

All O'Keeffe families and staff are welcome at the O'Keeffe PTG Meetings, and they are open to the public. Please note that **agenda Items in bold** may be voted on. Have something you want on the agenda to discuss? Please let us know! You can be present to lead the discussion, or just bring up the topic, or even submit anonymously.

AGENDA

6:30 - 6:35PM	Introductions/Approval of April Meeting Minutes
6:35 - 6:45PM	Principal's Update
6:45 - 6:55PM	8th Grade Graduation Update
6:55 - 7:00PM	Amendment to <u>PTG Bylaws</u> to Allow for Unlimited Number of Directors (see attached Bylaws)
7:00 - 7:05PM	PTG Roles Review and Q&A (see attached document)
7:10 - 7:20PM	2021-2022 Election for Board of Directors & Officers
7:20 - 7:25PM	Review Projected Budget for 2021-2022
7:20 - 7:30PM	General Discussion



Join Zoom Meeting https://us02web.zoom.us/j/85260354697?pwd=ZC92TkRHMzNGbzZKY2UyaU5sN0FyZz09

Meeting ID: 852 6035 4697 Passcode: 087323

PTG Events & Committees/Volunteer Opportunities from prior years: We are looking at how we may need to change and update in response to COVID-19 - we would love to hear your thoughts! Interested in any of the following future events or committees? Let us know!

<u>Ice Cream Socials:</u> Ice cream is served after Band, Orchestra and Choir Concerts and is a great chance for students, staff, families and friends to meet and chat.

Directory:

O'Keeffe Wear - sales at various events. Proceeds to benefit wear for school to give away.

Bake Sales - selling coffee and baked goods at the polling place during elections

Culver's Scoopie Night - at East Towne Culvers. 2 students & 2 parents serve food/custard.

<u>No Fuss No Buy Fundraiser</u> - December - Reach out to OKeeffe families and community with opportunity to donate to PTG with no event attendance or anything to purchase.

<u>Top Chef</u> - Fundraiser/Community Event held in field house on April 23rd, 2020. Students pair up with local chefs for a cooking competition. Organized by Tony Dugas and Shelly Nelson. PTG has done a silent auction

Food Cart Night - in May at our playground. Food carts donate 10% of proceeds to PTG.

Teacher Appreciation - Lunch during the first week of May from PTG.

Student Council Liaison to invite participation/input/feedback from students to PTG.

PTG Bylaws: are very corporate, could use some amending to be more appropriate for PTG.

<u>Community Grants and Funding</u> - tracking MNA and SASY neighborhood association and other funding/grant opportunities and deadlines.

Arts & Words Night: A celebration of Students' Work. An interactive evening with music in hallways, unicycle,



maker space, anthology of student public work, etc

8th Grade Graduation and Dance

Incoming 6th Grade Family Night PTG Table and O'Keeffe Wear?

<u>Hallway Art -</u> students photos/works mounted and displayed in common halls. Transition this to digital and showcase on school monitors or FaceBook?



GEORGIA O'KEEFFE PARENT TEACHER GROUP, INC. FIRST AMENDED BYLAWS Adopted by the Board of Directors May 2012

Article 1

PURPOSE

Georgia O'Keeffe Parent Teacher Group, Inc. (the "Corporation") has been created and shall be operated exclusively to promote educational and enrichment activities for the students of O'Keeffe Middle School, create a forum for parent education on and discussion of school-related matters, and provide support to the teachers of O'Keeffe Middle School.

Article 2 BOARD OF DIRECTORS

2.1 General Powers; Purpose

The management, control and operation of the affairs and properties of this Corporation are vested in the Board of Directors of the Corporation (the "Board"). The Board shall advance the purpose of the Corporation, as set forth in the Corporation's Articles of Incorporation.

