

MSAD #51 PTO Monthly Informational Meeting

Mabel I Wilson School

September 11, 2007 7:00pm

Present: Val Currier, Virginia Dwyer, Shari Elder, Heather Giandrea, Tom Gilley, Gwen Hall, Bev Lawrence, Beth Landerson, Maureen Marrone, Gloria Nicholson, Brenda Pitcher, Deb Regan, Catherine Robinson, Donna Sasso, Melissa Skahan, Tyra Tarbox, Carin Wilson.

1. The meeting was Called to Order by Tom at 7:06 PM. Tom welcomed everyone back and introductions were made. Welcome new members: Donna Sasso-Fundraising, Christine Boure-Publicity, Patty Normandeau, Enrichment-MIW/DRS.

2. Volunteer Chair Presentation and Q&A for new parents
Deb shared that this is a new position. She explained different levels of volunteers. Every grade level has an enrichment chair from PTO to meet with teachers to help them use their enrichment funds and there is also a Building Enrichment Chair for each school to coordinate with grade level chairs. Deb will be resource for all and to help new volunteers find the right fit. She will also work with Melissa to be able to send out e-mails to classes, grade levels, or whole schools. She wants to help people who want to volunteer feel comfortable no matter what the commitment level they are able to give. There is a new volunteer form that needs to be filled out, and Deb will help Melissa use those to find people to meet needs. The Screening Process forms will help us to create a database from which to draw volunteers. The database and e-mail will help facilitate this process.

Melissa answered questions regarding the New Volunteer Screening Form. The State Police do the background checks and a portion of the references are checked. The approved Volunteer list will be sent out to the classroom teachers. Individuals will only be contacted if they are not approved.

3. Approval of May and June Minutes
Deb moved to accept the Minutes for May and June. Gloria seconded. The Motion was approved with out dissent.
4. New & Old Business
 - a) Vote on by-law amendment presented in June (meeting schedule).
Tom presented the proposed meeting schedule of Informational meetings to 6 per year.

“PROPOSED CHANGES FOR 2007/2008

Proposed amendment to MSAD 51 PTO by-laws to reduce PTO Informational Meetings to 6 per year:

SEPTEMBER- Volunteer sign-up & review of year ahead

OCTOBER-Superintendent presents @ MIW

NOVEMBER- Budget approval (MIW & DRS presents) @MIW

JANUARY- Review (NYMS presents) @NYMS

MARCH- Review (GMS & GHS presents) @GMS

MAY- Elections & Review @ MIW

Note: Any unplanned needs and decision making can be dealt with in committee meetings and via email. Any changes and plans can then be posted on the PTO web site and via electronic newsletter.”

Melissa suggested that we are sure to communicate actions taken between meetings on the website and through newsletters.

Shari moved to accept the proposed amendment, seconded by Valerie. Motion passes unanimously.

b) Vote on approval of 2007/8 PTO handbook.

The PTO Handbook was reviewed. The Organizational Chart was updated to include the Volunteer coordinator position.

The following changes to be made:

On the Roster: Tara Hills e-mail needs to have “.net” added and “Deb Regan, Volunteer Coordinator” and her contact information needs to be added.

On the Enrichment Guidelines Page: 2006-07 needs to be changed to “2007-08”.

Tom will update new meeting schedule and event dates.

The approval of the PTO Handbook will be tabled after changes are made.

Val suggested forms for Fund Transfer Form and Enrichment Forms be added. Tyra also mentioned that they will be available on the website.

Thank you to Tom for coordinating this effort.

c) Tom presented three proposed amendments for discussion.

“Proposed amendment 1

With no exceptions, all requests for enrichment funding must be approved by the building chair prior to submission to the treasurer for payment. Approval must be made directly on the Funding Request form or via email by the building chair or one of the Board Co-Chairs to the Treasurer in order for funds to be released.”

