

PTO Meeting

Wednesday, September 14, 2011

In attendance, Father Alex, Mrs Tierney, 56 parents and 9 teachers

Agenda and Meeting Notes:

Opening prayer was given by Father Alex

Introductions & inductions of 2011/12 PTO Officers

Sharon Orr, President

Jessica Powers, Vice President

Beth Duggan, Treasurer

Laura Evans, Secretary

PTO Bylaws are available – see Sharon if interested in a copy

No Issues List

No Secretary report

Treasurer's report

September 2010 – September 2011

Funds left from September 2010 - \$4,851.65

Money Raised - \$18,249.01

Money Spent - \$21,147.66

Current Balance - \$1953.00

Principal's report

No report, items will be covered at State of the School

Father Alex Welcome

It was a very difficult summer for parish and school. Father Alex gave acknowledgement to all who have dedicated their support. He also specifically acknowledged the members of the School Board who stepped in and took over as the administrative team. A lot of people have worked very hard this year, it was a very special year. Toast to members of School Board and thank you.

Confirm PTO Liaisons

Parish Council – Ed Godek

School Board – Bethany Healey

At future meetings these individuals will give updates and provide a parent perspective from these meetings.

Old Business:

Toast to the Future – School's Big Fundraiser

~ Doug Loughrey provided an update on behalf of the Fundraising Committee

~ At a PTO meeting last spring, we discussed the need of having a bigger fundraiser to help offset the cost of the boiler. At that time we approved to move forward with a Fall Gala – The Toast to the Future of MD School. The event will be held on October 22nd from 6-10 pm at Mill One in Square One on Lyman Street. Tickets are \$50.00 per person and there will also be a silent auction. The Committee is seeking donations for the silent auction and volunteers to assist with the event.

Toast to the Future continued:

- ~ **REMINDER – Volunteering at this event counts towards the Volunteer Requirement that MD School families must perform each year.**
- ~ Tickets will be sold at the school and or on-line at www.fallgala2011.eventbrite.com.
- ~ A link to this site and the site to make donations will be available on the School website.
- ~ The Committee is using an aggressive Marketing campaign through television outlets (e.g. Real to Real, Radio, TV), Parish Bulletins etc...
- ~ Casual/business casual attire – no need to wear ball gowns
- ~ Unfortunately due to not having the alumni list available there will not be time to do a mailer to alumni. People who are aware of alumni are encouraged to spread the word and pass information along accordingly.

Vendor Fair – Chairperson Dora Courchesne

- ~ Dora provided an overview of vendor fair – up to 40 vendors that come into the school. ~ The event will be held on Saturday November 5th from 9-4pm, Vendors will be offering items such as jewelry, Avon, Marikay, Crafts etc...
 - ~ School children are asked to bring in items to contribute to their classrooms themed baskets.
- See list below:

Grade	Basket Theme
Pre-K	Arts and Crafts Basket
K-1	Polish Basket
K-2	Fitness Basket
1	Kids Fun Basket
2-1	Kitchen Basket
2-2	Irish Basket
3	Italian Basket
4	Chocolate Lovers Basket
5-1	Lottery Tree
5-2	Pet Basket
6-1	Sports Lovers Basket
6-2	Aroma/Candle Basket
7	Movie Lovers Basket
8	Music Lovers Basket

- ~ Vendors required to provide \$25.00 of items to be raffled off
 - ~ Current bigger ticket items to be raffled off include Bikes, American Girl doll
- Dora is seeking volunteers, specifically:
- ~ The day before to set up
 - ~ To work the bake sale table
 - ~ **REMINDER – Volunteering at this event counts towards the Volunteer Requirement that MD School families must perform each year.**
 - ~ Signs will be placed around town and yard signs. 11X17 posters will also be put up around the cities. Blast e-mail will be sent to all parents with an invite. Parents are encouraged to send to friends, families.
 - ~ Parking and entry are free

Bingo

Info provided by Merrill Desrosiers

- ~ The MD School BINGO is held every Tuesday (50 Tuesdays a year total) and is run totally by parish and parent volunteers
- ~ The funds raised by the weekly BINGO directly to support OUR school, specifically helping to keep tuition affordable. In 2010, Merrill presented Father Alex with a check for \$25,000 for the school.
- ~ BINGO is in need of volunteers. Volunteers do not need to come every week, just once or twice a month would help.
- ~ **REMINDER – Volunteering at this event counts towards the Volunteer Requirement that MD School families must perform each year.**
- ~ A volunteer training and recruitment night will be held on Wednesday, September 21st at 7pm in the Pope John Paul II Social Center
- ~ Some of the sample positions in need of volunteers include Set-up Crew, Break-down Crew, Callers, and Charity Ticket Sales
- ~ If you have questions or need more details you can contact Merrill at mdbingo@gmail.com or leave a message on the MD Bingo Hotline at (413) 437-0570

Disbursement Requests and Vote

This year, the PTO officers presented a budget plan for approval at the 1st meeting. The intention is to plan for a vote on standard requests at the initial meeting so that these expenses can be paid without itemizing and approving each request at other meetings. At the meeting a motion to approve passed (by Kara Mercier & Colleen Forest). The 2011-2012 School Year Preapproval PTO Budget is as follows:

Estimated Income:

\$6,000	Vendor Fair
<u>\$3,000</u>	<u>Cookie Dough</u>
\$9,000	Sub total income

Estimated Expenses:

\$2,700	6 buses at \$450 each for the upper classes (5-8)
\$1,080	6 buses at \$175 each for the lower classes (PreK-4)
\$1,050	Teacher Reimbursements for classroom items (\$75 per teacher)
\$750	Field Day Barbecue
\$200	Teacher Appreciation
<u>\$ -</u>	<u>Seed \$ for Dinner with Santa, Gingerbread Shop and Vendor Fair</u>
\$6,280	Sub total expenses

\$2,720 Net income/Surplus above

Other:

Sharon thanked everyone for their attendance and acknowledged appreciation for their cooperation. She confirmed at the meeting that parents are interested in continuing to offer babysitters for PTO meetings. As a result 6th grade students will be available for childcare at PTO meetings going forward.

