! Our goal is to have 5 or more Fall parties with the majority to continue in the Winter/Spring. If interested or have an idea you'd like to explore, please email Stefanie Collier at sakempfer@gmail.com or Lindsay Dodyk at lindsaydodyk@gmail.com . You can also sign up at this link: <https://forms.gle/PbTuXkNEeXWozfSF9>



This is one of the biggest ways we raise funds. Parents host a party or event, and other parents will purchase tickets to go to the event. This is a great way to get to know other parents. We only did them in the spring before but now we are doing in the fall as well. Stefanie Collier is the head chair, and Lindsay is helping. You can also co-host with other parents to share the cost of the party.

Literati Fall Book Fair



Dates- Sept 21st (Mon) - 25th (Fri)

Family Book Fair Night date TBD

Volunteers Needed

Volunteer slots will be posted shortly

“Leader” volunteer slot is someone who has volunteered with the book fair previously and feels comfortable being the point person for that volunteer shift (i.e. passing along communication to the next shift; showing new volunteers the ropes . . .).

Separate email with more details will be forthcoming

Chairs- Punam Lively ppatel610@gmail.com and Julie Gulden Julie.gulden@gmail.com

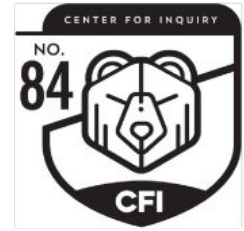
Punam Lively

Julie Gulden and I are the chairs for book fair. We will have one in the fall (September 21-25). There will be a family shopping night – we are still working on a date with Ms. Loftus. The money goes back to library and school. We will post volunteer spots on the Signup Genius, which includes leader spots. The leader is someone who has previous experience and under that will be 2-3 spots. Monday is preview day for students to see what books they want and the cost to share with parents (will need to include tax). We will have more details coming in a separate detail soon. If you want to volunteer, you need to be approved volunteer – it’s a popular one to volunteer for.

Chit Chat Book

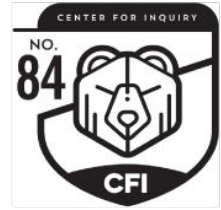
- School Directory, opted in by parents/guardians
- Also advertises any parent-owned business (\$200 full page, \$100 half page, \$50 quarter page) and PYP (primary year programme) businesses (FREE!)
 - Please email Melissa Warth at missytruong@gmail.com if interested!
- There is an option to purchase a printed version. Cost is \$6 a book. A free electronic version will be made available.

Link to Pay: my.cheddarup.com/c/chit-chat-book-25-26-copy



Chit Chat is the school directory and opted into by parents and guardians. If you include the permission slip to the school, that's all you need to do. Hard copies are available for \$6 each. If you have someone who wants to advertise, we will also take ads for the book, which helps cover the costs.

Grade Parent Coordinator



- Coordinator: Jen Theibert
- What does a Grade Level Parent do?
 - Two-Three parents from each grade serve as a communication liaison between both teachers of that grade and the families
 - Plan winter and end-of-year celebrations

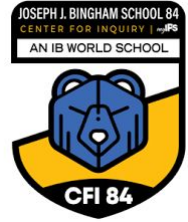
If you are interested in being a grade level parent, please email Jen Theibert, jylnshaw@gmail.com



Jen Theibert

There is one grade level coordinator per classroom. Some grades will have 2-3. They act as the liaison between the teachers and extra events, particularly the celebrations. All EOY grade celebrations are on the same day. The EOY grade celebration dates depends on the grade. This is a really great way to get to know your child's teacher and other parents. It's not a huge lift – a few emails twice a year and coordinating a plan for the party.

Spirit Wear!



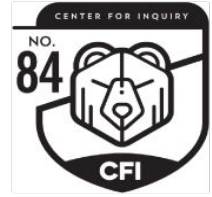
WHO'S GOT SPIRIT, WE DO!

Annually, CFI 84 PTSA runs a spirit wear shop that periodically provides parents/ guardians and students with an opportunity to purchase 84 School shirts, sweatshirts and more. Typically, shirts are royal blue mimicking school colors.

STAY TUNED - Dates for purchasing those items will be forthcoming!

We will be opening a store on Friday. We will get more information in the toddle so people can purchase spirit wear.

Parent Coffee & Copy



- Coordinator: Emily Knudsen
- Email- emilyknudsen22@gmail.com
- Parents meet monthly in the parent center after drop off to complete various tasks left by the teachers.
 - Examples: Making copies, laminating, cutting, organizing, weeding etc.
- Sign up to help on sign-up genius!
 - <https://www.signupgenius.com/go/10c0f4ca5ae2aabfcf8-cfi84rolling#/>

Reach out to Emily with any questions!



Parent Coffee & Copy is a great way to get involved with small commitment! Bring your own coffee. It's approximately 1-1.5 hours, and you do what the teachers ask for (making copies, laminating, etc.). Spots usually fill up quickly and usually right after school drop offs. The first one is tomorrow (8-18).

Lost & Found



- The Lost and Found Center is located in the basement of the school as the base of the stairs before the cafeteria and across from the bathrooms.
- Students can look in the morning or by teacher permission.
- Parents can look during community meetings.
- Contact Debra Foley, Lost & Found Coordinator for assistance- debra.altman@gmail.com.



Debra Foley will post pictures on CFI 84 Facebook page usually right before winter break and the end of the year.

Events & Volunteer opportunities

MANY upcoming opportunities to support our school and kids!

- Tuesday August 18th – Parent Coffee & Copy
- Thursday August 20th PYP Night
- Thursday September 10th - Parent Coffee & Copy
- Friday, September 11th - CFI 84 Families Indianapolis Indians Night
- Friday September 18th - Kids Night In
- Monday September 21st: PTSA Meeting
- Monday September 21st- Friday September 25th - Book Fair
- Friday October 2nd - Family Movie Night

Please make sure you complete the new IPS Volunteer form and background check. This must be completed annually.

Interested in getting text updates? Text “CFI84” to 844-403-1950



VOLUNTEER



The is a snapshot of upcoming events. Meg Horne: for Kids Night In, we keep kids until 7:00 p.m. We feed them and have games. It sells out quickly and is a great fundraiser for the school. Grades K-3 does stations (crafts, Legos, chill room, etc.). Grades 4-5 watch a movie in the cafeteria.

Open Committees/ Coordinators 2026-2027



- Edukits (Spring/Early Summer 2027) – Coordinate ordering and advertising of Edukits for back to school.
- Evening with the Arts (Spring 2027) - Coordinate with Art Teacher and School on showcasing art of students across grades. School led, PTSA supported event.



If interested, please email the PTSA cfi84ptsa@gmail.com and/or reach out to current coordinator Kendra Stewart, kendra.stewart2@gmail.com.

Let us know if you are interested!

PTSA Short Survey



If you're ready to get more involved, please fill out this survey to indicate areas of interest:



THANK YOU!

This is the one with the survey about what you are interested in. Please fill out! We would love to get more people involved!

Motion to Adjourn



- Discussion:
- Motion To Approve:
 - 1st: Ashley Reiff
 - 2nd: Stephanie Kime
 - Vote: Yes: 20/20; No: 0/0

Remember that only PTSA paying dues members may vote.

Anonymous Feedback for the PTSA



Meeting Adjourned at 6:57 p.m.

Yes: 20/20

No: 0/0