**Christ the King Catholic School 2015-2016**

**PTO Board General Meeting Minutes**

**March 10th, 2016**

1. Call to Order, Prayer, and Presentation of Colors.

* The meeting was called to order by President Alyssa Farrell at 6:30p.m, and Alyssa announced a quorum was present.
* Father Rick Stansberry gave the opening prayer.
* The Cub Scouts of Pack 120 presented the colors and led the audience in the Pledge of Allegiance.

1. Announcements and Annual Updates.
2. Priest—Father Rick Stansberry
3. Thank you’s. Father Rick thanked the Board and faculty for their work and enhancement of student education.
4. Mrs. Carter’s retirement and successor. Father Rick again discussed process of selection and explained three candidates from among pool of candidates will be forwarded to selection committee. The three final candidates will then be interviewed. The goal is to have candidate selected by this summer. However, if selection not made by then, vice principals will perform duties until selection made.
5. Financial Aid. Father Rick encouraged those in need to apply for tuition aid for the incoming year, if needed.
6. Principal—Mrs. Karen Carter
7. Thank you’s. Mrs. Carter also thanked the Board and accomplishments achieved this year, noting it was a pleasure to work with members.
8. Pending retirement. Mrs. Carter again expressed many thanks as she transitions from CK to spend more time with her family. Mrs. Carter noted she is hard at work preparing for her successor and a smooth transition.
9. Father Rick’s New Book. Mrs. Carter encouraged those who haven’t already done so to pick up a copy of Father Rick’s new book, available in the library.
10. Introduction of Board Members and PTO Events.
    1. Alyssa Farrell
    2. Introduction. Current PTO board members were introduced.
    3. Role of PTO. Alyssa gave brief description of the role of PTO as liaison between administration and parents. Alyssa provided year-in-review of PTO-sponsored events as follows:

• New Family Welcome. Incorporated ice cream social this year, which was successful and provided key opportunity for new families to meet their CK host family and other CK families before registration.

• Registration. Went well and guided families through year’s events. 98% volunteer participation rate.

• Outgoing Board members. Alyssa recognized outgoing Board members and thanked them for their service.

• Thank you’s. Alyssa thanked Jenni Butch and the faculty for their hard work and support of PTO.

• Auction. Major PTO fundraiser for the year and a great success.

• Teacher/Principal Appreciation.

• Playground Duty.

• Serving Mass and other events.

• Christian Service. Focused on this year’s “Year of Mercy.” Coat drive, Angel Tree, and paraliturgy.

• CK Run. Community building event. Permit approved from City of Nichols Hills and scheduled for September 24, 2016.

• Bingo Night.

• Grandparents’ Day.

• Additional events coordinated by PTO and/or PTO volunteers: Street Party, Shakespeare festival.

1. Board Member Reports.
   1. Fundraising—Nicole Dell’Osso

i. Auction . Next year’s Auction theme will be “CK Corral,” and is scheduled for November 5th. Nicole and Jen Sanders will serve as co-chairs.

ii. Gift Wrap Sales. Nicole clarified this is not a PTO-sponsored event and all sales go toward class accounts and to subsidize field trips.

1. Treasurer—Barbara Willis
   1. Auction. This was PTO’s biggest fundraiser this year and is every year. Barbara reviewed the financials of Auction and PTO accounts in general (summaries attached).
   2. Approval of Budget. Barbara moved to approve next year’s budget and the budget was approved (see summary attached).
2. Public Relations—Danielle Cronic
   1. Registration. New registration day—registration will now be held on Sunday of the week school begins. Also new next year—new families will go through registration early with their buddy families.
3. Member at Large—Emily Buckelew
   1. Member at Large Role. Emily discussed her role as liaison between school and parents.
   2. Bingo Night. Emily reviewed totals earned from Target and Homeland percentage sales earned by the school.
4. Green Team—report given by team co-chair Jenny Richard
5. Project year-in-review. CK conducted bottle-free field day for 2015, mid-year uniform exchange, and K-cup initiative. K-cup initiative saved $700.00.
6. Upcoming initiatives. Street party and field day will be bottle-free. Other initiatives include crayon recycling, school supply recycling, summer reading list book drive and cardboard recycling.
7. Secretary—Ann Hadrava
8. A to Z app and student directory. Ann reminded everyone to update all information online as we head into summer and encouraged those who have difficulties with the app or directory to contact her for help.
9. Nominating Committee—Shannon Moad
   * 1. Shannon encouraged those in attendance to consider Board positions and general volunteering positions.
10. Old Business.
    1. Proposed PTO Bylaws amendments. The existing language and proposed new language was read by Ann Hadrava and Alyssa Farrell, along with reason for proposed change. Each of the following amendments, after reading and opportunity for discussion, was put to a vote of the general membership present and approved as follows:
11. Art. II, Sec. 2. Rights of members. After “PTO,” the following language is inserted: “or timely-submitted absentee ballots.” This conforms to current practice.
12. Art. IV, Sec. 1. Powers. Second sentence, after “board,” the phrase “of directors,” is deleted as surplus language.
13. Art. IV, Sec. 5. Terms (of Board). The word “must” in the sentence is changed to “may” to clarify it is permissive but not required for a member to serve beyond one term.
14. Art. V, Sec. 9. Member at Large. The following language is added at the end of the section. “The Member at Large may also be the Vice President-elect and may assume the position of Vice President upon the expiration of the Vice President’s term.”
    1. 2016 Wish List. Shannon Moad gave brief overview of the bylaws pertaining to the Wish List. Shannon reviewed all items on the list and discussed each line entry in more detail. The Wish List was put to a vote of the general membership present and approved. Alyssa also discussed the process of Wish List submissions and selections.
    2. New Slate of PTO Board members for 2016-17. New officers Sarah Thomas (Christian Service), Kara Parks (Volunteer Coordinator), and Colleen Johnson (Member at Large) were introduced.
15. New and General Business.
    1. Thank you to Mrs. Carter. Alyssa expressed thanks on behalf of the Board to Mrs. Carter for her work and dedication to the students.
16. Drawings for Door Prizes.
17. Submission of Ballots.
    1. Collection of Ballots. Ballots completed by general membership present were collected and ice cream passes distributed to those in attendance.
18. Next Meeting. Final meeting of the year is scheduled for May 2, 2016, at 6:30pm. There will be no April meeting due to general membership meeting.
19. ADJOURNED.