



St. Malachy PTO Board and Parent Meeting Minutes

2011-2012 School Year

Wednesday, September 14, 2011

In attendance: Beatrice Bursten, Debbi Hodde, Kirk Martin, Michelle Tuttle, Janelle Logan, Diana Jacob, Derek Cram, Lorraine Fluhr, Kim Chapman, Tracy Prah, Jennifer Wilke, Jennifer Warner, Annette Darrow, Laura Sulecki, Beth Nell, Heather Ertel, Nancy Kendall, Theresa Wynne, Becky Walsh, Christy Dalton, Karin Bell, Dawn Hostetler, Kristi Hinkle

PTO Board Meeting

1. Call to Order

- a. The meeting opened with prayer and was called to order at 6:20 p.m.
- b. Group spent a few minutes getting to know someone new.

2. President's Report (Beatrice Bursten)

- a. **Meeting guidelines.** Beatrice spent a few minutes discussing the structure and guidelines for meetings, including adhering to prompt start and end times, respecting the person who has the floor, being open to opinions of others, and so forth. For details, see the PTO Organizational Meeting – August 2011 meeting minutes on the PTO page of the St. Malachy School website (Items 2a, 2b, and 2g).
- b. **Committee Meeting Report forms.** These forms should be used for planning purposes prior to each meeting. These should be completed prior to the meeting and used as an organizational tool, as well as for record-keeping purposes. If you have nothing to report, send an email to Debbi Hodde. If you will not be able to attend a meeting, you can send the completed form, whether you have something to report or not, to Debbi.
- c. **New Family Meet and Greet.** The event was held on August 26th with round 30-35 parents and several kids. Beatrice discovered some new parents seemed pleasantly surprised at how involved parents are at St. Malachy. Planning and discussion for next year's event should start at the April or May parent meetings to help be better prepared. Also, ensure teachers are well-informed, and communicate the Meet and Greet to their K, 1, and new students.

3. Secretary Report (Debbi Hodde)

- a. **Updated information posted to school website.** Reminded all that PTO Calendar, August minutes (Craney RFE request), and the August Organization meeting minutes are on the PTO page of the school website, as well as updated Board and Committee Chair information. It was brought to the attention of the group that some Commission meeting minutes are incorrectly posted as PTO minutes. Angela will follow up to ensure the proper minutes are posted. For future meetings, Debbi will work to ensure the Agenda is posted prior to each meeting, and will cc: Angela, who will communicate the agenda location to the parents via School Reach.
- b. **Agenda items due.** Agenda items for the October 12 PTO meeting, including requests for expenditure, are due to Debbi by Friday, October 7.
- c. **Previous meeting's minutes.** A motion was made to approve the minutes from September 14 a.m., whereupon a vote was made and passed via email for the purchase of online access to A-Z reading curriculum resources for six teachers.

4. Treasurer's Report (Kirk Martin)

- a. **Current balance and review.** Kirk reported that the PTO balance is currently just over \$3000. He is obtaining detailed information regarding the state of the books and is in the process of analyzing it to create a benchmark. Kirk asked for more information regarding the purpose of trash bag sales. Money from trash bag sales is used to enrich activities for students, including supplemental curriculum to build upon what they are already doing in the classroom—to enhance learning for advanced students as well as improve learning for remedial students. The annual Mardi Gras serves a similar purpose. Angela will add to a future newsletter an explanation of Mardi Gras and the direction of funds.
- b. **Proposition of ongoing sales.** Trash bags: Steve Marcou and Denise Bullock have the key to the trash bag closet, and the discussion of selling those daily was initiated. Beatrice will look into getting an extra key made for access. Scrip: Selling Scrip cards daily was also mentioned. Angela suggested a committee of parents look into whether this is a viable option or not.
- c. **PTO donation to Country Fair.** Per Beatrice, the PTO donated two baskets to the Country Fair raffle.

5. Committee Reports

- a. **Publicity** (Vicki Arthur): Nothing to report.
- b. **Fundraising** (Denise Bullock, Jennifer Carr, Steve Marcou): Denise gave the group a preliminary update on the recent trash bag sale. She informed the group that 11,060 rolls were sold from a participating 393 students, averaging 28.1 per student. Last year, 12,974 rolls were sold from a participating 412 students, averaging 31.5 per student. Final numbers should be available at the October meeting.
- c. **Box Tops and Soup Labels** (Tami Scott, Heather Ertel). Heather will provide information on the Box Tops, Campbell's Soup Labels, Coke and Marsh incentives for the next school newsletter, including details and website links. Currently, the Box Top contest will consist of two collection dates: October and February. Soup labels: We can receive double points for those sent in October. The group discussed monthly contests with small prizes such as treats or casual day passes, rather than limited collection dates, as a better way to promote these opportunities. Angela will enlist students to help to create a fun collection box for the labels and box tops to attract and promote the opportunity to collect and contribute.
- d. **New Family** (Heather Ertel): Nothing to report.
- e. **Used Uniform** (Diana Jacob): The sale was held last May, with 65 families participating. Any red shirts collected were donated to Haiti. A total of \$3173 exchanged hands during the sale, and \$122 was donated to the PTO.
- f. **Logo and Spirit Wear** (Astra Bessler and Angela Kaiser): The committee will meet with two potential vendors, EmbroidMe and Mike Waters, in the next couple of weeks to discuss options for offering both economical and upscale items.
- g. **Parent Volunteers:** Susan Hinkle has resigned as Parent Volunteer Coordinator. We can make an announcement and put out an email.
- h. **Enrichment** (Theresa Wynne): Nothing to report.
- i. **Special Speaker Coordinator** (Michelle Tuttle): Ruth Rodgers is scheduled to speak at the next meeting (October) to help distinguish between School Commission and PTO.
- j. **Food for the Friars** (Lori Van Noy): Nothing to report.
- k. **PTO Bakers** (Tami Scott): Nothing to report. Diana Jacob stated we will need the help of PTO bakers for the upcoming Grandparents Day event on November 3rd. Mrs. Prah's class is in charge of the 1:15 Mass that day, so she will talk to Fr. Joe and work with the committee (currently led by Debbi Hodde and Kris Leous) to help coordinate the day's activities.

