

2014-2015 Executive PTO Meeting

MINUTES

Date: October 16, 2014

Time: 3:45; group met at Peter Piper Pizza

Attendees: Kristie Allen, Norene Goldstone, Janice Osieja, Jill Rees, Joan Roth, Janet Schwertley, Heather Smith

Absent: Kelley Brunner, Arlen Sykes, Tammy Thaete



Discuss Name Change for General PTO Meeting Colina Community Night

Joan Roth
Secretary

After discussion, the group decided to keep the name of the meeting "PTO Meeting" vs Colina Community Night.

A decision was made to stop child care as it costs the PTO \$40 each time and parents didn't take advantage of this. Mrs. Brunner suggests that we set up an area behind the bookshelves with baskets of books for children who come with their parents and feels it would be fairly easy to manage.

We thought that we could possibly use some of the child care money towards a door prize at the PTO meeting to draw additional parents. Miss Smith was going to confirm that this was something we could do. Norene brought up that because they are not purchasing anything to win, it might be ok.

Kristie suggested we give each student a door prize ticket sometime the week before the meeting letting them and the parents know they can win "X" prize but you need to be present.

Joan again suggested that we need to have a hot topic to draw the parents in. That the meetings take too long, we get off topic and too many side discussions.

We agreed that the secretary needs to be the time keeper and when the discussion time is over the secretary notes this and we move to the next topic.

Although Mrs. Brunner could not attend the meeting, she gave us her official acceptance/ideas via email on October 17, 2014 which are: Mrs. Brunner loves the idea of a time keeper. She also suggests we assign official roles. For example: 1. Who is going to call the meeting to order in a welcoming manner right at 6:00 PM? 2. Who will transition from one topic to another? 3. Who will ask for motions? 4. Who will call on people who have questions? Whoever calls the meeting to order can simply say something such as, "We would like to welcome everyone to our PTO Meeting tonight. Thanks so much for supporting our amazing school! To help our meeting start and end on time, Joan will be our time keeper. When there are 2 minutes left for this topic, she will give us a warning signal and then close the topic when the time is up." You then can begin your first topic. Mrs. Brunner also suggested that the person speaking stand in front of the group rather than stand by your table. Miss Smith

<p>suggested that in addition to the time-keeper alerting the PTO member that time is nearly up, she thinks it is good to stop audience members from rambling by interjecting, "I am sorry to cut you off, but we only have one minute left on this topic. Please follow-up after the meeting or via email."</p> <p>Miss Smith said that she would create an email with a hot topic for the teachers to distribute to parents in hopes of getting them to the meeting. Mrs. Brunner and Miss Smith will speak the week of October 20th to discuss the hot topic suggestion and get back to the executive board.</p> <p>Mrs. Brunner to confirm the day Jocelyn Sims, principal of Centennial, to come and talk to the group. We would not want to do a raffle that day.</p> <p>Joan noted her frustration with the lack of follow through with the PTO. Things are discussed continually with no final outcome/decision made and handled.</p> <p>We talked about shifting the PTO email distribution to Janice to alleviate some pressure from Janet.</p>	
<p>Facebook Page - policy/statement/guidelines written on rules for the FB page and photos</p> <p>Miss Smith told the group that parents' signing the handbook grants the teachers permission to post pictures without a name or post a name without a picture on classroom web pages. She was unsure how this would affect the Facebook page or PTO correspondence.</p> <p>Jill Rees also told the board that per the District office signing the handbook agrees to allow children's pictures taken.</p> <p>After much discussion, the group voted and agreed that the PTO <u>would not</u> post pictures of children on facebook or PTO correspondence.</p> <p>We did agree that pictures of the event set up can be posted as long as children are not in the picture. For example, a picture could be taken of the Harvest Night prior to children attending.</p>	<p>Joan Roth for Laura W. - Secretary</p>
<p>Banner – PTO Meeting or Colina Community Night</p> <p>The group voted and agreed that the banner will read: PTO Meeting Monday.</p> <p>Kristie will order this through the Kyrene Print Shop.</p> <p>The banner is to be hung the Tuesday <u>prior</u> to the meeting and kept up through Monday (the day of the meeting) (taken down day after the meeting – Tuesday morning).</p> <p>We also agreed that emails need to be sent from Mrs. Brunner through listserv and from the PTO email list on the <u>Tuesday and Friday before</u> the meeting as well as <u>Monday the day of the meeting</u>.</p>	<p>Kristie Allen</p>

<p>Budget</p> <p>Joan told the group that we made \$150 from the Uncle Bears Family Dinner Night.</p> <p>Jill distributed the current budget and gave the group these highlights:</p> <p>Direct Donations Received: \$6,002.56 Total Shopping Rewards: \$2,343.08 Family Dinner Night: \$650</p> <p>Jill contacted several accountants and only one responded. This accountant will be retained to complete and file our income tax for a cost of \$350.00.</p> <p>Tax bill has been paid. Jill received another notification from the IRS and they need additional time to process our request of not charging us interest fees for taxes not filed.</p>	<p>Jill Rees Treasurer</p>