

Audubon Charter School

PTO Board Meeting Minutes

July 7, 2008

In attendance:

Michelle Ancar
Robin Stead
Laura Garbers
Lora Carapina
Joe Ryan
Patty Kissinger
Leila D-Aquin

Bill Wendell
Mischelle Thiels
Shelley Kelly
Undine Jost Zengel
Christine Brennan
Dahlia Wolfson

Meeting was called to order at 6:48pm.

Minutes were approved as with the following corrections: Delete the line in discussion of 2nd grade French Classroom Assistants that said: “Ms. Janice said the school could no longer pay for teaching assistants.” Change the spelling of Madame Loeticia’s name from “Leticia.” Amend the discussion of the Aftercare Committee to reflect that a grant was received to write a manual and that manual has been written. Bill Wendel made a motion to approve the minutes and Michelle Ancar seconded. All approved.

Treasurer’s Report – Joe Ryan did not bring a copy of the current budget to the meeting but reported it had not changed since the last meeting. He said he would send a copy electronically to the all on the Board. There was brief discussion of how the budget is created.

Report from 07-08 Committees –

Fundraising – Lora Carapina and Shelley Kelly presented their fundraising calendar and said they would email a copy to all on the Board. They are still working on a fundraising budget and refining the calendar. They said they want to have fundraising go on throughout the year. They said the main fundraisers will be two festivals, Fallfest and Springfest, with other smaller items like the sale of t-shirts, tattoos and bags going on throughout the year. They are working with Stephanie Zitler to have a fundraising page on the website. There was a brief discussion of the procedure for turning in money that is raised. Bill Wendel advised the group to put monies in the lockbox in the counter in the office at Broadway campus. You can also put requisitions for funds here, he reported.

Hospitality – No one was present from this committee but there was a discussion of what this committee is generally responsible for which includes Teacher Appreciation week, the Welcome Breakfast and back to school picnics. This committee does not try to make money on the events it hosts.

Room Parents – Deanie said forms will go out the 2nd week of school requesting the names and addresses of students/families. There will also be a request for room parent volunteers on these forms. She said the room parents will be responsible for phone trees, if necessary, and coordinating parties for the class.

There was a brief discussion of how we might more effectively collect names and addresses of students. Ideas included a mention in the Rarebird and getting the room parents to make personal appeals to the parents. There was also a discussion of how much more effective it would be to have the Membership Committee and the Room Parent Committee work together to create one form for all students that included all information needed by both committees. It was agreed that no matter what method is used, giving out this information is voluntary on the part of the parents and cannot be mandated by the school. Christine Brennan reported there is a membership database that was compiled last year and we could use that as a starting point and add names to it.

Aftercare Committee – The committee is waiting for the school administration to approve the handbook that was written and submitted last school year. There was a discussion of how the group could get on the agenda at a Fame Board meeting to discuss the handbook, etc. Bill Wendel volunteered to discuss the manual with school administration to see if he could move the process along.

Bill Wendel made a motion to form an ongoing Aftercare Committee. Christine Brennan seconded. All approved.

Grant Writing - The group discussed the current lack of a grant writer. Various ideas were discussed for how best to fill this position. It was agreed that Bill Wendel would approach the administration to see what plans they have, if any, and to make suggestions. It was agreed that the administration has to be supportive as they have the data that must go into the grant proposals. Leila made a motion to form a grant writing committee. Christine Brennan seconded the motion. It was approved. Leila, Lora Carapina and Christine Brennan volunteered to serve on the Committee.

PTO Meeting Time and Place – It was agreed the meetings would stay on the first Monday of each month at 6:00pm and would take place at school with exception of the summertime months. Arrangements will be made with school to let us host meetings. There is no meeting in December, Bill Wendel reported.

By Laws Committee – the committee reported they had a meeting and went over the bylaws and articles of incorporation. They said there was not a lot to report because the work was ongoing. The committee was scheduled to meet after the PTO Board meeting that evening.

Rarebird Committee– Leila D’Aquin reported that the first issue had gone out earlier that day. She said the issue would go out in the summer mailing scheduled to go that week. Leila also presented the Rarebird Workplan for the year. She said they would like to make journalism an arts reach class. They are going to purchase inexpensive cameras and let students take photos for the newsletter. She said the school might also offer a journalism class to the 8th grade students in which they would work on the newsletter.

Christine Brennan made a motion to approve the workplan. Michelle Ancar seconded. All approved.

Meeting was adjourned at 8:21pm.