State of the School: The new principal, Mrs. Tierney, made a State of the School address at the PTO meeting. She also summarized the results of the recent parent survey.

❖ **State of the School:**

- ~ Mrs. Tierney thanked everyone for the nice welcome she has received. She specifically acknowledged Father Alex and Mitch Koziol
- ~ Enrollment – 251 students including preschool. There are 9 students in the 3 year old program and the 4 year old program is full. There are 218 students in K-8. Mrs. Tierney would like to see enrollment get to 300, referrals are always appreciated ☺
- ~ Boiler – hoping to get it next year, the replacement is not happening this year. It was maintained over the summer so we are confident that it will make it through the winter.
- ~ New this year is the requirement of Volunteer hours – families are expected to provide a minimum of 10 hours. Events in need of volunteers include Bingo, PTO events (note coming to a PTO meeting does not count) cafeteria, office work, marketing committee (see Niles Courchesne who is in charge of this), assistance with fundraising – e.g. magazine drive, painting upstairs, spaghetti dinner support, valentine father daughter dance etc...
- ~ Communication is a big area of focus this year. Karen is trying hard to maintain this and working on this as much as she can. She will be showing Mrs. Tierney how to run the website. Example improvements include link to volunteer needs, faculty bios and up to date information.
- ~ Yearly calendar going home. Need to continue to plan dates of masses. Half of the masses will be done at St Jerome if weather is not bad and in the months of Dec – February mass will be in Gym All dates outlined on the calendar are tentative and subject to change
- ~ Lunch program is new this year and being handled by two mothers Tami Everett and Carol Shruck.
- ~ Kids are giving a lot of positive feedback.
- ~ We don't know how much this is costing so Mrs. Tierney did acknowledge the price is somewhat high but for now in order to sustain the program the current rate is necessary.
- ~ Back to School night will be held of 9/29 from 6-7pm

❖ **Survey results**

- ~ 100 response rate out of 180 (X%)
 - ~ The responses provided a good foundation for Mrs. Tierney
- Specific results include:
- Office receptionist scored 4 out of 5
 - Facilities scored 4 out of 5. *Signage in the building is exception – needs improvements*
 - Teachers scored 4 out of 5
 - Educational services scored 4 out of 5
 - Religious programs scored 4 out of 5
 - Technology services scored 4 out of 5. *There were several comments around using e-mail, improving the website and communication.*
 - Values and character building scored 3 out of 5. *Parents do not see an official initiative based program. Note - respect, manners are being taught in the classroom.*
 - Extra curriculum activities scored a 1 to 2 out of 5. *With lack of fund this is challenging. Mrs. Tierney is looking into opportunities. Question asked - Is there a way to broadcast what the ideas are incase parents can help? Mad Science, Music lessons (rental of instruments), Art lessons etc.. Were sample activities discussed. Parents are encouraged to pass along referrals of services.*

Survey results continued:

~ What we do well – We are a strong family centered community (safe and secure and students achieve a good. Strong education)

~ What we can do better

Better align curriculum

Add Music and 2nd language

Provide more afterschool activities

Include more technology in classroom and homework

Enhance communication/website updates

Improve school facilities

~ What we can change immediately

Communication with teachers and website updates

Mrs. Tierney plans to send another survey out again in May. She will also be provided a time slot at all PTO meetings so discuss school related items, answer questions.

Parent Feedback

Cafeteria food/menu is great this year

Appreciate that the rules from principal are being applied consistently school wide.

Parent Questions for Mrs. Tierney:

Q) Why are there so many children in the 3rd grade class?

A) Can't do it when there are 24 students. 25 is the key # that usually requires an assessment of a class split.

Q) Is there a School nurse?

A) Yes, a paid nurse is here 1 day a week, on Thursdays.

Q) Has the uniform code changed since last publication in 2010?

A) Mrs. Tierney emphasized the importance of adhering to the uniform policy. Refer to Welcome Back letter sent in August by Mrs. Tierney or to the Handbook on-line. Both outline the uniform policy. *Note – the handbook is in the process of being updated.*

Q) Can Girls can wear skirts, pants or jumpers

A) Yes, all three however jumpers are K-3 only.

Q) Are the clocks correct?

A) No, they are off but Mrs. Tierney is working on having them fixed to reflect the correct time

Q) After what time are students considered late?

A) Morning prayer is at 8am, students are late if they are arriving after 8am. Several instances of being late will result in the parents receiving a call from Mrs. Tierney.

Q) How long is your contract? Parent is pleased with Mrs. Tierney's results thus far and interested in ensuring Mrs. Tierney is staying put for awhile.

A) Both teacher and principal contracts go year to year, so 1 year.

Mrs. Tierney encourages all parents to please get involved in the PTO.

Father Alex provided the closing prayer.