Discussion:

Val shared that there are very few actual forms submitted, most everything is sent via e-mail. Last year there was a case where we went over budget because of a miss communication between teachers, EC, etc. It is important that chairs and leaders need to work together to get form filled out, however, if that is not feasible, an e-mail from the EC for approval

Deb also indicated that there will be training for ECs that will help explain the forms and approval processes.

“Proposed amendment 2

All enrichment funding requests must be submitted to the treasurer on or before May 31st, in order for the Treasurers to be able to close the books in a timely manner.”

Discussion: Many members indicated that this will be a challenge for end of the year activities. Melissa also said she can help facilitate the end of the year transportation bills that proved challenging last year. Val is trying to find a solution to be able to close the books in a timely fashion.

Tom tabled the amendment to be discussed further at the Enrichment Chair meeting.

Tyra suggested an on-line form that the Grade Level Chair could fill out, then forward by e-mail to the Building Chair for approval, who would then forward to the treasurer “electronically” signed.

“Proposed amendment 3

The Enrichment Chairs shall:

Coordinate enrichment activities at each school;

Monitor and approve grade-level expenditures;

Meet regularly with teachers to develop programs that complement the curriculum; Coordinate field trips, speakers, assemblies, presentations and teacher workshops; and Maintain dialogue among school chairs.

Provide written updates for monthly PTO informational meetings.

There will be a separate Enrichment Chair for each school: Mabel I. Wilson, **Drowne Road School**, North Yarmouth Memorial School, Greely Middle School and Greely High School, for a total of **five** Enrichment Chairs.”

This change would separate out DRS from MIW. David Galin is now the Principal and it would give them more of their own identity.

Becky Sledjeski and Amy Saffian are willing to take on the roles of Enrichment Chairs at the Grade Level and building Levels.

1 and 3 will be voted on at the October meeting.

5. Committee Reports

a) Events

Holiday Workshop

- Discussion about having volunteers take over each table. Carin and Brenda will meet with Gwen and Shari. Shari will send names of people who might be willing to "chair" the event.

- List passed for Bus Driver/ Food service/ Custodian Appreciation.

Tyra suggested a Teacher Appreciation gift of a subscription to Ruth's Recyclables.

b) Treasurers

Val reported that Kelly provided the report for the end of the year.

c) Fundraising

Gloria reported that Sally Foster materials are out. Sally Tally is 9-12 AM at Prince Memorial library. Val noted that the Girl Scout Magazine sale has been moved earlier and will be selling chocolates, nuts, candles, etc. and may conflict.

Very positive feedback has been received about the option to donate without buying!

d) Web Site

Tyra needs pictures. Heather brought her camera to take pictures of new Board members.

Just a reminder to send updates regularly. This will also be mentioned at the Enrichment meeting. Val mentioned that she uses the Enrichment pages as documentation for the tax return.

e) Publicity

Christine has met with Heather for training and she will submit the next newsletter.

f) Enrichment

Middle School and HS Open House are next week and Foundation 51 is speaking. Deb suggested the Middle School Open House might be a good place to speak and mention Enrichment and Sally Foster. Deb volunteered to speak at GMS.

g) Secretary
No report

h) Co-Chair

Tom is meeting with Building Administrators and the Superintendent to discuss the coming year and School Consolidation and how this might affect PTO.

6. Open for question/comments

Tyra asked if David Galin will be at Muffin Morning. Tom will check that.

Parent University-

Mid November- Topic- International baccalaureate.

Due to poor turnout last year, Tom is not sure how many more we should do. Deb suggested a follow up to the Bullying Workshop from last year with a local speaker.

Beth suggested working with the Center for Hate Violence in Portland. Melissa said we have used them in the District at various levels.

Melissa said there will be a Volunteer Orientation. It is tentatively scheduled for September 22, but there may not be enough screening done and it may be bumped out, however this would be a good opportunity for PTO to share volunteer needs.

7. Adjournment

Brenda moved to adjourn at 8:35. Val seconded. Motion carried.