

**St. Paul PTO Meeting Minutes**  
**Wednesday, 12-2-09**  
**Romans Hall**

**In Attendance:** Rita Turner, Leslie Lagerquist, Estrella Ovena, Lisa Martinez, James Ewing, Trina Beatty, Christine Young, Alison Carter, Ana Fouki, Brandie Flood, Gerilyn Myers, Eric Wilcox

**Welcome**

Christine Young opened the meeting at 6:30 PM.

**Prayer**

Interim Principal, Dr. Kris Brynildsen-Smith led the opening prayer.

**Election Results**

Dr. Smith clarified the role of the PTO and school administration. The PTO is a consultant to the school and the school will listen to input and ideas of the PTO but the administrator of the school makes the final decision. Dr. Smith stated that although the PTO voting instructions permitted Parent and faculty, faculty as defined as teachers and administrators, there are people who work in the school who don't fall under either category, therefore, she made the decision to allow them to vote.

Election Results:

Total of 66 ballots were cast all were signed.

Co-Chair 2 yr term Christine Young

Co-Chair 1 yr term Manny Ovena

Secretary Gerilyn Myers

Treasurer Lara Patascil

Audit orator Nephtali Apostol

Christine and Gerilyn were sworn into there positions by Dr. Smith. Manny, Lara and Neph were not in attendance.

Christine called for approval of the meeting Minutes from 10-21-09 were reviewed and approved

**School Updates**

Dr. Smith informed the group that the new Comcast email system is underway. The server will be used to post bulletins with a hard copy posted in the teacher lounge. One parent voiced her concerns about how parents would access information if they didn't have access to email. Christine stated that there are resources available in the community that parents are welcome to use to access email.

Dr. Smith applied for the maximum amount of the Fulcrome Grant - \$60,000.00 for schools in need.

Dr. Smith reported that 72% of faculty and staff have contributed to the Combined Fund Drive and she would like to see the same commitment from the parents and the Parish community.

Carnival update: The school made \$3,000.00 and netted \$2,000.00 and everyone had a good time.

Parent/Teacher conferences went well. Dr. Smith is impressed with the level of partnership between the parents and teachers and with the students.

#### Auction update

Dr. Smith and Rita Turner reported that they are hopeful that we will make the financial goal for the auction.

#### Teacher in service

Teacher in service is this Friday (12/4). There will be a celebration for Roy Cheeseman, he is retiring and the teachers are giving him a luncheon Friday at 12:30. Mrs. Loftus reported that the students will also be honoring him during an assembly and presenting him with a plaque that day. Following the luncheon Dr. Smith will lead an in-service on Catholic Identity in schools.

#### Santa Breakfast

Rita reported that the Santa Breakfast is this Sunday (12/6). 1<sup>st</sup> and 5<sup>th</sup> grade will be sponsoring the breakfast. 1<sup>st</sup> grade will set up and the 5<sup>th</sup> grade will serve and clean up. Rita mentioned that she still needed people to assist with purchasing candy canes, and ornaments for the children to decorate, decorate the stage, accept the money and register names and supervise the children's activity.

Brandi agreed to help decorate Friday night.  
Trina will purchase the candy canes.  
Allison will supervise the children's activity.

#### **Budget/Finances**

Christine reported that the Athletic Budget is now under PTO and is currently \$3700.00. All grants fall under PTO and the school and whatever fundraising is done will go into appropriate accounts. Christine is hoping to establish a process on how to implement fundraiser and how to figure out which ones are profitable, how much time makes sense, which ones are cost effective. She wants there to be transparency and all approvals will go thru Dr. Smith.

Dr. Smith stated that the Auction and the Annual Fund may be too close together. We need to look at what the goal of our event is. If it is community building then it's OK to

break even but if it's fundraising then we need to take a look at specific goals and not nickel and dime parents.