2.2 Initial Board

As soon as possible after incorporation, the Corporation's incorporator shall designate four (4) to six (6) individuals to serve on the Corporation's initial Board (each, an "Initial Director"; collectively, the "Initial Board"). The Initial Board shall meet as soon as possible thereafter for its first meeting. At its first meeting, the Board shall ratify and approve all actions of the *O'Keeffe PTG Bylaws Continued*

incorporator, determine each Initial Director's term length pursuant to Section 2.6 below, and attend to such other matters as may be determined necessary or appropriate by the Board.

2.3 <u>Composition of the Board</u>. The Board shall consist of no fewer than three (3) and no more than seven (7) persons (each, a "Director"; collectively, the "Directors"). The exact number of Directors shall be set from time to time by resolution of the Board. When vacancies among the O'Keeffe PTG Bylaw Continued



O'Keeffe PTG Bylaws Continued

Directors occur by reason of death, resignation, failure of qualification, removal, or otherwise, the number of Directors shall be reduced by the number of such vacancies until qualified replacements are elected by the Board pursuant to Section 2.5 below.

2.4 Directors

All Directors shall be elected by the Board, as necessary, at its annual meeting. Board Elections to fill vacancies on the Board caused by an Director's resignation, removal, death, or any other reason, may be held from time to time as determined necessary by the Board. Qualifications for Directors and criteria for the nomination process may be established from time to time by the Board. In establishing such criteria and qualifications and making Director nominations, the Board shall take into account the desirability of diversity among Directors of geographic location, knowledge, experience, and skills. The Board acknowledges that such diversity fortifies the Board's ability to advance the purposes of the Corporation and fulfill the Board's duties, including oversight of financial affairs of the Corporation. Each year at its annual meeting, the Board shall elect the number of Directors necessary to maintain staggered terms pursuant to Section 2.6, and such additional persons as may be necessary to fill unexpired terms.

2.5 Term

Each Director shall serve a term of one (1) year and until such Director's successor is appointed and qualified. Directors may serve more than one term on the Board and there is no limit on the number of terms.

2.6 Resignation and Removal of Directors

A resignation by a Director must be provided to the Secretary or the President. Any Director may be removed from the Board for any reason by a vote of two-thirds (2/3) of the Directors.

2.7 Annual Meeting

The Annual Meeting of the Board shall be held in May or June of each year and at such place and time as determined by the President of the Corporation, taking into reasonable consideration the schedules of all Directors. The purpose of the annual meeting is to elect Elected Directors and officers, and for the transaction of such other business as may come before the meeting.



O'Keeffe PTG Bylaws Continued

2.8 Regular and Special Meetings

Regular meetings of the Board shall be held at such times as the President may designate, at the office of the Corporation or such other place as the President may designate. Special meetings of the Board may be called by the President or Vice President.

2.9 Quorum

A majority of the Elected Directors on the Board constitutes a quorum for the transaction of business at any meeting of the Board, provided that for those actions of the Board requiring more than a majority vote as provided in these Bylaws, the number of Elected Directors required to take that action must be present at the meeting in order to have a quorum.

2.10 Manner of Acting

The act of the majority of the Directors present at a meeting at which a quorum is present is the duly authorized act of the Board, except where otherwise provided by law or these Bylaws.

2.11 Informal Action

In accordance with Section 181.0821, Wis. Stats., any action required to be taken at a meeting of the Board, or any other action which may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing setting forth the action to be taken, is signed by two-thirds (2/3) of all of the Elected Directors, provided all Directors receive notice of the text of the written consent and of its effective date and time. Any such consent signed by two-thirds (2/3) of all of the Elected Directors has the same effect as a two-thirds (2/3) vote taken at a duly convened meeting of the Board at which a quorum is present and may be stated as such in any document filed with the Wisconsin Department of Financial Institutions. For purposes of this section, pursuant to Section 181.0821(1r) of the Wisconsin Statutes, "in writing" includes a communication that is transmitted or received by electronic means and "signed" includes an

O'Keeffe PTG Bylaws Continued

electronic signature, as defined in Section 181.0103 (10p) of the Wisconsin Statutes, as amended from time to time.



