

## Sweeney PTO Secretary Position

Approximately 4.5 hours per month

- 1.5 hours Monthly Meeting
- 2.5-3 hours administrative duties

Contact PTO President for PTO email account password (SweeneyElemPTO@gmail.com).

Attend monthly PTO meetings:

- Arrive early to help set up. White corrugated signs in teachers lounge backroom on top of tall cabinet; post outside cafeteria and by one of the front doors. Confirm front door is open; ask custodian to unlock.
- Copies 3-5 per table (copier in teachers lounge): Eng/Spa minutes from previous month, Committee Descriptions (save for next meeting).
- Record minutes
- At/near refreshment table: Post sign in sheets, meeting schedule (MS Publisher), name tags, markers, pens.
- Maintain and bring the following to all meetings:
  - Minutes
  - Newsletters
  - Bylaws
  - Meeting schedule
  - Name tags, markers, pens

Minutes:

- Record minutes at PTO meetings
- Transcribe and prepare minutes for publication
- Email to Sweeney Spanish Liason to request Translation
- Email English and Spanish versions to Sweeney Office Staff for online publication

Meeting Reminder via Email:

- Send an email Thursday or Friday, Monday at the latest, reminding parents of Tuesday's meeting first to the PTO President for approval, then to the principal asking for her edit/approval, she will then give Patti Jensen in Sweeney's office the ok to email it to Sweeney parents. You may need to forward the text to Patti.
- The email to parents will come from Sweeney not the PTO email account, however the PTO should be on the email list.

*SAMPLE*

Please join us for our last meeting on **Tuesday, May 10, 6:30-7:30 PM** in Sweeney's cafeteria, childcare is provided. Parents just like you will be there and welcome you to attend.

- [We will vote on the open officer positions: Vice President, Secretary and Treasurer. Visit Sweeney's website to learn what the officer positions are all about \(look under Parents/Students, Sweeney PTO then PTO Officers\).](#)
- [Updated descriptions for all Committees and Events can be found on Sweeney's website under Parents/Students, Sweeney PTO then PTO Committees.](#)

- Hear Melissa Zahn's principal update first hand
- Guest Speakers: Sweeney's Fifth Grade Teachers
- Give your input on the Minigrant Applications teachers have submitted.
- Have a say in how the fundraiser dollars are spent - Please join the discussion!

*Your skills are an asset - Volunteer through the PTO! Learn more about our events and committees here <http://www.shakopee.k12.mn.us/Page/7158>.*

Sincerely,

*Todd, Jill and Brenda*  
Sweeney PTO

[SweeneyElemPTO@gmail.com](mailto:SweeneyElemPTO@gmail.com)

Follow us on Twitter @SweeneyElemPTO <https://twitter.com/SweeneyElemPTO>

#### Newsletter:

- The President will compose and email the newsletter text to you.
- Insert the information into the template (MS Publisher)
- Email the text in MS Word or in an email (not a pdf or Publisher file) to Sweeney Spanish Liason to request Translation. Contact Sweeney office staff for contact info.
- Email English and Spanish versions to Sweeney Office Staff for online publication
- Submit the English and Spanish versions to Central Duplicating for copying. See *Newsletter/Red Folder Procedures and Deadlines*.

#### PTO Email Account:

- Check email account every two to three days and respond to or forward emails as needed.
- Update vacation response after PTO meetings

#### General/Misc.:

- Assist officers as needed
- Maintain Secretary Procedures document for successor

#### **NEWSLETTER/RED FOLDER PROCEDURES AND DEADLINES**

You will need FOUR WEEKS and be aware of days central duplicating or school may be closed. All officers and committee chairs should be made aware of this time table; it is included in some procedures.

Using the first meeting date for reference only:

#### Thursday 8/18/16

Email the text in MS Word (not a pdf) to Spanish Liason for translating, please allow at least 1 week for her to complete.

#### Thursday 1 week later 8/25/16

Spanish Translation Complete

#### Friday or Monday 8/26 or 8/29/16\*\*

Complete the Work Order Form for Central Duplicating for both English and Spanish versions. Work Order Forms are in the teachers lounge near the PTO mail box on top of the teacher mailboxes. Ask office staff where to leave the form and original flyer. I believe Central Duplicating delivers and picks up at Sweeney around 9:30 or 10 AM everyday.

Wednesday 8/31/16. *Central Dup needs two full days to complete an order, as they work for the entire district.*

Copies delivered to Sweeney for Dar (Sweeney Staff) to sort. Contact office staff after 10:30 AM to confirm delivery.

Monday (Tuesday 9/6/16, Labor Day Monday)

In Red Folder 1 week prior to meeting

\*\*If you miss the Central Duplicating deadline:

- Central Duplicating location: Call Central Family Center office 952-445-1166.
- Dropping off Monday afternoon: you can drop off the original at Central Duplicating in the Central Family Center (there will be forms available). You can ask the person in the work room if she thinks it can be delivered to Sweeney by Wednesday morning. If they are able to get it done in time, they deserve a BIG THANK YOU.
- Dropping off Tuesday: See Monday afternoon. If they are able to get it done in time, they are doing the PTO HUGE FAVOR!
- If the copies cannot be delivered Wednesday: Friday, the PTO will have to count, sort and distribute the copies to teacher mailboxes on their own. Contact Sweeney office staff asking for the current classroom counts. Note on each teacher's copies they are for red folders.

Forms available in teachers' lounge or  
central dup. in <sup>central Family center.</sup> SHAKOPEE

SWEENEY  
Work order form

NOTICE  
WARNING CONCERNING COPYRIGHT RESTRICTIONS  
THE MAKING OF COPIES ON THE DISTRICT PRINTING MACHINE  
MAY BE SUBJECT TO THE COPYRIGHT LAW

SCHOOL CODE 860 DEPT. OR GRADE CODE PTO

NAME: \_\_\_\_\_

DEPT. OR GRADE LEVEL: \_\_\_\_\_ BUILDING: Sweeney

DATE SENT: \_\_\_\_\_ DATE NEEDED: Wed

TOTAL ORIGINALS SENT: \_\_\_\_\_

TOTAL COPIES EACH ORIGINAL: (Round up to multiple of 25)

BACK TO BACK: YES \_\_\_\_\_ NO \_\_\_\_\_ COLLATE: YES  NO

STAPLE: CORNER \_\_\_\_\_ STITCH \_\_\_\_\_ CENTER STITCH \_\_\_\_\_

FOLD: SINGLE \_\_\_\_\_ PARALLEL LETTER \_\_\_\_\_ ACCORDION \_\_\_\_\_

PERFECT BINDING \_\_\_\_\_ 3 HOLE PUNCH \_\_\_\_\_

COLOR PAPER: YES  NO \_\_\_\_\_ IF YES, EXPLAIN Neon Green

SPECIAL INSTRUCTIONS:

For Red folders on Monday  
Include your contact info for potential questions  
Note if there is a corresp. Spanish version.

TOTAL RUN: \_\_\_\_\_ AMOUNT: \_\_\_\_\_