

Virtual PTSO | PTO Council Working Meeting Minutes

A Bridge Between School & Home

Wednesday December 15, 2021

Meeting commenced at 6:06pm

Attendees: 5 Attendees

- Virtual Zoom Meeting

Attendees

Tammy L.S. Wright

Stephanie Rosa

Maria Seals

Latoya Davis

Lawonda Alleyne

JP Ryon

Eva Turner

JP Ryon

Meeting Called to Order by Tammy L.S. Wright

INTRODUCTIONS

Introductions of attendees

- Name
- School
- Position

WELCOME

Provided an Overview of the Purpose of the PTSO | PTO Council Group

SECRET Facebook Page @ CCBOE PTSO/PTO Council Group

Purpose: The purpose of our Facebook Page SECRET CCBOE PTSO/PTO Council Group is to provide a platform for questions, sharing good news, and to share events. Overall, it is a tool that allows us to bridge the gap to support one another. It is not a platform to complain.

The page is only for current PTSO Committee Members, PTO Committee Members, and CCPS Administrative Staff, not parents.

BRIEFLY REVIEWED THE STRATEGIC PLANNING PROCESS || EXAMPLE BELOW

Vision Statement

- Involve the students and parents
- Display it in a common area

Mission Statement

Set Goals – Objectives – Activities

Goals are broad but clear statements that relate to an organization's overall intention. Goals break down an organization's mission into specific, achievable components and identify the results the organization wants to accomplish.

Objectives in turn help break down intricate organizational goals. Objectives are interim signposts that can be reached in shorter periods of time and in more clear-cut ways than the broader goals.

Objectives, therefore, should always be measurable, which means there is a concrete way to decide whether the objective has been met. Good objectives have five common characteristics that can be remembered using the acronym SMART: specific, measurable, achievable, realistic, and timely.

Also note that every goal, objective, and activity is directly tied to the mission and vision of the organization. With this in mind, you can't help but make progress with your strategic plan.

Assign Chairs

- The PTSO | PTO should not have to plan everything
- Chairs report at meetings

Follow Up

- Even though you have Chair Positions...make them feel supported not alone
- Work something out with the Principal for Volunteer Incentives i.e. homework pass, teacher competitions, incentive like teacher jeans day, etc.

TIME FOR RESEARCHING

Research your ideas because what worked in Elementary school probably will not work in Middle school. What worked at one middle school doesn't mean that it'll work at your middle school.

- Ask the parents what they want
- Ask the teachers what they need

HELPFUL WEBSITES

<http://www.pto.org/leaders.html>

www.ptotoday.com

<https://www.pinterest.com/pin/383509724502301654/>

<https://funds2orgs.com/pto-fundraising-ideas-guide/>

REVIEWED THE FOLLOWING

- Welcome Packet
- PTO | PTSO Assigned Meeting Weeks

OVERVIEW OF MEETING w/ CCPS SUPERINTENDENT NAVARRO

A. STANDARDIZED FORMS

- Membership, No Addresses Needed
- Nomination Form | Teacher Request Form

B. CREDIT CARD PROCESSING GUIDELINES

- Some schools have it and some don't

C. WEB PAGE KEPT UP-TO-DATE

- Assigned a CCPS Communications contact to assist with web page updates

D. CCBOE EMAIL ADDRESS OR MOVE TO GOOGLE

- Current E-mail: **ccboeptocouncil@gmail.com**
- Need to add to email listing to be aware for communication
- Proposed Changes by June 2021, but hard to do during COVID
- Email address stays with the school versus numerous changes
- Easier to manage and to find information
- Need a way to share files, Minutes, etc

COMMITTEES NEEDED

- Reading Across America | Stephanie Rosa (Volunteered to Chair)
- Mental Health Symposium | Tammy Wright (Volunteered to Chair)

Upcoming Meeting Dates

- Friday, February 04, 2022 @ 6pm
- Tuesday, April 19, 2022 @ 6pm

Meeting Adjourned at 7:16pm | Minutes Recorded by Tammy L.S. Wright