

**SASEAS PTO
Board Meeting Minutes
August 24 2009**

	Present	Absent		Present	Absent
Tom Devolve (Principal)	X		Justine Lakatos (Pres.)	X	
Paul Herriott (Treasurer)	X		Jenn Dannemiller (VP-Seton)	X	
Julie George (Secretary)	X		Christine Becker (VP- St. A)	X	
Donna Reinhart (MAL St. A)	X		Ericka Steffen (MAL Seton)	X	
Becky Christoff (MAL Seton)	X		Lory Devolve (MAL St. A)	X	
Judy Virzi (MAL Seton)	X		Stacy Giebler (MAL- Seton)	X	
Kim Wheat (MAL St. A)	X		Angela Foulks (MAL St. A)	X	

Visitors:

--

Prayer/Opening

Justine led us in a “prayer before meetings.”

Principal’s Update

Tom Devolve opened with an update on various items. Accreditation process by the OCSAA for grades K-8. This process occurs every 7 years. This year is set up for school to self- evaluate in areas of Catholic identity and academic goals. Additional waiver days are granted to schools as part of this process, therefore Friday 11/13 and Friday and 2/26 are no school days for students. These days are also trimester ending days. New Student Handbook as been dispensed to families – changes are in bold. A new web-based calendar system, which can also be printed, will be available soon. Events can be added throughout the year and it will have drop-down capabilities to get details on events. Trimester system- as SASEAS moves to this system this year, all students will receive midterm reports throughout the year. First midterm is 9/26. Meet the Teacher nights are 8/26 at St. A campus and 9/1 at Seton campus- the message will be the same at both campuses. Due to state budget cuts, nearly 17% of the budget will be cut from the 2009-2010 school year (close to \$90K). This has potential to impact textbooks and technology. Auxiliary services could be impacted in future years, but stimulus dollars will be shifted to cover those services for the next 2 years. Discussed prep for 8th grade high school placement tests and getting information to families in a timely manner. The test is 11/21 with make up in early December. Discussed Traci Wethington’s focus for 2009-2010 is assisting in data collection for OCSAA audit, perm substitute, and auxiliary support/intervention.

June Minute Review

- a) Make a Difference Day: Confirmed date is Saturday 11/14.

Summer Event Update:

- a) Kindergarten/New Family Meet and Greets: Were well attended despite chilly and rainy conditions. Continue event next year
- b) Kindergarten/New Family Balloon Delivery: Thanks to Judy Virzi for coordinating this welcome to SASEAS. Continue next year
- c) Orientation for Kindergarten/1st grade- Justine present to discuss PTO. Many volunteers signed up at this meeting. Continue next year
- d) SASEAS Meet and Greet at Seton Festival- good turnout despite heat, Dog Days and other commitments. Much Spirit Wear was also sold. Congratulations to Betsy Richardson (Showcase Cinemas gift card) and Carrie Taylor (\$50 Spirit Wear).

New Business

- a) Meet the Teacher - St. Andrew 8/26 – Stacy Giebler to represent PTO. Seton Campus 9/1- Cindy Meyer to have sign up for Market Research avail.
- b) Welcome Breakfast – scheduled for 8/28 at 10:00 to be coordinated by Ericka Steffen, Becky Christoff, and Lory Devolve. Jill Corbett to email new families as a reminder
- c) Uniform Exchange – 8/31- 9/4 – set up at Seton Campus only- Marge Johnston to coordinate
- d) Magazine Drive: Kick off assembly 9/1. New vendor this year. Three turn-in days. Age appropriate prizes will be provided. Faith and Family catalog to be offered.
- e) Everybody Counts – September 29- October 2 new updated program this year. Tracy Schaeffer to coordinate.

Old Business

- a) Chairperson Openings- Family Pizza Night, scheduled for Friday 11/6 in need of a Chairperson
- b) Grand Event- Date to be determined, also need Chairperson. Last year's coordinators meeting 8/28 to discuss and plan
- c) Birthday Bash- will be monthly pizza party with the principal
- d) Website update- PTO agendas will be posted on website a week before meetings.
- f) C-Notify- System to be available soon. Database being updated. School events, reminders and information will be communicated via C-Notify.

Additions

- a) New Spirit Wear Vendor: Tom discussed the selection process this summer for new vendor , Touchstone, and thanked Joyce Longwell for her effort. New spirit wear will be more affordable and readily available. Samples will be available by parent/teacher conferences. Briefly discussed uniform vendor and possibly checking into alternate vendors.
- b) School Website: Tom mentioned preliminary analysis is being conducted to invest in updating the school website to a more interactive format.
- c) School start date 2010-2011- Start date for next school year hasn't been determined yet. SASEAS doesn't necessarily have to follow Milford's schedule. Date to be announced later in the school year.
- d) St. Andrew Oktoberfest: October 4th – PTO to provide cream puffs again this year. Judy Virzi, Angela Foulks, and Lory Devolve to supply and work booth. Proceeds to go St. Andrew Parish.
- e) By law Review: Discussed need to review current PTO bylaws and processes for overall governance of PTO. Judy Virzi to lead Governance committee to focus on this effort. Jenn Dannemiller, Donna Reinhart and Angela Foulks are also committee members.
- f) Market Day – policy change: Effective immediately if order isn't prepaid and it is not picked up on the day Market Day delivers, the order will be cancelled and food sent back to Market Day.

Closed Executive Session:

Treasurer's Report:

- a) Budget Review- Paul reviewed the current budget and discussed details under line items. It was also noted per input from school administration, the 7th Grade Frontier Day Float and Political Convention will not take place this year.
- b) PTO Funds Request- discussed new process this year of any school funding requests by teachers for grade-level activities, supplies, programs are to be submitted to Tom for approval then forwarded to PTO for payment/reimbursement.
- c) Treasurer Controls: Discussed the recommendations for controls to be put in place initially this school year to better monitor PTO fund distribution. Determined Tom Devolve will become a check signee; two signatures required on any checks over \$100. Jenn Dannemiller to receive

monthly statement in addition to Treasurer and will assist Paul in reconciling. A year-end audit will be put in place executing treasury control recommendations. Need a volunteer to take this on yearly. PTO members to consider parishioners or school parents.

Next Meeting:

Monday September 14, St. Andrew Parish Center at 7:00 p.m.