O'Keeffe PTG Bylaws Continued

2.12 Compensation

Directors will not be paid compensation for their services as Directors provided that nothing in these Bylaws contained will be construed to prohibit payment of compensation to an individual who serves as a Director for services rendered to the Corporation in another capacity, or reimbursement of expenses related to undertaking the Corporation's business.

2.13 Director Conflict of Interest

The Board shall comply with the Conflicts of Interest Policy of the Corporation as amended from time to time.

Article 3

OFFICERS

3.1 Officers

(a) The officers of the Corporation are a President, a Vice President or Co-President if such position is filled, a Secretary, and a Treasurer. The Board may elect such other officers as it deems desirable. An individual may fill more than one position, except that the President may not be the same person as the Secretary.

(b) Unless otherwise determined by the Board, the officers of the Corporation shall receive no salary or compensation for their services as officers of the Corporation. Nothing herein shall preclude reimbursement of expenses under Section 2.13 above.

3.2 Election, Term of Office and Removal

(a) At the Annual Meeting, the Board shall elect the officers of the Corporation for a term of one (1) year or until the Board again elects new officers, whichever occurs first.

(b) Any officer of the Corporation may be removed from office at any time for any reason by a two-thirds (2/3) vote of all of the Elected Directors, provided that if the officer to be removed is then an Elected Director, he or she shall not vote on his or her removal from office.



O'Keeffe PTG Bylaws Continued

(c) A vacancy in any office because of death, resignation, removal or otherwise shall be filled by the Board for the unexpired portion of the term.

3.3 President

(a) The President shall have general and active management of the affairs and property of the Corporation and shall see that all orders and resolutions of the Board are carried into effect. He/she shall preside at meetings of the Board. The President shall appoint a Director to preside over any meeting that he/she cannot attend.

(b) The President may sign, with the other proper officer or agent of the Corporation authorized by the Board, any deeds, bonds, contracts or other instruments that the Board has authorized to be executed, and shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board.

3.4 Vice-President or Co-President

If the Board elects a Vice President, or Co-President, he/she shall have such duties as determined from time to time by the Board. The Vice President or Co-President shall discharge the duties of the President in the event of his or her absence or inability to act.

3.5 Secretary

The Secretary shall sign documents of the Corporation from time to time as required and shall keep the minutes of the meetings of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law and be custodian of the corporate records. The Secretary shall perform such other duties as may be assigned to the Secretary by the Board.

3.6 Treasurer

The Treasurer shall be responsible for the custody of the assets of the Corporation, and shall advise the Board respecting the Corporation's financial condition and the handling of the Corporation's monies and investments and perform such additional duties as may be assigned to the Treasurer by the Board.



O'Keeffe PTG Bylaws Continued

Article 4 COMMITTEES OF THE BOARD

The Board may designate by resolution one or more standing committees of the Board. Each committee shall consist of at least (3) Directors and such other individuals as may be determined by the Board. Each committee shall have the duties set forth in the resolution of the Board and/or associated charter document designating the composition and role of the committee. The designation of such committee or committees and the delegation thereto of authority will not operate to relieve the Board, or any member thereof, of any responsibility imposed upon him or her by law.

Article 5

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

5.1 Contracts

The Board may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

5.2 Checks, Drafts, Etc

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as is from time to time to be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by two of the officers of the Corporation.

O'Keeffe PTG Bylaws Continued

5.3 Deposits

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board designates.



O'Keeffe PTG Bylaws Continued

5.4 Books and Accounts

The Corporation shall keep or cause to be kept correct and complete books and records of account and also keep minutes of the proceedings of the Board and its committees. In addition, the Corporation shall cause to be filed the necessary reports, tax returns or other documents as may be required by law on its own behalf.

Article 6

FISCAL YEAR

The fiscal year of the Corporation is July 1 through June 30.

Article 7

AMENDMENTS TO THE BYLAWS

These Bylaws may be amended or repealed and new Bylaws may be adopted by the affirmative vote of two-thirds (2/3) of all of the Directors, provided that notice of the meeting is given stating the proposed amendment, repeal or new Bylaws to be considered.

