

St. Malachy PTO Board Meeting Minutes

2011-2012 School Year

Wednesday, November 9, 2011

1. Call to Order

The meeting was called to order with an opening Prayer at 6:18 p.m.

2. President's Report (Beatrice Bursten)

- a. **Fall and Winter/Spring Parent Volunteer Form.** The group discussed and confirmed events to include on the upcoming Winter/Spring PTO Volunteer Form, as well as the Fall PTO Volunteer form sent at the beginning of the school year—both updated by Janelle Logan. They include:
 - **Fall:** Advent, Box Top Coordinators, Cafeteria volunteers, Enrichment, Family Harvest, Food for Friars, Grandparents' Day, Mentor Families, Room and Assistant Room Parent, Logo and Spirit wear, Mardi Gras Basket Coordinator, Mardi Gras Committee volunteers, PTO Bakers, Red Ribbon Day (or Week), and Vocations Day. Vocations Day may become part of Catholic Schools Week on a Mass Day. It will go on the Winter/Spring form this time but added to the Fall form next year.
 - **Spring:** Cafeteria volunteers if needed (they are), Catholic Schools Week, Copy Volunteers if needed, Lent, Mardi Gras Basket Coordinator (this year only—move to Fall form next year), Mardi Gras Committee volunteers, Mentor Families, Movie Night, Teacher/Staff Appreciation Week, and Used Uniform.
- b. **Survival Guide.** Still missing information from Krenzke, Strahle, and both kindergarten classes. Mrs. Bostrom will gather the missing information and forward to Beatrice by November 18th. The survival guide will include information on Athletics, items specific to each classroom, Handbook items, PTO activities, Constitution and Bylaws, Staff Directory, and Competitions such as in Music, Art, Spell Bowl, and Spanish.
- c. **Committee Chair Term Limits.** The idea of implementing term limits for Committee Chairs was introduced. This is not a reflection on anyone's performance, but comes more from the perspective of getting additional people involved and to build a succession plan to bring in new people as others leave. After much discussion, the Board agreed on the following: A Committee Chair shall hold a position for two years, and then mentor an incoming Committee Chair for a third year. If the position is open after the second year is up, the sitting Committee Chair can retain it on a yearly basis, and the position would be advertised as available each year henceforth.
- d. **Adopt a Special Teacher or Staff Member.** Janelle Logan offered to send a note to all room parents, offering the opportunity to "adopt" a special teacher or staff member to recognize those positions that can sometimes go unnoticed. Each class will be able to have a particular staff member to recognize during special holidays, Catholic Schools Week, Teacher/Staff Appreciation Week, birthdays, etc. The Board agreed, and Janelle will send out an email ASAP to the room parents.

3. **Secretary Report** (Debbi Hodde)

A motion to approve the October 12 meeting minutes was made. The motion passed and the minutes were approved.

4. **Principal's Report** (Angela Bostrom)

Mrs. Bostrom is in the process of completing a parent survey, where all parents and staff will have the opportunity to weigh in on three calendar choices. A decision will be made early to mid-December. The options will consist of adopting Brownsburg's balanced calendar, making no change and staying with the traditional calendar, or adopting a combination of the two.

5. **Treasurer's Report** (Kirk Martin)

Report held for General Meeting.

6. **Committee Reports**

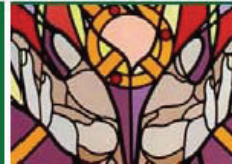
- a. **Grandparents Day** (Debbi Hodde, Diana Jacob, Tracy Prah, Kris Leous): On behalf of the committee, Debbi thanked the volunteers and participants, informed the group that the book fair made \$3000 that day, and please email any of the committee members with comments and suggestions. The group met previously for a wrap-up to discuss things that went well, things that we want to tweak for next year.
- b. **Publicity** (Vicki Arthur): Staffing changes have recently occurred both at the *Hendricks County Flyer* and *The Indianapolis Star*. *Flyer* editor Kathy Linton has informed me that Bart Doan is now the reporter for all Brownsburg-area news. The *Star's* suburban coverage has declined somewhat with the more all-inclusive "Local Living" section taking the place of targeted weekly suburban sections. However, there is still a place for Hendricks County news and we will continue to submit news releases as warranted.
A short press release is in development covering St. Malachy School's first Grandparents' Day. Photos also will be submitted. Future topics for press releases include the Thanksgiving food drive and Christmas toy drive.
- c. **Spirit Wear** (Astra Bessler and Angela Kaiser): Spiritwear was displayed during parent-teacher conferences and on Grandparents' Day. Interest was high. Orders are due November 11. All items will be delivered by early December.
- d. **Box Tops/Labels for Education** (Heather Ertel): In the contest that ran from October 10 to 14, we collected a total of 17,526 box tops, earning the school \$1,752.60. We collected over 2,300 Labels for Education. We will do a shorter 3-day blitz to maximize a collection bonus through Labels for Education. Mrs. Prah's class won the collection contest with a total of 2,155 combined Box Tops and Labels for Education.

7. **Next Meeting**

There will be no December General PTO meeting.

8. **Meeting Adjournment**

The Board Meeting adjourned at 6:59 p.m.



St. Malachy PTO General Meeting Agenda

2011-2012 School Year

Wednesday, November 9, 2011

In attendance: Tami Scott, Vicki Arthur, Kim Chapman, Beatrice Bursten, Angela Bostrom, Heather Ertel, Kirk Martin, Janelle Logan, Michelle Tuttle, Colleen Sicuso, Jennifer and Emmett King, Kris Keers, Christy Dalton, Beth Nell, Ann Vincent, Laura Sulecki, Theresa Wynne, Becky Walsh, Debbi Hodde.

