

St. Anastasia School  
**PTO TRANSITION MEETING**

June 16, 2009  
8:00 a.m.-10:00 a.m.



<b>Attendance:</b> Rosemary Connolly*	Principal
Carolyn Godlewski	President
Maura Reznik	1 <sup>st</sup> VP -outgoing
Theresa Hoiles	1 <sup>st</sup> VP -incoming
Mike Lansing	2 <sup>nd</sup> VP -outgoing
Jacque McIntyre-Winston*	2 <sup>nd</sup> VP -incoming
Mary Paquin*	3 <sup>rd</sup> VP -outgoing
Susan Pearson	3 <sup>rd</sup> VP -incoming
Sue Leifield	Secretary -incoming

\*attended part of the meeting

Carolyn began the meeting with a prayer.

**PTO Meetings** – Carolyn said there will be six meetings, starting in October, that alternate between mornings and evenings. Items for the agenda must be submitted two weeks in advance. Parents can raise topics from the floor, but a vote can only be taken if the issue was on the agenda.

**Committee Chairs** – Carolyn passed out copies of the volunteer “green” sheets to the incoming VP officers. VPs will select committee leaders by July 1<sup>st</sup>. Carolyn cautioned not to assume multiple volunteers for same position would necessarily want to co-chair. The VPs are responsible for checking the Virtus list (ask office) to assure event chairs have taken the class. For open positions, VPs are discouraged from chairing events themselves. Suggestions are to call parents personally to ask them to chair, ask for ideas from the former chair, and use the family envelope to advertise open positions. New chairs should contact last year’s chair for information on running the project.

Mrs. Lance will compile a list of committee chairs toward the end of the summer. Carolyn noted Mrs. Connolly approves the room parents, and K, 2, and 8 usually have an extra room parent.

**Reimbursement Check Procedure** – The check request form is on the PTO website at <http://www.st-anastasia.org/school1/pto/pto%20check%20request.pdf> Chairs fill out the form, attach receipts, make a copy for their files, and put it in the appropriate VP inbox. The VP assures that an expense is appropriate, checks addition, signs the form, and puts it in the Treasurer’s inbox (Herb Klein). Maura suggested for checks over \$50, the office

could call or email parents to come in and pick up the check, rather than rely on “backpack” mail, which can be unreliable.

**PTO By-Laws** – Carolyn said the by-laws were revised last year. Mrs. Lance will issue an electronic copy to all school parents. The by-laws explain the PTO role as a liaison and facilitator. The PTO does not plan field trips; this is done by teachers. The PTO bylaws allow for standing committees (such as safety or curriculum), but the PTO doesn’t have them in practice, because the school board effectively fulfills that function.

**Proposed PTO Guidelines Binder** – Susan asked where the event budgets and fund raising goals are defined. Currently, there is no official document; the previous year is typically used as a benchmark. Room parents are limited to \$100 in reimbursements. Carolyn said she is making a President’s binder as a guide for future PTO presidents. To avoid reinventing the wheel, a suggestion was made for each VP to write a brief description of the events under their direction summing up its purpose, time commitment, and cost. Jacque mentioned, as a model, the 8<sup>th</sup> grade has a room parent book that lists all the 8<sup>th</sup> grade special events and their budgets. VPs are encouraged to remind their chairpersons to groom a successor to ease transitions, and to file their events in a binder.

**Events with Long Lead Time** – Carolyn said the Golf Tournament, Sports Banquet, Parish Ball, Christmas Show, and Performing Arts Showcase all need a date set far in advance so the location can be reserved. Regarding the Golf Tournament, this was listed on the green sheets under the 3<sup>rd</sup> VP. Susan will check the green sheets for interest among parents in running the Golf Tournament. If there are no takers, the PTO decided we would be willing to have the Men’s Club take over the event. However, before we let go of it, we should negotiate a percentage or fixed amount of the proceeds to go to the school PTO. The remaining money would then be allocated to the Men’s Club endowment. Susan should talk to Mrs. Connolly to get an idea of a percentage, and then to Chris Turkmany at the Men’s Club.

**Blood Drive** – Mrs. Connolly announced Theresa Hoiles is organizing a blood drive at the parish on July 12<sup>th</sup> to support student Arielle Phan as she fights Hodgkin’s Lymphoma. All blood types are welcome.

**Vice President Comments** – Carolyn mentioned VPs give a short speech at Back-to-School Night in September. Theresa noted she needs a chair for Emergency Preparedness and for Hot Lunch. Susan wants to improve fundraising visibility as to the amounts raised and where it’s spent. Carolyn said Mrs. Connolly has a list of priority projects, which includes a subsidy to minimize tuition increases. Susan would like to publish a calendar of stewardship collections, so parents can stock up in advance. Carolyn said the 4<sup>th</sup> VP position is fairly new and has a charter to expand meaningful stewardship through service. Sue mentioned Milana McDermott expressed interest in the school providing other leadership experiences for students who are not on Student Council, such as being a class stewardship representative, or writing for the Panther Press.

Please forward any additions or changes to these minutes to [sue@jlse.net](mailto:sue@jlse.net).