

PTO Meeting minutes 10-15-03

PTO Business

Jackie Gelb opened the meeting with a discussion of the new leadership structure for the PTO. The ad hoc committee has met and has put forth a proposal for a new PTO Leadership structure.

First several issues came out of the ad hoc committee meeting, which were presented by **Lisa Ferrante Walsh**. They included: 1. Perception of the PTO as a closed organization, or not approachable. If you are a parent at Burr School you are considered a member of the PTO, what determines your involvement is how active you choose to be. 2. People may be afraid to take on roles within the PTO due to time limitations. You can contribute as much or as little time as you can afford. No one will be turned away for volunteering his or her time. 3. If you have an idea please bring it to the group, be prepared to follow it through. Perfect examples of ideas that have enhanced the school and PTO are the Garden Classroom and the Halloween Hustle.

The discussion then turned back to the new organizational structure of the PTO.

Susan Cassidy presented the ad hoc committee review of the roles and responsibilities of the PTO Co-Presidents currently. They have developed a proposal and identified four new positions by separating out key responsibilities that currently fall to the PTO Co-Presidents. The proposed structure calls for the following new positions Communications Coordinator, Education Support Coordinator, Fundraising Coordinator and Community Building Coordinator. These coordinators will help facilitate communications from the individual function chairs or committees to the rest of the PTO.

A unanimous formal vote was taken to adopt the proposal and move forward with the new structural leadership.

The ad hoc committee will continue to meet to define and formalize in writing all of the roles of the PTO such as job descriptions for all the committee chairs. The ad hoc committee will also take on the responsibility of developing written policies and procedures for the PTO as an organization. These policies and procedures will be described as they are currently, and will be presented at the next meeting for review. The intent is to be clear how things are managed or happen currently. All policies and procedures can be discussed, reviewed, and/or changed. Changes in policies or procedures will need to be presented and voted in. There will be a vote to taken at the next PTO meeting on the formal policies and procedures.

There was a suggestion put forth that there be criteria for anyone stepping into a leadership role within the new structure. The ad hoc committee will consider what the criteria may be as well as clearly defining the process and guidelines for the new roles.

Several other suggestions were made including earlier elections of PTO officers as well as approving the PTO budget in June rather than September.

Break out sessions in each category to learn more about opportunities for leadership and involvement reported back to the group. Several key coordinator positions were filled. **Holli Roth** and **Roberta Whalen** have agreed to be the new Fundraising coordinators. **Susan Cassidy** has agreed to be the new Communications coordinators. Other items that came out of the break out sessions included restructuring the role of Room Parents to play a larger role in communications between the parents and the PTO. **Donna Davis** has agreed to coordinate the Back to School picnic next year. An invitation was extended for volunteers to join the ad hoc committee as they continue to work on the PTO structure.

Jeanne Scott has agreed to take the lead on a project called "Cartridges for Kids". This program donates money back to the school for every ink cartridge you collect. They also accept cell phones and large laser cartridges. The company based in Colorado pays the shipping so there are no charges incurred.

Sharon Fagan shared the PTO volunteer list with the group. This list will be kept in the PTO box that is located in the office. **Kelly McDade** informed the group that the approved minutes of each PTO meeting can be found in a few different places. They are located on the web site and posted on the PTO bulletin board across from the office. The suggestion was made to read and accept the minutes of the previous meeting at the start of the next meeting as well as sending the approved minutes to the All school e-mail list. The reading of the September meeting minutes was waived. Those minutes can be found on the web site and on the PTO bulletin board.

Submitted by Kelly McDade