



St. Malachy PTO Board Meeting Minutes

2011-2012 School Year

Wednesday, January 11, 2012

In Attendance: Kirk Martin, Matt Goddard, Beatrice Bursten, Debbi Hodde, Kim Chapman, Laura Sulecki, Michelle Tuttle, Andrea Beyke, Sandra Kennison, Jennifer Warner, Beth Nell, Becky Walsh, Darin Odier, Tami Scott, Vicki Arthur, Angie Cullin, Tracy Prah, Kathy Copeland.

1. Call to Order

The meeting was called to order at 6:19 p.m.

2. President's Report (Beatrice Bursten)

- a. **Catholic Schools Week.** Schedule of events has been set. Volunteers are being recruited from PTO bakers and to help run the dessert table for the kids on that Thursday.
- b. **Upcoming SMS Open House.** Tami has drafted an email to recruit PTO bakers and it will be sent out Friday. Room parents will be asked to help obtain volunteers if needed.
- c. **PTO-sponsored movie night.** We will host two separate movie nights, one for grades K-4 and one for grades 5-8. Beatrice will look into availability of Noll Hall. Tentatively planning to show Mr. Popper's Penguins on February 24 at 6:30 for K-4. Tentatively planning March 9th at 7:00 for 5-8. Mr. Goddard will coordinate with student council to determine a list of options for the older group, with a G or PG rating. Still need to determine cost per student to cover popcorn, lemonade, and water. Discussed the need for sign-in/sign-out sheets, parent volunteers in charge of each grade as students are released. Kim Chapman will contact Sandy Wagoner regarding our equipment and projector. Debbi will make flyers/RSVP sheets and sign-in sheet by last name or grade. Someone will contact Maintenance for any additional equipment (e.g. chairs). Will finalize everything at the next PTO meeting. [**Edited to note:** Original dates not available. Now planning to host on February 25 and March 9, respectively.]

3. Secretary Report (Debbi Hodde)

- a. A motion was made to approve the updated Constitution and Bylaws (changed included defining the committee chair term limits in the Bylaws, adding a Last Modified date, and correcting typos). Motion was seconded and passed as approved. Debbi will forward the updated .pdf to Michael Jasiak for posting on the website.
- b. A motion was made to approve the November minutes, and the December minutes (an email vote to approve 3 RFE requests managed via email in lieu of a formal December PTO meeting). Motion was seconded and passed as approved.
- c. Agenda items, including RFEs, for the February 8 PTO meeting are due to Debbi by end of day on Friday, February 3rd.

4. Treasurer's Report (Kirk Martin)

Kirk gave a report on the current finances. We are \$15,000 under budget, \$4000 under expenses. The December numbers aren't in yet, but trash bag sales were down significantly this year, and we have had a few more expenses than we budgeted for.

5. Committee Reports (if applicable)

- a. **Publicity (Vicki Arthur).** Vicki discussed her press release, yard signs, etc. for the open house.
- b. **New Family (Heather Ertel).** In the next month or so she will need to turn over the mentor family information to someone who will coordinate the program for next year. She is willing to help them get set up for next year. One topic that has come up with mentor families is the feeling they are not needed by all new families. Is there a way we can screen new families to determine if they desire to have a mentor family when they register? Discussed adding a checkbox to new family form or PTO volunteer form for interested families.
- c. **Box Tops (Heather Ertel):** Our December collection contest collected over 3000 Box Tops and Labels for Education points. Mrs. Dean's class won the collection contest with 617 combined points. Our next collection contest will be in February. If anyone has any ideas for a prize for the winning class please let Heather Ertel know. Also, from January 12-18, Marsh is offering 50 bonus Box Tops when you buy 10 participating items. Information will be sent home either via email or backpack mail.
- d. **Teacher Appreciation (Janelle Logan).** Janelle has asked for a co-chair to help her plan Teacher Appreciation Week this year. We will table this discussion until next month and plan to review the volunteer forms and see who offered to help. Someone from that list may be interested in co-chairing the event.
- e. **Spirit Wear (Astra Bessler, Angela Kaiser).** Spiritwear was delivered prior to Christmas break. Nearly 100 orders for nearly 300 items. All monies were collected and invoice has been submitted for payment. Extra sample items are still available for sale.

6. Principal's Report (Matt Goddard)

- a. **Lock-In for 4-8 grade.** If students made a Christmas card at school, they earned an entry pass for the lock-in. The cards went to a local nursing home. The lock-in is scheduled for January 21st from 7 to 10 p.m. with a 4-6 grade group and a 7- 8 grade group. They have enough chaperones, but are happy to accept more volunteers.
- b. **Catholic Schools Week and St. Malachy Parish School Open House.** Matt went over planned events for Catholic Schools Week and detailed the plan for the K-8th grade Open House on January 29th from 11 to 1. Yard signs will be available. We will have a PTO table. Students and parents are doing the tours.

7. Next Meeting

The next PTO Board Meeting is scheduled for 6:15 on February 8th.

8. Meeting Adjournment

The PTO Board Meeting was adjourned at 6:57 p.m.



St. Malachy PTO **General Meeting Minutes**

2011-2012 School Year

Wednesday, January 11, 2012

1. **Call to Order**

The meeting was called to order at 7:00 p.m.

2. **Guest Speaker: Kathy Mears**

Kathy Mears spoke at length and answered parent questions about the school's upcoming accreditation process in February.

3. **President's Report** (Beatrice Bursten)

- a. **Winter/Spring Volunteer Forms.** These are due next Friday, and the Board will contact the appropriate committees with results. The Winter/Spring form and the Fall form will be streamlined for the next school year so that we can ensure everything is covered in advance.
- b. **PTO-sponsored movie night.** See the recap under 2c in the Board minutes.

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

See the recap under item 4 in the Board minutes.

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

Agenda items, including RFEs, for the February 8 PTO meeting are due to Debbi by end of day on Friday, February 3rd.

6. **Parent Input, Suggestions, and Concerns**

- a. **Suggestion box.** A question arose about the availability of a suggestion box. Beatrice will follow up on this and ensure one is put in place.
- b. **Survival guide.** This is a fluid process—all the information has been gathered, but Beatrice is re-thinking how to distribute it. More to follow in a future meeting.

7. **Principal's Report** (Matt Goddard)

See the recap under item 6 in the Board minutes.

8. **Next Meeting**

The next PTO General Meeting is scheduled for 7:00 on February 8th. The guest speaker will be Mr. Odier, who will speak on internet safety.

9. **Meeting Adjournment**

Meeting adjourned at 7:44 p.m.