



St. Malachy PTO Meeting Agenda

2011-2012 School Year

Wednesday, October 12, 2011

In attendance: Debbi Hodde, Kathy Copeland, Denise Bullock, Jennifer Carr, Kirk Martin, Diana Jacob, Becky Walsh, Beth Nell, Tami Scott, Lorrain Fluhr, Pam Staysniak, Ann Vincent, Nancy Kendell, Jennifer Wilke, Jennifer Warner, Michelle Tuttle, Darin Odier, Dawn Hostettler, Heather Ertel, Lora Poore, Cheryl Davis, Heidi Spahn, Laura Sulecki, Kristi Hinkle

PTO Board Meeting

1. Call to Order

- a. The meeting was called to order with prayer at 6:20 p.m.

2. President's Report (Beatrice Bursten)

- a. **December PTO Board Members Christmas party:** The Board decided that this year's PTO Board Member Christmas party gathering for Board Members, Committee Chairpersons, Principal, Vice Principal, and spouses, traditionally held in lieu of a meeting, will be at Beatrice Bursten's home on Wednesday, December 14 at 6:15 p.m. Beatrice will provide the main entrée, everyone will bring a side dish, and we will have a White Elephant gift (funny or nice—up to the giver) exchange with a \$10 limit. Beatrice will send more detailed information out soon.
- b. **Survival Guide.** Now that list of room parents has been set, Beatrice will direct focus on the Survival Guide. It's nearly complete, but there are a few gaps that may take about a week to put together, and then it will be ready for publishing. She will send the PTO Committee a complete list of what remains, and ask for feedback and assistance for completion.
- c. **PTO Parish Involvement.** The general scope and purpose of PTO is to improve the learning atmosphere for the school, students, and teachers. However, we are periodically approached to assist functions outside the school to provide snacks, volunteer opportunity presentations, and funds for functions such as mission trips, retreats, etc. The question presented was can we continue to support these needs based on our budget constraints. It was decided that maintaining a positive relationship with the Church, and the fact that we are a Parish school, were important reasons to continue providing our time and talent and, on a case by case basis, treasure.
- d. **Request for Expenditure (RFE) requests.** Gail Strahle submitted an RFE for \$23.54 to cover the cost of a Launching the Writers Workshop book and an ABC Chart to incorporate the 6+1 writing traits in the classroom. Mrs. Prahm submitted an RFE totaling \$31.03 for the Launching the Writers Workshop Book and a poster on genres. Both RFEs are for the purpose of enhancing writing in 2nd grade and to guide writing instruction for 6+1 traits. Motions were made to approve the RFEs. Passed and approved by the Board.

3. Secretary Report (Debbi Hodde)

- a. **Agenda items due.** Agenda items for the November 9 PTO meeting, including requests for expenditure, are due to Debbi by Friday, November 4.
- b. **Previous meeting's minutes.** A motion was made to approve the minutes from the September 14 meeting.

4. Treasurer's Report (Kirk Martin)

- a. **Current balance report.** Kirk updated the Board on current finances. The current balance as of October 1 is \$4659. We are a few hundred dollars off from the same time last year, but the difference is not enough to be of concern—we are about where we should be. Kirk asked what information the group would like him to provide at the monthly meetings. It was decided that we would like to know: the current balance, what monies came in, and what expenditures were incurred. Excluding trash bag profit, we spent \$5000 and received \$2000.
- b. **Brainstorming on fundraisers.** Discussion ensued regarding raising the cost of bags, incorporating other fundraisers (Christmas wrap, flowers, etc.) and expanding and promoting Scrip sales. The group brainstormed about having Scrip cards on hand after mass, creating and maintaining an inventory, and expanding the knowledge of the current scrip program. It isn't promoted enough as it was in the past. Scrip is considered a single, ongoing fundraiser.

5. Committee Reports (See other reports)

- a. **Fundraising** (Denise Bullock, Jennifer Carr, Steve Marcou): Jennifer submitted a report outlining that 92 students qualified for gift cards by selling more than 50 rolls of trash bags. She is working on finalizing the choices, obtaining them through Scrip, and will request a check from Kirk Martin. She proposed that tuition credit proceeds go to the 8th grade trip. Denise also submitted a report detailing that the school sold 11,273 rolls. The total amount due to the school is \$90,184, and we have received at the time of this meeting a total of \$89,188. Waiting on \$996 from 7 families. Rolls sold down approximately 1,700 from last year.
- b. **Box Tops** (Tami Scott, Heather Ertel): The fall collection contest is running October 10 to October 14. The winning class will receive the Spirit Trophy and a pizza party. A new collection box is located in the Holy Family Room at the church, and a blurb will appear in the upcoming bulletin. We want to do a collection blitz right before Christmas break to take advantage of a bonus opportunity through the Labels for Education program, with a possible casual day pass as an incentive for this blitz.
- c. **New Family** (Heather Ertel): there are three new families that need mentors. Heather will submit a request for volunteer mentors in the next school newsletter.
- d. **Logo and Spirit Wear** (Astra Bessler and Angela Kaiser): The chairs met with EmbroidMe and Diversified Business Systems and received proposals from both. The primary supplier will be EmbroidMe, and accessory items could be supplied by Diversified. Additional committee members have narrowed down initial clothing options with vendor. Online shipping option is being explored for subsequent waves. Next, the committee will meet with the vendor to review logo options, share selections with Mrs. Bostrom, have samples ready for display at the parent teacher conferences, and take orders with delivery before Christmas.
- e. **Special Speaker Coordinator** (Michelle Tuttle): Michelle has contacted Dan Keers, the Mardi Gras committee chair, to request a representative come to the November PTO meeting. His committee is meeting on October 19th and he will confirm with Michelle.

6. Next Meeting

The next PTO meeting is scheduled for 6:15 (PTO Board Meeting) and 7:00 p.m. (General PTO Meeting) on November 9.

7. Meeting Adjournment and Guest Speaker

Ruth Rogers will speak about the St. Malachy Parish School Commission after the general meeting adjourns. Adjourned at 6:58 and proceeded to auditorium, where Ruth Rodgers spoke regarding School Commission.



St. Malachy PTO Board and Parent Meeting Minutes

2011-2012 School Year

Wednesday, October 12, 2011

PTO Parent Meeting

1. Call to Order

The meeting was called to order at 7:05 p.m.

2. Principal's Report (Angela Bostrom)

- a. **Balanced Calendar.** Mrs. Bostrom addressed rumors that St. Malachy would be moving to a balanced calendar next year. She acknowledged that, while the Brownsburg School System had passed the calendar, St. Malachy has not made any decisions regarding the switch from a traditional to a balanced calendar. She is working with the School Commission on this issue and will promptly convey any changes to the St. Malachy community if and when they are made, likely within a few weeks.
- b. **Purchase of School Property.** Mrs. Bostrom also addressed rumors that school property had been purchased and we had a timeline for vacating the premise upon building a new school. Again, these are just rumors, and no finalized purchase agreement has been approved or passed. If and when such a plan has been decided upon, Fr. Joe will address the St. Malachy community about it.
- c. **Accreditation Update.** Mrs. Bostrom spent a few moments updating the group on upcoming accreditation scheduled for February, 2012.

3. Guest Speaker (Ruth Rogers)

Ruth Rogers gave a presentation on the School Commission and facilitated a question and answer period to close the meeting.

4. Next Meeting

The next PTO Parent meeting is scheduled for 7:00 p.m., November 9.

5. Adjournment

The St. Malachy PTO Parent meeting adjourned at 7:53 p.m.