Rita reported that the school had 6 fundraisers but reduced it to 3 and parents complained about both. Parents need to fulfill obligations before moving on to something else. Fundraisers are contract related. The current school fundraisers are the auction, magazines and the cookie dough.

Dr. Smith reported how she will develop an operating budget for 2010-2011. She has already looked at the upcoming school year. The categorical goals are tuition, tuition assistance and instructional needs. Dr. Smith would like to have a meeting with the parents to get input, answer questions and where ideas can be heard so the parents feel like they have a voice, although it would not be put to a vote. She will be meeting with the new parish administrator and salary and benefits are the largest budget item.

### **Website Report**

Eric Wilcox represented the committee and passed out a report from the Web Site committee. Christine suggested that pertinent information be placed on the web site as soon as possible and that one of the teachers is assisting with this process. The goal is to have everyone go through the email system and utilize this as our primary marketing tool. We also need to build the email distribution list so that anyone who needs to contact a parent can do so quickly. The school directory is in the process of being updated.

One of the parents asked, "What if you don't have internet?"

Christine responded that paper copies will be made available but the goal is to move to the internet.

Dr. Smith is working with Mr. Flores to post school closure or delayed opening information on the website. The goal is to provide opportunities on the website so that people can get the information they need.

One parent asked if this was a new organization or is it an extension of last year. Christine responded that there was a Parent Leadership group last year and she has spoken with the past chairs and would like this group to have a better alignment, structure, process, communication, visibility and resources. It takes a personal touch to connect with people on a personal level to get them involved; Sharon Wilcox and Sherrie Mina are good example of that.

### **Projects**

#### **USAC**

Dr. Smith reported on USAC. Manny talked about this grant during the last meeting. The school needs to ask to apply. Manny has experience in writing grants for Seattle Public Schools.

### E-SCRIP

Christine reported that the school has a new account number, there are different tiers for the amount of money you spend. Christine went through the coordinators training and it was very simple. Macy's and Safeway are a part of the program. Maybe now would be a good time to take advantage of the holiday season. Christine will talk with Sharon about getting a ESCRIP button on the website. Dr. Smith stated that once you register you can have it for years. Christine suggested we get the classes to compete and have a contest by grade. Allison agreed to work with Christine on gathering more information about ESCRIP.

### Bulletin Boards

Dr. Smith reported that there is now a designated PTO board. Dr. Smith and Manny talked about designating the area where the school poster is located. Information that will be posted on the board is agenda, minutes, pictures of the officers and other announcements.

### Committee Updates

#### Welcoming Committee

Trina, Estrella, Gerilyn. Gerilyn reported that the committee is working on more ideas but came up with a family mixer night with a theme to keep everyone involved in the school and to keep the momentum going. Trina also stated that the committee would be developing welcoming packets with economical information to be available for parents when they register.

Christine would like to have the school and PTO list of responsibilities included in the minutes.

Dr. Smith stated that the Advent Program is next week (12/11), she also recommended that PTO have/appoint a volunteer coordinator.

### Marketing

Dr. Smith stated that the goal would be to have 20-25 students at every grade level. Financial problems seem to disappear when this happens. One strategy is to have parents host a gathering at their house and invite their neighbors who have children and Rita and Dr. Smith would come and provide information. It is also very important if you can reach the people who are not already committed to a Catholic Church.

One of the parents asked if anyone had thought about soliciting the pre-schools and maybe offer a financial discount.

Dr. Smith stated not in this economy all tuition assistance must be need based.

Parent asked if volunteer hours could be granted as an incentive. Dr. Smith stated maybe.

Another parent asked about DSHS assistance and Rita informed her that the school is not eligible at this time. Dr. Smith stated that she and Rita are working on pre-school recruiting. Dr. Smith stated that it would be a good idea to have a questionnaire on the school website asking people how they hear about the school.

### **New Business**

None

### **Future Meeting Dates**

Christine suggested that the PTO to set dates thru the end of the year.

Meeting adjourned at 7:30 PM.