

PTO Formation Meeting Minutes 07/26/11

Present: Jen Hagen, Kurt Heitmeyer, Amy Alper, Julanne Lorimore-Hill, Doug Calhoun, Kathy Pine, Nadine Harmon, Sharon Johnston, Nona Gamble

A. Determine first/ongoing PTO meeting day, time & promotion of meetings

- We looked at the voting results from Survey Monkey for most-desired day and, after some discussion, decided to go with majority which was Wednesday evenings, we decided 2nd Wednesday of each month except for first meeting which will take place the second week of school on Wed, Aug 24th. For meeting time, majority wanted 6-7:30 mtg, 7:30-8 social time. We discussed and had some concerns about new attendees perhaps feeling less welcomed with the later social time. Plus concern for late comers and not starting the meeting on time. We did a quick hand-raise vote after discussion and decided to do social time first with the option to change this schedule later if necessary.
- PTO Meetings will be from 6-6:30 social time, 6:30-8 meeting time on the 2nd Wed of each month.
- First Meeting: Aug 24th, 6pm. SCSF elections will take place and to vote in PTO elected candidates
- PTO mtg will be promoted via mass email, flyers (Paula), boo hoo breakfast and white board in English and Spanish.

B. Meeting Format

- Some discussion regarding how sub-committees will report. Suggestion that lead must put something on agenda in advance. Another thought that if all committees are always on agenda, it forces action and communication. Decided that all committees will report at every meeting during the first 30 minutes.
- Format: 30 minutes sub-committees report, 30 minutes agenda items, 30 minutes open forum
- Agenda items should be emailed to PTO email: pto@sonomacharterschool.org
- If member does not have email, they can attend and discuss their item during open forum
- We are looking for bilingual liaison to help communication with Spanish speaking families
- An idea was discussed to have a raffle at each meeting to win a little prize and/or some floor time during open forum. Ticket would require name and email address and area for person to write their concerns, questions, issues and/or what they wanted to accomplish by coming to meeting. This would be a way for board to keep abreast of issues w/in the parent community and double check email addresses. Nothing was decided for sure regarding this at this time.
- Parking Lot: have large chart paper for people to add items when they arrive (or during?) meeting
- Name tags for board members and committee members identifying their role/committee

C. PTO goals/policies

- Poster will be made and mission/goals/policies will be posted at each meeting and mentioned on every agenda
- Discussion began about an admin fund to run the PTO (for example: making the mission poster mentioned above). Nona will look into this.
- It was also decided that we will eventually need a line-item budget
- Meeting Rules: proper etiquette, no side conversations, no interruptions, stick to agenda time limits, start/end on time, respect, common courtesy

E. Team Goals and Responsibilities

- Kathy will gather committee goals and acceptance of responsibilities from committee members who were not in attendance
- Board will have online vote officially for all committee positions once we get everyone's feedback
- Jen Hagen- Fundraising Committee (co with Lesley Cannariato) Approved responsibilities list. Goals:
1. Increased communication via Wed folders to fundraise w/out writing a check: box tops, Jamba Juice, escrip, etc. 2. Add a fundraiser to involve general public (non-CYC) such as: Wizard of Oz Sing-a-Long in Nov, Spring Carnival, Inflatable Movie Screen for movie night. Other ideas going around such as a cookbook. Jen has mentioned this to CYC committee and Paula as we thought there would only be CYC fundraisers this year.
- Sharon Johnston- Volunteer Committee. (co with Courtney Morgan and Sanna Range?- Will check

with Sanna about co-lead position.) Approved responsibilities list. Goals: 1. Work with social team to match up volunteers with opportunities by end of first trimester. 2. Have at least 80% of parents using online tracking form by end of 2012 school year.

- Nadine Harmon- Communication (co with Jeannette Tomany) Approved responsibilities list. It was mentioned at last meeting if communication team would be responsible to make copies and distribute flyers for people, co-chairs say no, flyers can be filtered through us for editing and for the purposes of communication, but individual people or teams are responsible for their own copying and distribution. Goals: 1. Creation and distribution of online and paper calendar with school events and descriptions. Suggestion to use Google Calendar 2. Completion and help with distribution of Family Handbook (will need to find out status from Paula)
- Julianne Lorimore-Hill- Parent Involvement/Socials (co with Jade Filippi). Goal: 1. Promote school pride (t-shirts, PTO social? Wine?)

F. Reaching Parent Community

- Focus on Kindergarten families as they are enthusiastic and excited, get them for long term. Some years will be difficult when there are many siblings entering Kindergarten and the families aren't "new"
- Volunteer hours will be published

G. Misc

- Concerns about having too much go on this year with new fundraisers, asking for money, Charter Your Course, etc. Also about what is CYC vs. other fundraisers? We deferred to Lee Morgan Brown regarding this as she is the CYC Lead.
- Weekly emails will start the week of Aug 15th
- Good list of new family emails from Spring Fair plus teachers will collect emails the first week of school
- As the year progresses, we will continually look at our meeting format, successes, failures, etc and discuss making changes as needed.

Submitted July 28, 2011
Nadine Harmon