1. Call to Order

- a. The meeting was called to order at 7:04 p.m.
- b. The group spent a few minutes chatting with someone they didn't know.

2. President's Report (Beatrice Bursten)

- a. **Winter/Spring Parent Volunteer Form.** We will be sending out a Winter/Spring PTO Volunteer form in a few weeks, so if you didn't get a chance to volunteer in the fall or your schedule has changed and you are now able to do so, please look for the form and any opportunity you may have to help out.
- b. Survival Guide. This guide is in the final stages of information gathering. Beatrice asked anyone interested in helping put this together to please contact her via email at Beatrice.Bursten@gmail.com.

3. Secretary Report (Debbi Hodde)

Agenda items, including RFEs, for January 11 PTO meeting are due to Debbi by end of day on Friday, January 6. Current and past meeting minutes are posted on the PTO website.

4. Committee Reports, if applicable

No committee reports were presented at the General Meeting

5. Principal's Report (Angela Bostrom)

Mrs. Bostrom is in the process of completing a calendar survey, where all parents and staff will have the opportunity to weigh in on three calendar choices. A decision will be made early to mid-December, based on the majority preference. The options will consist of adopting Brownsburg's balanced calendar, making no change and staying with the traditional calendar, or adopting a combination of the two.

9. Treasurer's Report (Kirk Martin)

Kirk gave a recap of the current state of the budget. Our biggest sources of income are logo/spirit wear and trash bags. Expenses are currently down from last year. Income is also down but he sees that going up, and we are currently under budget.

6. Next Meeting

There will be no December General PTO meeting. Next guest speaker may be Kathy Mears to discuss SMS accreditation to discuss exactly what that means and what the end result is.

7. Guest Speaker

Michelle Tuttle introduced Jennifer King, who spoke about the St. Malachy Parish School Mardi Gras event. She provided background information, highlighted what the Mardi Gras proceeds go to (examples include the Angel fund, air conditioners, accelerated reader and math programs, security system, smart response clickers, communication system for cancellation notices). Last years' event made \$116,000. This school year's event will be held Saturday, February 18, 2012 at the Colts Complex. Tickets are \$150 per couple and include dinner, drinks, silent and live auctions, raffle, and class themed baskets. All are welcome, not just parishioners. Danny Keers and Emmett King are co-chairs, Theresa Smith is the class basket coordinator, and Jennifer King manages donations. Jennifer discussed levels of sponsorship and ways to become involved. A question was raised about who decides how the money is spent. Mrs. Bostrom and the School Commission discuss the opportunities, and then Fr. Joe and Mrs. Bostrom make the decisions based upon the most pressing needs of the kids and the school. Jennifer ended her presentation by passing out a flyer that included the dates for next year's event, as well as contact information for volunteer opportunities.

8. Parent Input, Suggestions, and Concerns

No parent input, suggestions, or concerns were brought forth at the General Meeting.

9. Meeting Adjournment and Guest Speaker

The General Meeting adjourned at 7:30 p.m.

St. Malachy
Analysis of Revenues & Expenses - Detail
PTO
September 2011

Accounts	MTD Actual (This Year)	YTD Actual (This Year)	YTD Actual (Last Year)	YTD Budget (This Year)	Annual Budget (This Year)
Extra Ordinary Revenues					
4500.700 - Trash Bags - PTO	\$2,552.50	\$5,767.50	\$4,246.00	\$4,000.00	\$130,000.00
4501.700 - Logo Clothing - PTO	\$69.00	\$69.00	\$9,733.00	\$0.00	\$0.00
4711.700 - Misc Income - PTO	\$0.00	\$0.00	\$0.93	\$0.00	\$0.00
Total Extra Ordinary Revenues	<u>\$2,621.50</u>	<u>\$5,836.50</u>	<u>\$13,979.93</u>	<u>\$4,000.00</u>	<u>\$130,000.00</u>
Extra Ordinary Expenses					
5490.700 - Trash Bags - PTO	\$80,209.89	\$80,209.89	\$0.00	\$80,000.00	\$85,000.00
5500.700 - Misc. Expense - PTO	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00
5859.700 - Field Trips - PTO	\$0.00	\$0.00	\$425.00	\$600.00	\$4,590.00
5940.700 - Logo Clothing - PTO	\$185.00	\$185.00	\$4,376.65	\$0.00	\$0.00
5970.700 - Enrichment - PTO	\$294.96	\$719.96	\$1,719.00	\$2,193.00	\$16,943.00
5981.700 - Student Awards - PTO	\$0.00	\$0.00	\$175.00	\$100.00	\$300.00
5982.700 - Communications - PTO	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
5983.700 - Special Projects - PTO	\$63.14	\$63.14	\$83.37	\$700.00	\$3,467.00
5984.700 - Teacher's Request & Supplies - PTO	\$1,430.78	\$5,339.10	\$8,843.10	\$9,800.00	\$19,400.00
Total Extra Ordinary Expenses	<u>\$82,183.77</u>	<u>\$86,517.09</u>	<u>\$15,637.12</u>	<u>\$93,393.00</u>	<u>\$130,000.00</u>
Net Total	(\$79,562.27)	(\$80,680.59)	(\$1,657.19)	(\$89,393.00)	\$0.00