

PTO 2010-2011 Executive Board Meeting Minute

Tuesday September 7, 2010 Rm. 25

Executive officers and board members present:

Kathie Van Gheem

Sharon Ely

Beth Becker

Kim Anderson

Hether Driggers

Scott Storms

Jennifer Scheidler

Kaci Doyle

Michelle Boyd

Eric Schommer

Absent:

Paula Beals

Amanda Domogalik

Janice Sanders

Call to order at 7 pm: Kathie call to order; Sharon second

A. Opening Prayer – Kathie

B. Recap of August events – ice cream social, back to school, approval of our first dream for the future grant!

1. Ice cream social success---a list of volunteers was obtained and will be e-mailed at later date
2. Back to School event -- good attendance
3. Approved Dream for the Future Grant—Approved funding for ropes course

4. PTO to help develop gym ground to the right—break area up into different sections: reflective area, butterfly garden, regular garden
5. Directories out ideas to get more advertisers
 - a. Include calendar parents can pay to add kid's birthdays
 - b. Have an advertizing package to purchase—include yearbook, sponsor Friday newsletter, and directory

Old Business:

- A. School Commission Meeting Update from August –Scott Storms
 1. We are 5 students over budget for enrollment
- B. High School Information Night – Amy Magam
 1. Going to be Sunday Oct 23rd---it is the right after Youth Mass 6PM in the gym
 - a. 9 schools invited: Ritter, Chatard, Brebeuf, Zionsville, Herron, ---
 - b. Discussed different formats for the school and former students to present
 - i. Suggested each school 10 minutes parent and student present—provide time for parents and students to receive information
 - ii. Suggested grouping different schools together to have mini sessions so parents and students can choose what sessions to attend
 - iii. Suggested using Eagles Nest for students to discuss high schools with past students and gym a place for parents to meet with representatives from the schools
 - iv. Provide statistical information on the schools. Indy magazine provides helpful information
 - v. Provide information on how to choose a High School
- C. Endowment Update – Sharon Ely
 1. Discuss the approval to release “interest funds” from endowment. Funds would not be released until next year but need to approve now.
 2. Discussed Ideas for funds but do not have to decide until April
 - a. After school programs
 - b. Community Service Classes—involve Hispanic community, help sick in the parish, environment, health, look into religious life as a Vocation

Motion made to release Endowment money by Laura Buening

Seconded by: Regina Sears

All in favor

Motion Approved to release endowment money.

D. Dress Down Day, Sept 29 – Kathie

1. Usually earns about \$400

a. Discussed options for use of monies raised

Idea: Dream for the future grant—use examples—applications on line and parents can also fill out if they see a need in--the ones turned in last year and were turned down they are encouraged to re-apply

Motion made to use monies raised from PTO dress down day to fund requests/applications from Dream for the Future by Heather Drigger

Seconded by : Scott Storms

All in favor

Motion Approved to use money raised by PTO dress down day to be used for funding Dream for the Future.

E. Bylaw changes – vote on V.P., Public Relations coordinator, and Parent –Teacher Liaison position change

1. Old version (C. Vice President) and (A. President Elect) and change to (C. Vice President)

a. Old version: The Vice President will organize member outreach on behalf of the PTO. The Vice President is primarily responsible for the development of the PTO Directory and coordination of Back to School Night activities. Included in the development of the director will be data collection, updates, solicitation of advertisement, and publication. The Vice President will identify opportunities to enhance the school through the utilization of parent's talents and resources. The Vice President is also an ex-officio member of all PTO committees and shall perform such duties as are assigned to this office by the President.

b. Old version: The President-Elect shall perform the duties of the President in the absence of that office. The President-Elect shall act as a liaison between the Executive Board and the School Commission by serving in the role of School Commission At-Large Member. If the PTO President-Elect is not a parishioner of St. Monica, this person will still serve as the PTO representative; however, the president shall appoint an executive board member who is St. Monica Parishioner to represent the PTO as the At-Large Member on the school commission. In addition, the President-Elect will represent the PTO on the School Commission Communication Committee. The President-Elect will coordinate the Joint Meeting between the PTO and the School Commission. The President-Elect shall serve as parliamentarian and is responsible for

maintaining order at all meetings. The President-Elect shall chair the Nominations Committee. The President-Elect will present the mission of the PTO/Executive Board at the Kindergarten Roundup.

Committees reporting directly to the President-Elect are the Nominations Committee and any other committees as determined by the executive board and/or President.

