

ST. CHARLES PARENT TEACHER ORGANIZATION

AUGUST 12, 2012 EXECUTIVE BOARD MEETING MINUTES

Present: Elizabeth Wolter, Jyll Buringa, Laura Frey, Deb Bahr, Diane Welch, Beth Cage

1. **Transition of Board Members** – Beth Cage has accepted and is taking over the secretary position on the board. Laura Frey will be the treasurer, Deb Bahr is the Vice President and Diane Welch will continue as the president.

2. **Business**
 - Gladiola Days Parade – The group discussed the float for the Gladiola Days Parade. Elizabeth will drive the float; Deb has agreed to oversee decorations and has some candy to hand out. Looking for volunteers to walk/ride in the parade.
 - Meet the Teacher Evening – August 30 (4:00-5:30pm) PTO will have a table to hand out packets that came from PTO today with back to school info. There will also be a signup sheet volunteers at the Book Fair and any other volunteer opportunities that are available.
 - PTO/ECFE Back to School Bash (Bingo for Books) – The date has been set for this fun event on Sept 21, which is a Friday evening. ECFE will purchase books for students to win. Students will be divided into different age groups to participate. The event will be held in the cafeteria.
 - Fall Youth Football Concessions/Recap of Summer Concessions – This is a lot of work for a modest amount of profit. It was decided to open up the job of concessions manager to the general membership to see if anyone was willing to take over the responsibilities. Both Laura and Deb have done this job in the past and are not currently willing to continue at this time.
 - Book Fair – Ms. Cabaya is very excited to host 3 book fairs at the elementary school this coming year and one at the high school. The dates are Oct. 29-Nov 5; Feb 4-Feb 11; and May 13 (which is a buy one/get one). The high school book fair will be Nov. 7 – 13. Last year there was really good response from the general membership about helping with the book fair. It was decided to start letting people volunteer for the helper spots as soon as possible.
 - Community Action Program – Laura presented information about the Girl Scouts program to help communities by raking and bagging leaves and hauling them to the compost site. This is a national program that is looking for groups to volunteer to help on the 13th of October in various capacities. One way is by volunteering trucks/trailers to haul leaves. Another is by planning an celebration party for the Girl Scouts and other volunteers that is ready when they are finished with their project. The PTO agreed to provide manpower for the celebration party and will be looking for volunteers to help to set it up.
 - Child Care – General Meetings – It was decided to provide child care for the first general meeting and then to reevaluate afterwards to see if it was used. Also, to make an announcement that child care would only be provided upon request.

3. 2013 Short Term Goals & Long Term Goals

Short Term Goals

- Grant writing
- Complete Non-Profit
- Parent Enrichment Speakers
- Student Enrichment activities – school dance; school carnival
- Increase membership

Long Term Goals

- Promote Literacy – by helping with the AR program and supporting and helping the Book Fairs
- Increase Educational enrichment opportunities – hosting the artist in residence program
- Fund technology upgrade
- Grant writing

4. **Committee Reports** – If there is anything further that we have not touched on above!
(Committee Chairs/Co-Chairs please be prepared to report if there are any questions or concerns)
 - Membership – this committee has open leadership opportunities
 - Activities – working on Bingo for Books
 - Fundraising – working on Art fundraiser for November
 - Publicity – working on the bulletin board, float, meet the teacher night table
 - Non-Profit – working to complete this soon
5. **Date for next General/Board Meeting** – It was decided to hold a meeting the 4th Monday of each month at 6:30 with the General Meeting first and the Board meeting to follow. (The dates for the rest of 2012 are: September 24, 2012; October 22, 2012; November 26, 2012. There will not be a meeting in December.