

MSAD #51 PTO

Monthly Informational Meeting Minutes

September 9, 2008

7:00pm

Mabel I Wilson School Library

Attending: Rachel Robb Avery, Darlene Beaulieu, Vickie Bell, Christine Boure, Kelly Craig, Dava Davin, Shari Elder, Heather Giandrea, Tom Gilley, Gloria Nicholson, Carol Pappas (guest), Sara Perfetti, Darcy Poor, Sue Pynchon, Deb Regan, Amy Saffian, Kristy Sardi, Becky Sledjeski, Beth Smith, Angela Wallingford, Ericka Winchester, Aileen Zambarnardi

1. **Call to Order and Introductions**

Heather called meeting to order @ 7:12 PM. Introductions were made. Heather shared the purpose/ mission of the PTO as follows, "to promote communication and cooperation among the parents, teachers, and administration of MSAD 51 in order to provide the best educational experience for the children of the district." (Article 2 of the MSAD 51 PTO Bylaws) New members to the board were welcomed, including... Beth Smith – Fundraising, Amy Saffian – Enrichment MIW, Becky Sledjeski & Aileen Zambarnadi- Enrichment DRS/NYMS, Angela Wallingford – Treasurer, Heather Giandrea – Co-Chair. The chairs also acknowledged the efforts of Brenda Bacall, Julie Carrell for the reader boards, and Ericka Winchester as the Boxtops coordinator.

2. **Mission Moment**

Gloria shared a quote from Harriet Naylor, pioneer in Volunteer Management. "Volunteering can be an exciting, growing, enjoyable experience. It is truly gratifying to serve a cause, practice one's ideals, work with people... solve problems... , see benefits and know one had a hand in them."

3. **Volunteer Chair Presentation and Q&A for new parents**

Deb Regan gave a presentation on volunteer options. She shared that enrichment is what we are all about, and explained that each grade level has an enrichment chair and that each school level has a chair to oversee the grade levels. (MIW- Amy Saffian, DRS/ NYMS- Becky Sledjski, GMS/ GHS- Deb Regan). Each grade level coordinator also works with the Teacher leaders to help coordinate volunteer resources and financial resources. The amount of money give each year is determined by fundraisers. Typically it has been \$12-\$15 per student. She shared examples of enrichment activities from past years. Volunteer information is available on website and will be made available through the newsletter. There is a volunteer form on the district website. Emily Hawkinson has taken on some of Melissa Skahan's position, including coordinating district e-mails and approval/ coordination of volunteer forms. All volunteers must fill this form out. If you filled out the form last year, be sure to have updates made if needed. Heather confirmed with Kindergarten parents that the volunteer form was given in the Kindergarten Registration packet. Sara suggested that there be an easy way to go on-line to update volunteer profile, rather than filling out form all over again. Deb will talk with Tyra and Emily to see if that is possible. The PTO website is a great resource to learn more about what each grade level has done historically for enrichment. www.msad51pto.com

4. **Approval of May Minutes**

Shari motioned to accept the May Minutes, Beth seconded- motion carried without dissent.

5. **Old & New Business**

- **Ruth's Recyclables presentation by GMS teacher Carol Pappas**

The PTO welcomed Carol Pappas, who teaches 6th grade Math and is a Ruth's Reusable Resources volunteer. Ruth's is a 7000 square ft store, 27000 sq foot warehouse providing new and gently used school supplies donated by companies, including poster boards, craft supplies, binders, post-its, file cabinets, office furniture, thumbtacks, etc., to Maine school teachers. They also host a Principal Day to provide new furniture for Principals.

The cost is \$2 per student per school with a minimum of 175 students. Every teacher in the school can "shop" there for free once the school is enrolled.

(Some items have once a month minimum)

Purpose: To provide every student in Maine resources needed to succeed in school.

Everything taken has to be used for school purposes. "Ruth's" sends reports to each school administrator. ID's are checked. Other area schools that are members include... Yarmouth, Freeport, Falmouth. Portland Schools are funded by their PTO.