- c. Proposed Change (C Vice President) The Vice President shall perform the duties of the President in the absence of that office. The Vice President shall act as a liaison between the Executive Board and the School Commission. The Vice President will coordinate the Joint Meeting between the PTO and the School Commission. The Vice president will serve as parliamentarian and is responsible for maintaining order at all meetings. The Vice President will organize member outreach on behalf of the PTO. The Vice President is responsible for helping the President with Ice Cream Social and Back to School Night Activities. The Vice President will identify opportunities to enhance the school through the utilization of parent's talents and resources. The Vice President is an ex-officio member of all PTO committees and shall chair the nominations committee. Committees reporting directly to the President-Elect are the Nominations Committee and any other committees as determined by the executive board and/or President.
- d. Proposed change add School Commission Representative: PTO will have one representative as a member of the School Commission Finance Committee. This representative will be chosen based on availability and meeting times, but must be a member of the PTO Budget Committee. They then will report back any necessary information to the PTO Budget Committee

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Motion made to make above changes in PTO bylaws for the Vice President and President- Elect definitions by Kathie Van Gheem

Seconded: Sharon Ely

All in favor

Motion approved to change bylaws for Vice President and School Commission Representative.

3. Old version (G.) Public Relations Coordinator change
 - a. Old version: The Public Relations Coordinator arranges publicity and/or media coverage for all events sponsored by the PTO with the intent to promote St. Monica School. The Public Relations Coordinator will produce a bi-monthly St. Monica *PTO Press* and

coordinate updating of PTO information on the St. Monica Website including past PTO Press issues and PTO Executive Board Meeting Minutes, in coordination with the PTO Secretary and the Administrative Representative. The Public Relations Coordinator should work closely with the School Commission to jointly promote the best interests of St. Monica School.

- b.** Proposed Change: The Public Relations Coordinator arranges publicity and/or media coverage for all PTO events sponsored by the PTO with the intent to promote St. Monica School. The Public Relations Coordinator will produce (as needed) any communication to the parents of the school via the school newsletter, website, or email. The Public Relations Coordinator will update PTO information on the school website including PTO Executive Board Meeting Minutes and meeting dates , in close coordination with the PTO Secretary and the Administrative Representative. The Public Relations Coordinator should work closely with the School Commission to jointly promote the best interests of St. Monica School.

Motion made to change PTO bylaws for Public Relations Coordinator by Sharon Ely.

Seconded by Kathie Van Gheem

All in favor

Motion Approved to change PTO bylaws for Public Relations Coordinator.

- 4. PTO bylaw Parent-Teacher Liaison Chairperson proposed change
 - a. Old version (H. Parent –Teacher Liaison Chairperson) The Parent-Teacher Liaison Chairperson shall act as a liaison between the parents and the faculty. The Parent-Teacher Liaison will help new parents in creating a smooth transition to the St. Monica School environment. The Parent-Teacher Liaison shall coordinate the pairing of existing families with new families, keeping in touch throughout the year. The Parent-Teacher Liaison shall maintain a list of all room parents and maintain communication with teachers to see that their needs are being met. The Parent=Teacher Liaison is also responsible for maintaining the Teacher Wish List, facilitating volunteer acknowledgement, and coordinating the Teacher Roundtable.

Committees reporting to the Parent-Teacher Liaison Chairperson include Teacher Appreciation Luncheon and any other Committee determined by the executive committee and/or president.

- b. Proposed change (G. Parent-Teacher Liaison Chairperson) The Parent-Teacher Liaison Chairperson shall act as a liaison between the parents and the faculty. The Parent-Teacher Liaison is responsible for coordinating the Teacher-Conference Dinner in fall and the Teacher Appreciation Luncheon during Catholic Schools Week. The Parent-Teacher Liaison shall assist the faculty in soliciting room parents and classroom liaisons and shall maintain a list of these volunteers. The Parent-Teacher Liaison is also responsible for facilitation volunteer acknowledgement in conjunction with the faculty.

Motion made to change the above bylaws for Parent-Teacher Liaison Chairperson by Kelly Kunst.

Seconded by Scott Storms

All in favor

Motion Approved to change PTO bylaws for Parent-Teacher Liaison Chairperson.

- F. Volunteer Corner/PTO corner – what are the school's/PTO's needs right now? – Kathie
 1. If you need volunteers---get in touch Amanda to put on the corner
 2. Idea have a running tally needed of volunteers throughout the year—if parents are short in hours they have a place to look for hours
 3. PTO website---topics to be discussed

Meeting Adjourned at 8:20 pm – motion made by Kathie Van Gheem, seconded by Sharon Ely;all in favor

Next Meeting: Oct 5, 2010 Rm. 25

Minutes prepared by: Kim Anderson