Article 8

DISSOLUTION

The Corporation shall be dissolved upon the affirmative vote of two-thirds (2/3) of all the Directors. Upon dissolution, the assets shall be distributed in accordance with the Corporation's Articles of Incorporation.



O'Keeffe Parent-Teacher Roles & Responsibilities, May 2021

Thanks for your interest in O'Keeffe's Parent-Teacher Group (PTG)! During the past few years we have had an active PTG – but many of these active parents will be leaving as their kids move on to high school. So we are making a big effort to do the appropriate knowledge transfer and recruit new parents and caregivers now so that we can hit the ground running in fall of 2021.

Please take a look at the roles and descriptions and see what appeals to you. We will be voting on Executive Leadership roles at the May's PTG meeting (5/13 at 6:30pm). Please watch your email or the PTG Facebook page for the Zoom link. Those roles include: President, Vice President, Secretary and Treasurer. Candidates for each role were identified at the April PTG meeting but it's not too late if you would like to throw your hat in the ring for one of these roles – please email <u>steph.steigerwaldt@gmail.com</u> if you are interested or have questions about the roles or election process.

If an executive role is not your cuppa tea, there are many ways to get involved – please read on for details and direct questions to <u>steph.steigerwaldt@gmail.com</u>.

Smaller Commitment

- PTG Facebook Page Administrator
- Election Bake Sale Coordinator
- Culver's Scoopie Night Coordinator
- Shamrock Shake Coordinator
- Teacher Appreciation Luncheon Coordinator
- Garden Coordinator
- Library Volunteer

Larger Commitment

- O'Keeffe School Directory Coordinator
- Ice Cream Social Coordinator
- Spirit Wear Coordinator
- 8th Grade Graduation/Dance Coordinator
- Top Chef Food Night Driver
- Physical Education Canoe Unit
- Student Council Liaison
- Community Grants and Funding
- Mathcounts (After School Club) Leader



Events that Always Need Volunteers:

- Arts & Words Night
- Top Chef Food Night
- Culver's Scoopie Night
- Ice Cream Socials
- O'Keeffe Spirit Wear Sales
- Election Bake Sales
- Garden Maintenance

EXECUTIVE ROLES

President

Duties are: Lead PTG monthly meetings. Keep a bird-eye view of PTG matters and ensure that what was voted on comes to pass.

- Open Position: Susan Rampacher/Aaron Decker have been nominated
- President 2018 2021: Maria Banchik

Vice President and/or Co-President

Duties are: Lead PTG monthly meetings when the president is unavailable.

- Open Position: Susan Rampacher/Aaron Decker have been nominated
- Vice President 2018 2019: Lynn Lee
- Co-President 2018 2019: Stephanie Steigerwaldt

Secretary

Duties are: Notify PTG of upcoming monthly meetings, items to be voted upon at meetings, and solicit items for the agenda from membership and board of directors via listserv and Facebook page. Take meeting minutes at monthly PTG meetings and share with the PTG via website,



listserv and Facebook page. Minutes should include actions or committees decided upon, and which members are leading or working on these.

- Open Position: Rachel Zellmer has been nominated
- Secretary 2020 2021: Grant Samuelsen
- Secretary 2018 2020: Nina Lebwohl

<u>Treasurer</u>

Duties are: Track income and expenses (the budget) using Google Docs on a monthly basis for monthly PTG meetings. Share budget updates and answer questions at the PTG meetings. Deposit checks and write and mail/deliver checks. Review bank statements on a monthly basis and reconcile check book. File and pay yearly taxes. Coordinate the No Fuss-No Buy Fundraiser in early December. Share info re: Box Tops & AmazonSmile.

- Treasurer 2021 2022: Kate Brunner has been nominated
- Treasurer 2019 2021: Stephanie Steigerwaldt

Board Member (Director)

Duties are: Attend and participate in monthly PTG Meetings. Assist with initiatives as your skills and schedules permit. Read and respond to Board of Director emails.

