



St. Malachy PTO Organization Meeting

2011-2012 School Year

Wednesday, August 31, 2011

In Attendance: Beatrice Bursten, Debbi Hodde, Diana Jacob, Michelle Tuttle, Matt Goddard, Angela Bostrom, Tami Scott, Jennifer Carr, Denise Bullock, Vicki Arthur, Kirk Martin.

1. Call to Order

- a. The meeting opened with prayer and was called to order at 6:30 p.m.
- b. **Introductions.** The group made introductions. For this and future meetings, those in attendance will wear name tags, which will be available next to the sign-in sheet.
- c. **Team-Building.** The group participated in a CAPS inventory exercise to learn more about themselves and understand people's tendencies to behave in a certain manner consistent with four quadrants: Controllers, Analyzers, Promoters, and Supporters. Beatrice explained further the meaning behind these quadrants and how they affect one's decision making process. For details regarding this exercise, contact Beatrice.

2. President's Report (Beatrice Bursten)

Beatrice outlined her proposed structure and operating goals for meetings going forward:

- a. **Future Meeting Introductions.** Future meetings will begin with a 5-minute introduction period, where each attendee will greet someone he or she doesn't know, with the purpose of familiarizing ourselves with each other at PTO meetings and functions, as well as other school events. Contact Beatrice at 317-407-2255 (cell) or via email at Beatrice.bursten@gmail.com with any questions or concerns.
- b. **Start and End Times.** The PTO Board Meetings will begin at 6:15 p.m. (but may later be moved to 6:30 p.m.) and General PTO Meetings will begin promptly at 7:00 p.m. and be kept to 1 hour. To help maintain these requirements, those with agenda items or items to discuss will be given an allotted amount of time, and a timekeeper will be designated to give verbal notice to the speaker that his or her time is running out. The purpose of this decision is to keep meetings moving, not to cut off dialogue. Speakers may contact Beatrice or Mrs. Bostrom outside the General PTO Meeting if further discussion is warranted.
- c. **Officer Notebooks.** Officer notebooks shall be created and maintained by each Executive Board member so that, at the end of term, complete history and detailed background information will be available to incoming officers to create an ease in transition of duties. Beatrice suggests Committee Chairman also create and maintain working notebooks.
- d. **Distinguishing between PTO and School Commission.** We hope to include guest speaker Ruth Rodgers, Chairperson for the School Commission, at a meeting in the near future to distinguish the School Commission from the PTO.
- e. **Board meetings vs. General Meetings.** Board meetings will discuss the business side of the PTO, and general meetings will be to help parents learn about something new and to report on the business side.

- f. **Board attendance.** It is important that board members commit to attending every meeting if possible. We all understand that issues may arise, or committees may not have a particularly vested interest in every meeting (for example, trash bag sales), so if you cannot attend please contact Beatrice as early as possible and forward a Committee Report form to her or to Debbi Hodde. Beatrice and Angela will address attendance issues privately, should the need arise.
- g. **General guidelines.** Beatrice emphasized that the PTO is made up of a group of dedicated and involved parents. We must be respectful, listen, and be polite. We must have our reports completed and submitted on time. We must be a cohesive group and a united front. We must also be open to and supportive of opposing views. If you have an issue with another member, do not use the meeting as a forum to air or settle a disagreement—meet with that person privately, and if you are unable to resolve the differences, go to Beatrice or Angela for help with resolution.

3. Secretary Report (Debbi Hodde)

- a. **PTO Calendar.** A calendar, highlighting each month's PTO meeting, due date for monthly agenda item and purchase requisition submission, and dates agendas will be emailed to Board and Committee members (as well as attendees from the previous months' meeting) was passed around. Debbi will add additional dates and forward a .pdf to Mrs. Bostrom for posting on the PTO section of the school website.
- b. **Recordkeeping format.** Proposed formats for attendance sheets, agendas, and meeting minutes were passed around for review. The group agreed these would be used going forward.
- c. **Previous meeting's minutes.** A motion was made to approve previous minutes from August 24, 2011, whereupon a vote was made and passed via email for purchase of new whiteboards for Mrs. Craney.

4. Treasurer's Report (Kirk Martin)

Nothing to report. Kirk will meet with Beatrice and Angela outside of this meeting to discuss details about treasury duties.

5. New Business:

- a. **Logo and Spirit Wear Committee.** Those in attendance determined Astra Bessler and Angela Kaiser as co-chairs for our Logo and Spirit Wear committee. Beatrice will forward all volunteers who expressed interest from the PTO Volunteer Form to Astra and Angela, along with vendor details and general direction so that they can move forward in organizing the committee and providing product for review.
- b. **Trash Bag Sale.** It was proposed to utilize the School Reach system to communicate information to parents regarding trash bag sale dates, pick-up times, and proceeds deadline.
- c. **Comment Box.** The group explored a format for parents, teachers, and staff to communicate compliments or appreciation for a job well-done to help facilitate a positive atmosphere. A comment box may be incorporated, and possibly a submission in the school newsletter. Likewise, the comment box could also be used to address issues such as requests for help, improvement suggestions, etc.; however, they would not be subject to newsletter submission.
- d. **Enrichment ideas.** Ideas for enrichment include bullying (from the parent/teacher/victim perspectives), internet safety (always a popular presentation in the past, but an ever-changing issue), and stranger danger.

6. Old Business:

No old business to report.

7. Committee Reports

a. **Committee Chairs.** The Committee Chairs are:

- Publicity: Vicki Arthur
- Fundraising: Denise Bullock, Jennifer Carr, Steve Marcou
- Box Tops: Tami Scott, Heather Ertel
- New Family: Heather Ertel
- Logo and Spirit Wear: Astra Bessler and Angela Kaiser (elected as co-chairs during this meeting)
- Used Uniform: Diana Jacob
- Parent Volunteers: Susan Hinkle
- Enrichment: Theresa Wynne
- Special Speaker Coordinator: Michelle Tuttle
- Food for the Friars: Lori Van Noy
- PTO Bakers: Tami Scott

b. **Committee report.** Debbi will create a “Committee Report” template and forward to each committee chair. Committee chairs shall use this form in preparation of meeting reports (or to submit reports if unable to attend a meeting). If a committee has nothing to report, please indicate as such (“Nothing to report”) on the form and provide it for each meeting.

8. Principal’s Report (Angela Bostrom)

a. **Goals of PTO.** Angela reminded those assembled that we need to remember the goal of PTO. Our meetings are held for the betterment and enrichment of our students, classroom, and parents, and they should not be mistaken for School Commission responsibilities. It is not our purpose to hold discussion about staff actions or behaviors, and it is our duty to ensure the meetings do not veer into such territory. St. Malachy Parish School has an open door policy, but we cannot stray from PTO objectives or agenda during these meetings. Board members are encouraged to speak up if he or she feels a particular discussion or topic should be redirected. No one is ever discouraged in voicing concerns, but PTO meetings are not the forum for such issues.

b. **St. Malachy Parish School Accreditation Review.** In January, Angela hopes to provide information and bring all up to speed on the accreditation meeting.

9. Next Meeting:

The next PTO meeting is scheduled for 6:15 (PTO Board Meeting) and 7:00 p.m. (General PTO Meeting) on September 14.

10. Adjournment

The meeting was adjourned at 8:12 p.m.