

PTO Planning Meeting
August 16, 2009

MINUTES

Attendees: Joyce Beebe, Sandra Ogunremi, Jennifer Shashikanth, Jackie Baxley, Kristina Wiebe
Minutes prepared by Kristina Wiebe

I. A Statement of Purpose (Mission Statement) was formulated to articulate the priorities and mission of the PTO. It reads as follows:

The twofold mission of the Memorial Christian School PTO is:

- To build a sense of community between families and teachers, and
- To expand the volunteer and financial resources of MCS.

II. Specific Goals for 2009-10 School Year were discussed.

- A. Plan further ahead
- B. Activities of the PTO were reviewed. It was decided to participate in the Meet the Teacher day, the Fall Open House, to continue to do the Birthday Table on a seasonal basis, to hold a Fall Social/Meeting/Informational Session for the Fall Fundraiser, a Winter Social Event, and All School Picnic. Proposed dates were selected for the social events and will be taken to the church staff by Joyce for approval.
- C. Communicate information better and earlier
- D. Communication strategies were discussed, including work on a PTO web page on the MCS website. Kristina will work with Julie Shriner to format and upload content. Kristina will also spearhead a quarterly newsletter to include information on events, family involvement in school/education, highlights of classroom activities, etc. It was also suggested to compile an MCS email group for sending information and reminders via email.
- E. Involve more parents
- F. Sandra, Kristina and Joyce will work to recruit more parents for specific PTO tasks, and teachers will continue to involve parents in classroom parties, etc. The notion of minimum required service for all parents (with a pay-out option) was discussed. A topic previously discussed by the School Board, the PTO was in favor of such a plan and Joyce will report that to the board.
- G. Connect more with teachers
- H. The newly formulated mission statement states the priority of the PTO to help connect families and teachers in a learning community. Teachers will be invited to all PTO meetings, their input welcomed and solicited.
- I. Have a specific purpose for each fundraising activity
- J. It was agreed that a portion of the proceeds from the fall fundraiser would go to help offset the costs of the new software required to operate the new lunch program with Family Thrift Center. Other specific fundraising goals will be determined at a later time. On the topic of fundraising, the idea of selling MCS T-shirts and sweatshirts this fall was discussed and approved. Kristina and Julie will update the school logo and then Kristina and Sandra will pursue (and/or recruit help with) screen printing, pricing and ordering. Other fundraiser ideas were shared and brainstormed as well. It was agreed that we would like to try an additional fundraising activity in the spring in addition to selling the braided bread.

III. Immediate Action Items & Timeline

- A. Kristina and Sandra will prepare for *Meet the Teacher* Aug. 27 11am-12pm. Kristina will make a PTO Event Highlights flier to distribute and Sandra will make provision for the cookies and drinks, all of which will be set up in the foyer. We will also invite Angie Eizinger and Donelle Oostra to attend and help.
- B. Kristina and Sandra will also set up a table in the foyer for the September Open House, with sign up sheets for PTO activities, information items, and goodies. Kristina will provide the PTO sign up sheet to Joyce by Sept. 8 so that teachers can review it and then copies will be made for each classroom. Other parents (Angie, Donelle, Monae Johnson?) will be invited to help.
- C. Dates were set and general plans made for the following social activities:
 - a. The Fall Social will be at 2:45 on Thurs., Sept. 17 (Sept. 21 as a backup date) and will be a combination social (cookies and ice cream) and informational meeting for PTO and the fall fundraiser.
 - b. The Winter Social will be Mon., Feb. 1 (Feb. 8 as a backup date) at 6:30pm and will be a Talent Night and Pie Social (possibly with tickets for sale and pie priced by the slice).
 - c. The All School Picnic will be Friday, May 21st, the last day of school. More parents need to be involved in this event so that teachers do not have so much responsibility for the activities.
 - d. Kristina will recruit a parent to coordinate the Birthday Table and provide them with instructions and the names of parents who sign up to help.
- D. The Fall Newsletter & PTO Webpage are intended to be ready by the first week of school. The purpose of the newsletter will be to help publicize September events, recruit parent participation, and begin building a sense of community and enthusiasm among MCS families and teachers.