\$4370.00 would be needed for K-12 for our district.

Thank you to Carol for her time.

PTO members shared positive feedback. Heather, Gloria, and Deb will make contacts with the appropriate administration and teacher leaders to determine the need and interest.

- **Vote on Fundraising nominee Dava Davin.**

Beth moves to accept Dava as Fundraising co-chair, Sarah seconded. Motion carried unopposed. Welcome, Dava!

- **Vote on approval of 2008-2009 PTO handbook**

Heather reviewed the Handbook that was distributed.

Shari Elder moved to accept the Handbook with the understanding that By-laws would be reviewed and updated over the next few months. Kelly Seconded.

Motion carried.

Discussion about Parent University followed. It was decided that a survey would be beneficial to determine need and potential topics.

Heather also mentioned that Emily is interested in gathering new ideas for the district website. Please forward any examples or ideas from other sites to Emily.

Sara asked if there is an attendance policy in place for PTO board members. Currently there is not, but that could be included when reviewing the by-laws.

- **Discussion of subcommittees**

It was discussed that there is no need to formally vote on sub committees or add them to the By-laws. This can be done on an as needed basis by co-chairs from year to year.

In discussing committee needs for the By-Law review, it was determined that we should have an attorney review them in order to comply with non-profit standards. Beth would look for someone pro-bono with a specific non-profit expertise. The last time the by-laws were last reviewed about 7 years ago. We should first review and compare with local and national by-law. We need to

recruit a sub-committee including someone with historical knowledge of the PTO. Gloria will look into getting examples of local and National PTO by-laws to use as a template. Deb will look to recruit volunteers for a sub-committee.

Boxtops coordinator Ericka needs some volunteers to assist in collecting from each school, raffle coordination, and to find donations for prizes.

6. Committee Reports

a) Treasurer

Kelly distributed her report and explained the reporting process and announced that we are fiscally healthy. \$1032.10 additional will be coming from Spring Boxtops collection, but is not included in this report. The report reflects the end of last fiscal year, because there has not been any activity since. The new Co-Treasurer, Angela, met with Val to “pass the books”. Angela will handle the checkbook for the year. Both Kelly and Angela work full time, so please be timely in getting your request in so they have time to process the paperwork. Kelly asked for chairs and board to review the format of the report and let her know if there are any changes we would like to see.

b) Events

-Sara reported that each school received a teacher welcome back of flowers and candy. Kindergarten check in with coffee and treats would be hosted by the committee on September 23. Vickie asked why it is done in the middle of the day which precludes others from coming. The date and time is set by the Guidance team. This concern will be brought up to them.

-Bus Driver/ Food Service and Custodians appreciation will be held October 21.

-Sarah was looking for input for Family Night Out ideas.

-There will be no Muffin Morning this year, due to the low turnout in the past.

People are encouraged to attend the evening PTO meeting with Dr Hasson on October 14.

c) Fundraising

Beth reported that Sally Foster packs are distributed. She and Dava will set a Sally Tally date and communicate it through the newsletter and e-mails.

Work continues to create a 501c3 status for the PTO.

d) Publicity

The Newsletter will be electronically distributed on the first Friday of the Month. All information should be to Christine by last Wednesday of the month (1 week and 2 days prior to the Newsletter distribution). Christine will send out rough draft for review and then she will send to Emily. It needs to be copied to the secretaries at each school in order to be added to the website.

e) Enrichment

Deb said she will schedule an Enrichment meeting soon, (before end of September). Deb needs to get names of Teacher Leaders for each school. Becky has the names for her schools. Tyra wants all enrichment information forwarded to her as well for the website.

f) Secretary

No report.

g) Co-Chair

7. Adjournment

Beth motioned to adjourn, Deb seconded. Meeting Adjourned at 9:03 PM.

Next Meeting: Tuesday, October 14 at MIW

Respectfully submitted: Shari Elder, Co- Secretary
September 10, 2008