6. Principal's Report (Angela Bostrom)

Scholarship and Voucher information. St. Malachy Parish School has been approved by the Scholarship Granting Organization (SGO) for scholarship. Over 15 families have taken advantage of the voucher and/or the Educational Choice trust. The CHOICE Trust Grants at St. Malachy can be awarded to any students in grades K-8, but the expectation is that most will go to kindergarten students, as they are not eligible for a voucher. If they qualify with a Choice Trust grant, however, they will be eligible for a voucher in first grade if they meet family income requirements. Anyone who wants more information can contact Angela Bostrom or Matt Goddard. Additional details about the vouchers are available at <http://doe.in.gov/schoolchoice/>.

7. Next Meeting

The next PTO Board meeting is scheduled for 6:15 p.m. on October 12.

8. Adjournment

The St. Malachy PTO Board meeting adjourned at 7:04.



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PTO Parent Meeting

1. Call to Order

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

2. President's Report (Beatrice Bursten)

- a. **Meeting guidelines.** Beatrice spent a few minutes outlining her goals for parent meetings. For details, see Item 2a in the above PTO Board Meeting minutes. Highlights:
 - Each meeting, please wear a nametag (provided by the sign-in sheet) and plan to meet someone you don't know.
 - The meetings will start promptly at 7:00 and end promptly at 8:00 p.m. This may require wrapping up or shelving issues so that we can move on and adhere to the schedule.
 - Beatrice reiterated the directive to respect the person speaking, feel free to ask questions, listen with an open mind, and avoid making rash judgment calls.
- b. **Agenda deadlines.** Deadlines to add items to the agenda for discussion are posted on the PTO page of the school website. If you would like to post something on the agenda, please submit them by the designated date. Items not submitted on time may be subject to postponement for a future meeting. You can also send suggestions to pto@stmalachy.org.

3. Secretary Report (Debbi Hodde)

Recap from Item 3 in the above PTO Board Meeting minutes.

4. Treasurer's Report (Kirk Martin)

Nothing to report yet, but Kirk will have more next time. Beatrice touched on trash bag sales (recap from Item 5b in the above Board Meeting minutes).

5. New Business

- a. **Box Tops and Soup Labels.** Recap from Item 5c in the above Board Meeting minutes.
- b. **New Parent Volunteers Chairperson.** Susan Hinkle has resigned as Parent Volunteers chairperson, which consists of collecting, sorting and distributing to the appropriate people the parent volunteer forms at the beginning of each school year. Kristi Hinkle volunteered for and was named the new chairperson for this committee at this meeting.
- c. **Principals report: Scholarship and Voucher information.** Recap from Item 6 in the above Board Meeting minutes. 1,200 vouchers have been approved within the Archdiocese. You can find more detailed information on the Criterion website. Much of our scholarship money came from the Maggie's Angels fund and the Mardi Gras funds.
- d. **Guest Speaker at next meeting.** Ruth Rodgers will attend the next meeting as a guest speaker to talk about the School Commission, and the differences between that group and PTO. The School Commission meets at 7:00 a.m. on the first Wednesday of each month.

6. Parent Input, Suggestions, and Concerns

- a. **8th Grade Garage sale.** The announcement that this sale had been postponed due to the 8th grade Leadership Retreat brought the concern about those who have full garages and had been saving for and counting on getting rid of their sale items. Some options include finding storage locations, offering service hours to 6th and 7th grade to help run the sale, analyzing the most beneficial dates for the sale (spring, fall, both). Julie Konger and Kathy Walton are the coordinators for this, so they will need to research these issues.
- b. **Skirt length.** A concern about skirt length was brought up. Angela reiterated that it is an ongoing, monitored issue and skirt lengths are measured regularly. The consequences (no free dress for last day of month, detention referrals for continued offenses) are being enforced. The skirts are sold at the appropriate length—they are being hemmed. Angela will consider asking Fr. Joe to discuss appropriate dress. Also, parents would like more clarification on what is acceptable for casual day, however, it is understood that it is a difficult task to attempt to nail down every specific detail regarding appropriate non-uniform day dress.
- c. **School Supply Kits.** Becky Walsh researched an idea brought up at the end of the last school year regarding the purchase of school supply kits. It was concluded that this is not a viable option financially at this time.
- d. **Suggestion box.** It was requested that we implement a suggestion box for parental concerns and kudos. The PTO had discussed this at the Organization meeting in August and plans are in place to make this available.
- e. **Country Fair volunteers.** If you would like to volunteer, you can sign up at Church, and you can also sign up onsite at the fair.
- f. **Bookstore.** The idea of finding a location with regular hours at the school where students and parents can go to purchase items such as spirit wear, uniforms, trash bags, limited supplies, etc. has become increasingly popular. The PTO will begin looking into the feasibility and logistics of implementing this feature. This could also be staffed by students who need service hours.

7. Next Meeting

The next PTO Parent meeting is scheduled for 7:00 p.m., October 12.

8. Adjournment

The St. Malachy PTO Parent meeting adjourned at 7:59.