

Virtual PTO | PTSO Council Meeting Minutes

March 09, 2022

Meeting Start: 6:34pm

Attendees: 17 Attendees w/ 5 Duplicate Attendees

- List Attached

Meeting Called to Order by Tammy L.S. Wright

WELCOME

Introductions of attendees

Welcomed PTO | PTSO Committee Members and CCPS Superintendent Maria Navarro

Opening Remarks

Superintendent Navarro

- Feel free to invite her to your meetings
- She hears our concerns and working diligently to gather information
- She will remain on the Zoom call and available for comments, questions, and input

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

Tammy L.S. Wright

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 PTO and PTSO Committee Members and CCPS Administrative Staff who are supporting the PTOs and PTSOs. This Facebook page is not parents who are volunteers.

THE STRATEGIC PLANNING PROCESS

Reviewed by and explained the purpose of strategic planning.

- To provide a foundation for knowing what you are going, why, and to be aware of the purpose of your fundraising goals.
- Provides a quantitative tool to the achievement of both your and the principal's goals.
- Complete this during the summer months with the principal to find out their goals and support.

Your Vision Statement Tips

- Display it in a common area for parents and students to see.
- Know the purpose of YOUR school's PTO or PTSO because it is a lot more than 'just' fundraising.

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.

Shared Testimony

Stephanie Rosa
J.P. Ryan PTO President

- Shared about how she was left with no budget by the prior J.P. Ryan PTO committee.
- She did not know where to start nor what to do.
- She was happy to find out about the PTO | PTSO Council group.
- **Successful Outcome.** Tammy helped her tremendously in navigating as J.P. Ryan President and she is in her 3rd year as president!

AVAILABLE TOOLS

- **PTO | PTSO Welcome Packet.** Several of the PTOs and PTSOs weren't aware of the Welcome Packet
 - o Should be provided by the principal to the incoming committee and/or board.
 - o Tammy will email the Welcome Packet .
 - o We reviewed some of the awesome resources in the Welcome Packet.
 - o Reviewed the meeting schedule and some on the call weren't aware of this guideline. Why? This helps with parents with children in multiple grade levels i.e. one in elementary and one in high school. This concept leverages more support.

PTO | PTSO MEETINGS

- **Elementary School:** 1st Week of the Month
- **Middle School:** 2nd Week of the Month
- **High School:** 3rd Week of the Month

REVIEWED CCBOE NEW WEBSITE

Reviewed PTO|PTSO site under the CCBOE.com website and several changes were made.

- Visit: <https://www.ccboe.com/parents/parent-teacher-organization>.
- Encouraged everyone to visit the site and to share comments for updates/changes; if needed.

Reviewed all CCPS school's website for PTO and PTSO information

- **Hanson Middle School's PTO webpage was consistent, accurate, and informative.**
- All of the CCPS schools' websites had inconsistent and outdated PTO and PTSO information.
- If I was a parent who wanted to support the organization, then would be very hard to find information on all of the PTOs and PTSOs.
- Hard to find your mission, goals, and current status.
- Middle Schools the information was nonexistent or vague.
- High Schools nothing listed.

CREDIT CARD PROCESSING

Took a poll of the schools with credit card processing.

- **8 schools** don't have credit card processing.
- **5 schools** had credit card processing, but expressed concern with the processing fees.
- **1 school** did not know.
- Some schools had a P-card and some didn't.
- Two (2) schools use My School Bucks.

CONFIRM ACTIVE PTOs & PTSOs

Unable to confirm because chat closed out before I could capture the responses.

MENTAL HEALTH SYMPOSIUM

Theme: “Into Mental Health: Informed, Inspired, Involved”

Our goal should be to show that there are lots of different ways to distress and heal your mind.

Confirmed Date: Saturday, May 7th @ 12pm-3pm

We are seeking volunteers and if you provide at least 4 volunteers, then a portion of sponsored donations will be divided evenly between the PTOs, PTSOs, and Clubs.

OPEN FLOOR

- Shared fundraiser ideas
 - o A letter to a student was very successful.
- Shared ideas of how to get parents involved.
 - o *Elementary School:* Room parents for each grade. They are the point of contact between teachers/students and the PTO.
 - o *Middle and High School:* Incentive parents for participating and support.
 - o *Middle and High School:* Parent participation points and maintained with a spreadsheet.
 - *Points:* Attend meetings, participation, donations, and volunteering.
- Share Tips Concerning Social Media
 - o Be Care of Postings
 - o Our role is to support the school, staff, students, and parents...not to tear it down
 - o Encourage positive intervention
- Shared Tips About the importance of the Email Accounts
 - o Stephine Rosa (president of JP Ryon) shared the importance of passing the password of the PTO | PTSO emails to the incoming committee.
 - o How important it is to prevent the repetitions of continuously changing the email addresses.
 - o Tammy Wright shared that this is an ongoing issue and in discussion with Superintendent Navarro.
- English as a Second Language (ESOL) Interpreters for PTO | PTSO
 - o ESOL department pays for it now.
 - o Must complete the RSVP forms. To request an interpreter, your school admin (Principal, VP, Financial Secretary) has to email out a request.
 - o Once the meeting is over, the interpreter needs a form signed by the authorizing administration saying they were there for their payroll.
 - o The payment goes through ESOL but the request needs to go through the Admin to the interpreter mass email.
 - o ESOL POC is Hoffman, Autumn E (CCPS): ahoffman@ccboe.com

NEXT MEETING: Tuesday, June 8 @ 6:30pm

Meeting Adjourned at 7:48pm | Minutes recorded by Tammy L.S. Wright