

## **PTO Meeting Notes**

### **Final Meeting**

**June 3, 2009**

**Attendees:** Colleen Morrissey, Melinda Nies, Gena Rider, Sue Tretter, Karen Kazanjian-Sylvia, Laurie Eck, Deb Powell, Dana Davis-O'Connor, Amy Revene, Margie Smetana

Margie joined the meeting for just a few minutes and thanked all of us for our unending spirit, dedication and energy.

Colleen and Melinda thanked all of the present members for their year of service and dedication. Colleen requested an open agenda to discuss feedback regarding this year and its' activities to be followed by the election of Officers for 2009-2010 school year.

The following topics were discussed:

#### **Election of Officers**

The timing of next year's Officers' election was brought to the board as an issue to be discussed. It was suggested that the election be held in September in order to provide time for any interested parties to run for an officer's post, due to late notification of this final meeting.

It was agreed that generally, there is a core group of parents involved in the PTO and its' activities, however; several members expressed that based on recent history, there would likely be no interested parties, therefore, the decision was made to hold the election today, June 3, 2009.

Gena Rider has stepped down as Co-Secretary, effective today, June 3, 2009

The incumbent President, Vice President, Secretary and Treasurer were nominated and voted to the Board for 2009-2010 as follows:

President – Colleen Morrissey-Levins

Vice President – Melinda Nies

Treasurer – Amy Revene

Secretary – Shilpa Pherwani (not present at meeting, Colleen confirmed prior to the meeting)

## **Bylaws**

It was recommended that the PTO bylaws are reevaluated and changed accordingly.

## **Fall Auction Planning**

In order to get a jump start on the Annual Fund Fall Auction, Sue Tretter will be working with Colleen Morrissey, Julie Deneen, Laurie Eck and any other interested members to begin planning, soliciting items and planning fundraising efforts during this event. It was proposed that November 7<sup>th</sup> be set as the date, with November 14<sup>th</sup> to be considered a back-up date. We discussed the possibility of Tower Hill Botanical Gardens as a venue and plans will continue during the summer to set dinner, appetizers, buffet, ticket price, and theme.

## **Family – Volunteer requirement**

The group discussed and agreed that there is a definite need for additional help in order to continue the level, quality and number of events that the PTO supports. In order to tap into our current parents for help, the PTO will work with the Board of Trustees to establish a ‘minimum requirement’, in hours, from each family to be donated during the school year. This practice is currently in place in several local private schools. Colleen Morrissey-Levins will speak with Margie and the Board of Trustees for approval.

This year, the requirement would be communicated in paperwork during parent evenings when school begins. Next year, it would be considered to be part of the enrollment agreement. The number of hours to be required will be determined. 4 hours, 6 hours and 10 hours are being considered.

## **Enrichment/Budget/Teacher Input**

Enrichment programs and budget was a subject of great interest. Amy Revene will speak with Margie to establish which activities/events the PTO will sponsor and which would be school sponsored. Amy would like to meet with Teachers either in the June, or September to establish their wishes and decide on the breakout of funds.

## **Gym and Swim Water/Fruit**

The PTO would like to re-introduce the topic of providing Fruit/and or Water to Children at Gym and Swim. PTO would like to work with Margie/Teachers for approval to provide this refreshment during Gym and Swim on Fridays.

## **Square One Art**

Karen Kazanjian-Sylvia provided sales data and comparison chart to Colleen M. The difference between last year and this year was approximately (-) \$132.00. Karen believes that the change in revenue may be due to moving the program sales dates from October to March, thus, possibly missing out on some holiday sales. It was agreed that since Heidi Shah is taking over the administration of this fundraiser, and she will have just given birth in the fall, that we would

keep the program sales in March for 2009-2010 and consider moving it to the October the following year after comparing sales data.

### **Room Parent Outline**

It was agreed that we should consider the introduction of a Room Parent Outline to make the transition easier from year to year for teachers and room parents. Melinda N will work with room parents from the current year to begin this process.

### **Website**

A request was made by Colleen Morrissey-Levins for the PTO to have a 'real' webmaster next year. Gena Rider has arranged for Stephanie Eco to take over the administration of the PTO website. Passwords etc. will be forwarded directly to Stephanie.