

Nativity Catholic School
December PTO Executive Board Meeting

Date: Thursday, December 3, 2009; 7:00 pm

Place: Nativity School (Room 4)

Members in Attendance:

- * Ingrid Sánchez-Seymour (PTO President)
- * Cheryl Ostrowski (PTO Vice President)
- * Sandy McIntyre (Treasurer)
- * Kathy Lesiuk (PTO Secretary)
- * Patty Yeager (Assemblies)
- * Sara Smith (Community Building)
- * Michelle Herrity (Room Parent Committee)
- * Trina Meyer (Spring Benefit)
- Shannon Murphy (Hospitality)
- Jean Burneo (Sally Foster)
- Kimberly Watson (Staff Appreciation)
- Andy Chavez (Service Support)
- Ellena Griffith (Newsletter)
- Paige Robertory (Parent)

*A star signifies a voting member.

The meeting was opened at 7:10 pm with a prayer and a welcome from the PTO President.

Secretary's Report (Kathy)

The minutes from the PTO Executive Board meeting of November 12th were distributed, read out loud, and presented for approval. Ellena made a motion to accept the minutes with edits. Andy seconded the motion. All voting members were in favor to accept the minutes and the vote carried.

The plan is to read the minutes at each meeting before presenting them for approval. This will ensure that all Executive Board members will have a chance to review and question the minutes before voting.

The current secretary, Kathy Lesiuk, will be stepping down from this position after this meeting due to increasing time and travel commitments related to her career. Cheryl (Vice President) will be writing the minutes until a new secretary is found.

Treasurer's Report (Sandy)

Activity for October resulted in a net increase of funds in the amount of \$642.54. Incoming monies totaled \$1719.67 while expenses were \$1077.13.

Upcoming expenses include staff Christmas gifts, field trip donations and the PTO's portion of the technology contract for the school. A discussion about whether to continue to contribute to the technology contract occurred. We will get more information about the specifics of the contract before making a decision early next year.

Vice President's Report (Cheryl)

Ingrid and I attended the Diocese of Arlington PTO meeting on November 9, 2009. Agenda items discussed: an exhibit on religious women at the Smithsonian's Dylan/Ripley Center starting on January 15th; a Friedman foundation survey on school choice which was recently concluded (results pending); Junior Achievement program coming to Catholic elementary schools (2nd grade last year, 2nd/3rd grades this year – will be looking for parent volunteers); an update on the Marketing Strategy and Enrollment Management program from the Office of Catholic Schools. The meeting was a great source of information and an opportunity to network with other schools. The next meeting will be held on the third Saturday in March at St. Agnes school.

President's Report (Ingrid)

- a. **Minutes Review and Vote:** Importance of minutes-review and take seriously. Your reports and discussion should accurately reflect the business we are doing – for our sake and for that of those coming after us. When the minutes are sent to you, please read thru your part carefully then read the other information too. The PTO minutes are posted to the school web site.
- b. **Newsletter link:** Thanks to Ms. Sinclair, PTO Newsletter is linked from the School Wednesday newsletter site the PTO page – so not only will folks see our newsletter, “they” will see all school information as well.
- c. **Field Trip Assistance Notification:** Earlier this month, I sent email to teachers – with Sandy's approval - of notification of their \$900 in field trip assistance for K-8 and the procedure for requesting funds – and that is to go thru Kim Vu. The \$8100 Amount will be transferred after the New Year??
- d. **Giving Tree** – This year, instead of putting up a school tree, we partnered with the Women of Nativity to encourage the school population to participate. It was a decision to better use our efforts and minimize donor fatigue at this time of year – and one appreciated by WoN.
- e. **By-laws restructuring** – they are inadequate in their structure – particularly in areas of procedure for those on the executive board and in the nomination/election procedures. I've collected one set of by-laws from a neighboring school (Holy Cross) and will ask for a few more. I'd like to start a task force to look at the by-laws and draft new ones for use to present to the General population in March for a vote. Anyone interested or can recommend someone to this task force – pray on it and let me know.
- f. **Catholic Schools Week** – PTO will have a more co-operative role in the process this year. I've spoken with Amor and our ideas are:

- Invitation to the Parish the Sunday before and day of to visit the school
 - PTO to host the open house on Sunday
 - Other – more on that as things develop.
- g. **Christmas bonuses for teachers and staff** – Christmas bonuses will again be funded by the PTO. Ingrid proposed a revision of bonus amounts for certain teachers/staff. After some discussion, Sara motions to increase the amount of the bonuses to one teacher who has been doing a full-time vice part-time job. The amounts given to the maintenance staff will also be increased. Michelle seconds the motion. All are in favor and the motion carries.
- h. **Teacher Request for funding Christmas Pageant costumes.** After some discussion, it was decided that giving money to one class and not to another class may not be perceived as fair unless there is a way to ensure that the costumes remain the property of the school. Perhaps the parents would be willing to contribute towards the cost of costumes.

School Report (Ms. Kelly)

Ms Kelly could not attend tonight but sent a message that the 8th grade high school placement test was given recently. The Christmas pageant has been revised, the theme is “our salvation history” and it will be held on December 14th at 7 pm.

Committee Reports:

Spring Benefit (Trina): A team meeting occurred in November. The committee will be sending solicitation letters and fliers in January.

Staff Appreciation (Kimberly): The committee provided snack bags and lunch on two of the November conference days and will give the teacher “cookie” boxes before the holiday break.

Room Parents (Michelle): Auction baskets cannot include alcohol! Room parents are busy planning the class Christmas parties which will be held on December 18th.

Service (Recording – Pat, Contact – Andy): A reminder to fill out service hour forms will be included in the Wednesday folder. Service opportunities will continue to be posted on the website by Andy Chavez.

The meeting was adjourned at 9:15 pm. The next Executive Board meeting will be held at 4 pm on Thursday, January 21st, 2010.