

## PTO 2011-2012 Executive Board Meeting Agenda

Thursday, November 10, 2011

(Meeting Moved due to All Saints Day)

*Hand in Hand...Together We Can!*

Call to order by Sharon Ely.

A. Opening Prayer

B. President Remarks: Virtual Meeting Recap/Discussion

Virtual PTO meeting went well.

C. Administration Update Remarks: Michelle and/or Eric

1. Eric reported that the school is creating a safety committee team to look at the safety of the school and parish. The members will consist of parents and staff so the committee will benefit from a variety of perspectives and viewpoints.

a. Will need to write a proposal to the Safety Committee if interested in purchasing items pertaining to safety so the implementation is consistent and fits into safety plan.

b. Two surveys are being completed on the current status of safety at St. Monica. One survey completed by a firm hired by the Arch Diocese and the other survey is being completed by a parent run company. The school is meeting next Tues to determine when the survey will be completed. The finding will be reported back to PTO.

2. Michelle reported that nine people attended the Coffee with the Principle. The discussion was about the science curriculum and the amount of reading for the seventh graders. Michelle brought samples of the student's books to the meeting.

3. Michelle reported that 61 families responded to the computer surveys at the student/teacher conferences.

a. 97% of families responded that they felt their child was placed in a classroom that was challenging and gave them an opportunity to be successful.

Old Business:

1. Teacher Conference Meals

-Thank you to Hether

Meals went well. Deli sandwiches were served and there was enough for everyone.

2. School Directory

-Thank you to Kathie

Kathie reports that we have a database for the directory. The database was \$250.

**Suggestions for next year:** Try to make it simpler.

1) Have only new parents fill out new information form. The families already enrolled in school would be sent home only one form to return only if there are any changes that are needed.

- 2) Other schools do not give families a choice about what information is in the school directory.
- 3) Be very strict about deadline for turning in forms.
- 4) The school office still needs to be involved for a quick proofread to catch errors.

### 3. Monster Mash

People who attended event said it was a huge success. The Knights of Columbus gave money towards the event, as well as the school based on last year's budget.

#### **Things that went well:**

- 1) Having the ages separated.
- 2) Having activities spread out over the school.
- 3) Agenda of the evening events.
- 4) Evaluations—a great number were returned with positive feedback.

#### **Suggestions for next year:**

- 1) Can make cotton candy a few days in advance.
- 2) Volunteer shifts.
  - a. Make sure that people are getting breaks.
  - b. Maybe switch stations.
  - c. Have room parents help to get parents to cover.
  - d. Have specific shifts and shift changes.

### 4. Gifts and Grants Committee

Scott reports the committee has not reviewed any grant requests since the last PTO meeting. Committee will be meeting next week to review one new proposal.

### 5. Parent focused meeting

- a. June has not received any input from parents.
- b. The group discussed the number of ways that parents are currently receiving information (daily and weekly newsletters---e-mails)
- c. Michelle brought up the idea of safety on the computer. Eric mentioned that Jon Mallard does a presentation for students and parents. Sharon also mentioned that the prosecutor's office has a program for students.

### New Business:

#### 1. Treasurer's Report – Beth

- a. Beth raised concerns with the amount of money spent on the auction software. It is reported the school has entered into a contract for this year and next.
- b. The amount of matching funds is \$4250, not the \$10,000 that was expected.

#### 2. PTO Gift for School-Sharon

Sharon reports looking into purchasing barriers for recess/North Lot with the money raised from Dress Down Day.

3. Long term planning:

a. Teacher Appreciation Lunch

- Hether
- CSW Week of Jan. 30<sup>th</sup>
- receiving requests for service hours from parents
- use room parents to solicit volunteers?

b. Auction Update

- Janice
- March 3, 2012
- 1. Have four new computers and received better computers for the same price as was expected.
- 2 The company donations are coming in for the auction. So far there has been a very low participation of parents contributing money and items for the class baskets.

School Commission Meetings/Minutes

- Amanda has not received but will contact Tom.

Good of the Cause:

- 1) Steve and Marie Schelonka on all their hard work on making the Monster Mash such a success.
- 2) Kathie Van Gheem for all her work on getting the school directory organized.

Adjourn/Closing Prayer: Sharon

**Next Meeting: Tuesday, Dec. 6th, 2011 at 7 pm at SMS Rm. 25 (Potential Virtual Meeting)**