- 2020+: Gideon Amoah
- 2020+: Kate Brunner
- 5 More Open Positions

COMMUNICATIONS

Website Maintenance

- 2021 2022: Maria Banchik?
- President 2018 2021: Maria Banchik



PTG Email Management — @okeeffeptg.com Email Accounts

Maria has been maintaining the @okeeffeptg.com email addresses as a part of the website maintenance, but this could be a separate role.

- Open Position: Maria Banchik?
- 2018 2021: Maria Banchik

PTG Google Group Listserv Maintenance

Duties are: Maintain the two PTG Google Groups:

- 1. The PTG Google Group/listserv that members use to communicate with everyone
- 2. The Board of Directors Google Group/listserv
- 2021-2022: Kate Brunner
- 2018 2021: Maria Banchik

PTG Facebook Page Administrator

Duties are: Check it periodically and admit new members. Scan for appropriate content. <u>https://www.facebook.com/groups/389271257820701</u>

- Open Position:
- 2018 2021: Stephanie Steigerwaldt, Nina Lebwohl, JoAnn Krauss

O'Keeffe School Directory

Duties are: Design hard copy of school directory.

Open Position:

• 2018 – 2021: Grant Samuelsen

OTHER ROLES

Acute Family Needs Coordinator

The Acute Needs Fund (ANF) is a fund that was created to support our students and their families. We realize that this is a crazy time and many of our families are being negatively



impacted in terms of their finances. If you or anyone you know is experiencing food or housing insecurity, or any other crises resulting from the current pandemic, please know that the O'Keeffe PTG's Acute Needs Fund may be available to help. Feel free to reach out to the school administration, social workers, or teachers if you need assistance. If you would like to make your donation specifically for the Acute Needs Fund, please note that on your donation form, put it in the memo of your check, or add it to "Notes" field when you make your online donation.

- 2021 2022: Jessie Chmell
- 2020 2021: Jessie Chmell

Food Cart Night Coordinator

- Katie Rice will continue to coordinate in 2021 2022
- 2018 2020: Katie Rice

Election Bake Sale Coordinator

Duties are: Coordinate bake sales for Election Days.

- Open Position:
- 2018 2021: JoAnn Krauss

Garden Coordinator

From Sheila: The main entrance to O'Keeffe was done in about 2005 by the (since retired) computer science teacher. He maintained it after retirement, when I took it over in 2015, it badly needed attention. I've kept the other entrance up which had been done by special needs kids. The gardens need weeding in the spring. Volunteer trees need to be removed. I obtained numerous perennials and added them. Please be careful what's taken out, some plants are getting established. ACE Hardware on Willy Street has given us a discount on mulch. They have been very kind to O'Keeffe. In the fall, the garden needs to be put to bed. Yard waste can be left curbside on Thornton or taken to Sycamore for recycling. I added a tree by the main office in 2018 with Truly Remarkable Loon's help. I use my own tools, this has been a solo project other than some students one spring and my family, people are just busy. I've also tried to remove the ivy on the school wall, very hard on bricks.



From Kate: MNA Greenspace committee has had volunteers work on Spaight St. garden and plant trees. Marquette PTG has new interest in school gardens/garden maintenance. Future work could coordinate with these groups.

- Open Position:
- 2018 2021: Sheila Lenius

Ice Cream Coordinator for school year

Concerts are in **November** and **May** each year, with the exception of the first 6th grade band concert, which is in January. There are four concerts in the Fall and four concerts in the Spring. They usually run one after another, weekly.

Concerts: All-school Choir, All-school Orchestra, 7th & 8th grade Band, 6th grade Band

Coordinator Duties: call or email Chocolate Shoppe to order ice cream and coolers a week in advance. Order 500 cups and spoons each time. We have extras in the staff lounge PTG closet. Create a Sign-up Genius for the concerts. Send out call for volunteers to scoop – listserv and FB page. Needed: three or four people to scoop per concert. Kids can help scoop accompanied by an adult. Also need to make sure there are ice cream scoops available.

