

## **PTO Meeting minutes 11-18-03**

### **PTO Business**

**Lisa Ferrante Walsh** opened the meeting with a review of the past few months and the work that the ad hoc committee has accomplished since September. The PTO has adopted a new organizational structure developed by the committee. Operating policies were distributed in draft form for review during the meeting.

**Kelly McDade** reviewed the minutes of 10-15-03. One correction was made and they were unanimously accepted. Minutes are posted on the PTO bulletin board and on the web site.

**Holli Roth** discussed fundraising to date. We have raised to date \$420 from the Back to School Picnic; \$4,200 from PTO dues \$300 short of our goal; \$5,140 from the gift wrap fundraiser; \$480 from the election day bake sale; \$500 from SCRIP (our SCRIP goal this year is \$2,000); we anticipate \$500-\$1,000 from the School Pictures fundraiser. PTO dues are still being accepted.

Dates for a "Movie Morning" Fundraiser to be held at the West Newton Cinema are being considered. Look for more information to follow.

**SAVE THE DATE!** For the upcoming auction fundraiser, **Eileen Ingham** discussed this year's major fundraiser, to be held at the Henderson House in Weston on March 13, 2004. The auction committee has set a goal of \$18,000. Auction item donations are needed as well as people to solicit them. If you are interested in helping with this committee please contact Eileen Ingham.

**Susan Cassidy** then reviewed the policies that have been drafted by the Ad Hoc PTO Structure Committee. Please note that this is a draft policy and can be amended as needed. These policies were distributed in backpacks earlier in the week as well as passed out during the meeting. In most cases, the committee drafted the policies as they have been understood by former PTO Presidents and then made recommendations to either expand or improve the policies. Those recommendations are in bold following each policy in the document. This document is meant as an educational tool, and not to keep the committees from going forward as they are now.

As the document was reviewed further suggestions to improve the policy regarding "volunteer recruitment" were put forth. Allowing for more occasions (such as the back to school coffee hour and curriculum night as well as the first PTO meeting and posted on the website) where parents would have the opportunity to meet with Committee Chairs or Coordinators to learn more about the volunteering and time commitment. Suggestions were made to have a "volunteer fair" with the committee coordinators available to explain more about their function(s). Another suggestion was made for the need for "ambassadors" or liaisons from the PTO to outreach new kindergarten and/or first grade parents to enlist their support or to educate them with regard to PTO activities. The suggestion was made to incorporate this task into the Role of Room Parent. There is also the issue of timing; a few parents suggested that when things have settled into a routine after the beginning of the year would be a better time to outreach new parents. A suggestion was made to add another coordinator position to the PTO leadership structure. This position would be responsible for volunteer recruitment. As it stands now the Bulletin is the main resource for volunteer recruitment, it is effective in reaching a large population of

parents. This year there is also the opportunity for "mentoring" with large number of committees that are currently run by outgoing fifth grade parents.

The budget discussion continued and it was decided that the PTO would adopt the timeline for the budget process that had been proposed. It can be revisited as needed.

**Jeanne Scott** and **Mary Lewis** will develop a new description for the Role of Room Parent and report back to the committee with a proposal. There will be a new spot for all the official PTO documentation. It will be located in the hallway outside the cafeteria and the gym.

A motion was made to approve and adopt the operating policies of the PTO with the recommendations from the Ad hoc PTO Structure Committee. The motion was seconded and unanimously voted in.

**Lucy Norvell** discussed the next agenda item. The Ad hoc PTO Structure committee is comprised of the following parents: **Susan Cassidy, Lisa Ferrante Walsh, Sharon Fagan, Mary Lewis, Trisha Bombara, Jackie Gelb, Donna Davis, Roberta Whalen, Jamie Freed, Jim Walsh, Lucy Norvell** and **Alan Chase**. Along with developing the new leadership structure and the operating policies, the committee has also thought strategically about leadership recruitment and has developed a list of potential volunteers for the new committees. **Lisa Mirable** has agreed to step into the role of co-President. **Deanna Reid** volunteered for the other open co-President role.

Formal Elections will be held in January; in the meantime a motion was put forth for Lisa and Deanna to assume their roles as interim co-Presidents as well as the other coordinator positions to assume their roles in the interim. The interim coordinators are **Susan Cassidy**, Communications Coordinator, **Holli Roth** and **Roberta Whalen**, Fundraising Coordinators, **Susan Foster**, Education Support Coordinator, and **Jeanne Scott**, Hospitality Committee Chair. The motion was seconded and unanimously voted in.

Topics for future PTO meetings were discussed. Suggestions were made such as Homework vs. Reading, MCAS, How the PTO can improve in leveraging e-mail and internet as a vehicle for communication, teacher and principal updates, setting up a calendar for next year/new ideas for committees.

The next PTO meeting will take place on January 13, 2004.

Submitted by Kelly McDade