

KM PTO Meeting Minutes 4/10/12

- Jennifer West ran the meeting.
- A contact list of everyone attending was made. Name, email address, phone number & child(ren)'s grade were requested.
- The initial intent behind establishing the PTO was to increase parent involvement & make volunteers available to the staff for the purpose of enriching the experience of the children at Kenneth Murphy.
- The intention is for everyone to have a voice in the PTO.

PTO or PTA

- The basic differences between a PTO & a PTA were explained. PTA is the trade marked name of an organization. Belonging to the PTA requires paying a fee, but benefits such as advise & legal council among many others come with it. A PTO is a catch-all name for any other (non- PTA) parent organization.
- It was decided that we would be a PTO for now & can revisit the idea of a PTA if needed in the future.

KM Partners

- It was explained that KM Partners is the organization for parents who would like to volunteer within the school during the school day. PTO would, as a rule, function outside of the normal school day.
- It is not necessary to be a KM Partner to be in PTO. However, if PTO were to be involved with anything within the school during the school day, those parents volunteering would need to be KM Partners or have approval of the KM office.

Electing PTO Board Positions

- It was asked if we want a President, VP, Secretary, & Treasurer; or if we wanted a Non-voting President with a general voting board. It was decided that a board with a President, VP, Secretary & Treasurer would be elected.
- It was agreed that the initial board elected (an interim board) would only hold office until the beginning of the 2012-2013 school year – possibly October 2012. At that time, the board positions would go up for election for the 1st full year term.
- The interim board would write up the bylaws and do research on existing PTOs to see what might work best for our KM PTO.
- It was decided that co-positions may be acceptable for the interim PTO board.

Interim PTO Board Positions Nominated & Accepted

- Co-President – Jennifer West
- Co-President – Steven Bigden-Russell
- VP – Christine Avona
- Treasurer – Kim Rossman
- Co-Secretary – Lisa Garcia
- Co-Secretary – Dawn Sekulich

Meetings

- Until further notice, PTO meeting are set for the 2nd Tuesday of each month at 6:30pm
- The next meeting is May 8th.
- Interim board will meet on Wednesday, May 2nd at 6:30pm at *It's All Good* in Zion to discuss findings on by-laws & PTOs in general. Date/time to be adjusted as needed.

Other Concerns

- Teachers present at the meeting stated that some teachers would like volunteers in the classroom to help with anything from redecorating a bulletin board to going over flash cards with students. It was also agreed that such volunteers would need to go through KM Partners.
- It was asked that there be a way for people to easily make suggestions at any time to the PTO possibly via email.
- A PTO website was suggested.
- A Volunteer Liaison position was suggested to attend all KM Partner meetings. This would serve to let PTO know what is needed within the school & possibly provide any additional volunteers or support to KM Partners.
- A Teacher Liaison position was suggested to serve as a voice for teachers' concerns.

Volunteer Opportunity

- **Family Literacy Night** – Ms. Zannini needs help for this event! Please contact her at kzannini@bpd3.org, or call the school office 847-599-5052. The event is on Thursday, May 3rd from 5:30-7pm.

Conference

- PTO Today Conference in Milwaukee on Tuesday, 4/17.
- Those who were interested in attending were asked to meet after the PTO meeting.

Post Meeting:

Website

- Jennifer Walsh set up our PTO website. (Thanks Jen!) Check it out at **kmpto.weebly.com**.
 - Jen has set up an easy to use “Suggestion Box” where parents/staff can write their concerns or suggestions. We will be able to bring these issues up in our upcoming meetings. Any items in the website Suggestion Box are sent to a new KM PTO email address that will be monitored by a board member (to be discussed at the 1st board meeting). Those using the website's Suggestion Box can do so anonymously, or they may leave an email address to receive a reply.
 - Our bylaws will be posted on the website.
 - A Treasury info tab was made to allow announcements regarding financial information.