Night of Concert: Coordinator picks up and pays for ice cream from the Chocolate Shoppe on 2221 Daniels Street before 3:00 p.m. day of concert. Start scooping once the concert begins – not sooner or you will have ice cream soup! Ice cream needs to be taken out of the coolers about an hour before the concert. Put cups on trays and then scoop, adding spoons. Trays can go on the window counter after filled. Scoopers also need to help with making sure the musicians get served first and one serving per person until all are served. Donation containers are to be put at each window. We just try to break even on the cost of the ice cream, so any donation is greatly appreciated!

- Open Position:
- 2018 2021: JoAnn Krauss



Culver's Scoopie Night Coordinator

Coordinator duties: call Culver's East Towne, select a date (usually in February or March) with restaurant manager, promote the event on listserv and FB page. Need 6-8 people the night of the event to help serve food.

Culver's East Towne Mall <u>Address</u>: 4301 E Towne Blvd, Madison, WI 53704 Phone: (608) 244-0808

***This person can also look for additional dine-out fundraiser options for the school year!

Culver's allows O'Keeffe to sign up twice per year. Fall, ask when they are busiest and pick one of those days, try to get close to December holidays. We have done the second one in February or March or whenever it doesn't conflict with school concerts and other events. Make sure you have Culver's send the check to the school and have it written to O'Keeffe PTG. This isn't in their accounting system so you need to ask them or it will be PTA.

- Open Position:
- 2018 2021: Sheila Lenius



Shamrock Shake Coordinator

Shamrock Shakes for Staff on St. Patrick's Day (March 17)!!!

Coordinator duties: call out on the listserv and FB for donations to pay for the shakes, collect money and place order. You should order a week in advance if possible. Talk with the restaurant manager to work out details. We generally ordered 65 size small, but confirm staff number with school office. We used the McDonald's on Monona Dr., and an O'Keeffe staff person was usually able to pick them up and distribute them.

McDonald's on Monona Drive 4905 Monona Dr, Monona, WI 53716 Menu: mcdonalds.com Order: mcdonalds.com Phone: (608) 222-8444

Open Position:

• 2017 – 2020: Liz Amundson



O'Keeffe Tiger Spirit Wear Coordinator

Coordinator duties: promote, collect orders, distribute orders. Online store is open for 2 week periods, once or twice a school year. Last year we sold beanie hats, t-shirts, sweatshirts, fleece jackets. We did one sale in late November for holiday sales and then one in the spring.



- Open Position:
- 2017 2020: Liz Amundson

Teacher Appreciation Luncheon Coordinator

Teacher Appreciation Luncheon is usually the first Monday in May each year. Confirm date with Jamie Domini.

Coordinator duties: Decide on the main food entrees, and order two weeks in advance. Make sure you have a vegetarian and gluten-free option for staff. Get plates/cups/forks, table cloth/flowers, vases. Coordinator picks up the food, decorates and sets up the room, and helps with clean up. Staff serves themselves since there are different lunch times for different grades. You will need another person or two to help with set up and clean up.

Sign-up Genius to be created and promoted on listserv and FB. In past, we have used Bunky's and Willy Street Co-op. Budget is fairly small, thus we supplement with parent donations.

Needed: Multiple parents to bring desserts, beverages and bread.

Open Position:

• 2019 - 2021: Stephanie Steigerwaldt

Redrafting the **PTG Bylaws** Coordinator

• Nina Lebwohl to lead this effort 2021 – 2022

More Details...

- Library Volunteer
 - Shelve books for librarian contact Mindy Grant for details:

mlgrant2@madison.k12.wi.us

- 8th Grade Graduation and Dance
 - 8th grade parents plan it but 7th grade parents set up, clean up and chaperone so
 8th graders don't have their parents there embarrassing them.
- Mathcounts (After School Club) Contact Sheila Lenius for details: <u>sheila64@chorus.net</u>