

Board Meeting Minutes
June 24, 2008
7:00pm

PTO Board Meeting Minutes 6/24/2008

Date:	June 24, 2008	Next Meeting Date:	
Time:	7:00pm	Time:	
Location:	Kirsten's house	Location:	
Attendance:	Kirsten Bell – President	Debbie Mistele- Corr Sec	
	Laurie Fernandez – VP PLE		
	Mary Ann Abrahamson - Treasurer		
	ETC...		

1. Minutes from May Board meeting –updates
Cancel principal meeting in Sept and reschedule for Oct – Kristen
Reserve room for chairperson meeting - Angela

2. VP Updates
 - a. PLE – Laurie
Bus/lunch helper: want to change process, need more helpers. Volunteer sign-up sheets handed in at registration will go to Laurie first to get volunteers ready for the start of school. Sign up sheets will also be available in the classrooms.
Final chairmen event summary completed. Laurie to follow up with Deb Reistow.

 - b. Horizon – Fran/ Jackie
Jackie finding out how many registered for next year
Tuesday, July 29th to sort and assemble packets for registration
Last year needed to turn in forms by July 4th
Corresponding secretary to make copies for packets

 - c. Asa – Deb/ Deb
Getting ready for registration

3. Treasurer Updates – Mary Ann/ Brad
 - a. Transition to be complete by July
Brad began transition with Maryann – checkbook will be balanced by end of July.
 - b. Budget Updates
 1. Teacher Appreciation Grants
All checks have been written. The leftover funds of \$1658.96 go into surplus
Next year, all grant receipts must be submitted by Monday, April 20th (Monday after spring break).

 2. Audit-
Julie Johnson has volunteered to do it in August. MaryAnn tried calling Scott Diller again. Brad sent out additional emails. Two responses received declining work. Stacey Newcomer is willing to help find someone. MaryAnn received a letter from Wegner LLP who provide audit and tax services. They are located in Waukesha.
Board determined we needed an independent auditor, someone not affiliated with our school. *(Julie Johnson is a past treasurer). Last audit was several years ago. We will work with firm selected to determine scope of audit. Future goal is to look at how funds are handled (outstanding checks, yearly audits, etc.)*

 3. Financial manager
Easy to use but will take work to get started. Will start using software with any checks written after 6/30.

4. Leftover EOY funds at PLE-\$1100

School still has \$700 that needs to come back to PTO. Excess funds was due to new process for field trips. We gave \$9 per student for fieldtrips but they set aside \$3 for year end which we had already set aside (rather than giving them \$12 for field trips as in the past. The \$700 is funds leftover from the EOY event, not the field trips. The school set aside \$100 per class or \$400 total from field trip funds for EOY event. Money has now been put back into the Field Trip accounts. That is why only \$700 needs to come back to us for EOY. For audit purposes, the school will not return funds to us without check requests. Book club funds are deposited into PTO account. In order to better track funds for book club, we will look at setting up a new account for next year just for book club. This was a suggestion to Brad to make it easier to track funds. Currently MaryAnn does it through Quicken. Not sure how easy it would be in the PTO software. Need to talk to school next year about book club – have school own book club or have excess money come back to PTO - *This will be an agenda item at the next principal meeting*
Book faire – PTO supplies volunteers but money goes to school. Should the school either own getting the volunteers and running the event or should the funds be given to PTO as with other events. This will be an agenda item at the next principal meeting

4. Recording Secretary Updates- Jean/ Angela

- a. Transition complete.
- b. PTO news/eNews updates need to be to the school the week prior to month end. Look in committee training docs and update this info if needed. Add agenda item for PTO board each month to discuss what should be in next update.

NOTE: Maybe put this under roundtable? Not part of Recording secretary role/updates. Don't want this to get lost ->. New agenda setting process - One week prior to meeting send out basic agenda and ask for additional input. Anything that comes up after this date, bring with you to meeting – do not try to update agenda.

5. Website

- a. Update and post open positions – See Recruitment progress below for positions.
NOTE: Move to recruitment -> Fundraiser– email Barb about Cheri taking on promotions
Hospitality – Call Melissa Kating – actively looking for co-chair. Moving forward, focus on finding someone to help with the next event. If needed, board will jump in to help out
Festival of learning for PLE
Market day – 2 people needed
Sock hop
Student Directory – Deb to talk to Violet
- b. Send Greg completed summary reports
Send out email to people to fill out reports by July 15th - chairs (board members?) do their own chairpeople
Everyone welcome your committee chairs and get them excited about their position.
- c. Get pictures of new board members and send to Greg to post on website. – take at orientation

6. Upcoming Events/Procedures/Duties

- a. Kathryn Beich Fundraiser
 1. Still looking for another chairperson
 2. Next step
Contract mailed – delivery date moved to the Oct. 14th – Angela to do new request for cafeteria for distribution
- b. Chairperson training meeting Aug. 6, 6:00-7:30pm
 1. Book room- Angela sent in request to library
 2. Send out one last email to chairpersons to obtain summary report
 3. Discuss other details food, KB gift, manual etc.
Laurie to review chairperson docs prior to meeting. Page 14 – need to notify Wendy Wong (Public relations for school) before media enters school.
Have summary report included in each folder for each chair's role
Cater through Mo's – Kristen
Projector and screen provided by library
Angela to download chair presentation to laptop
KB gift – Angela to chat with Mary Lee
Email to be sent to chairs – save the date – Kristen to send out
- c. District Calendar

1. Dates given to Wendy Wong
2. Sock Hop changed to April 3
- d. Recruitment Progress
 1. Open positions
 2. discuss division of Hospitality chair position
- e. Registration Mailings to schools by end of July
 1. PTO Introductory Letter
 2. Volunteer Form, salmon - we will not be using online registration as we cannot support it at this time (need software coordinator before we can do online registration for volunteers)
 3. School Directory form, blue
 4. Ice Cream Social Flyer Kathryn Beich Letter or Flyer (on same ?)
 5. We Care – get form from Pick N’ Save and put in packet

Registration process – added to Horizon VP responsibilities

- f. Discuss PTO Manager
 1. renew by July 31st – *MaryAnn will give invoice to Brad to pay in July so it goes on next year’s books.*
 2. - Need software coordinator – This person would answer any questions on the tool, fix accounts if needed – “go to” person.
 3. Talk with new volunteer coordinator – Discuss kindergarten give-away, volunteer of the year awards, volunteer walls, general changes in program.
Enews volunteer update in each PTO newsletter, Chairs could ask for volunteers via flyer for each event if needed/desired

Next meeting

July 14th at 3:30 at Deb’s house 1000 Hidden Creek Ct in The Oaks (don’t use GPS)

Agenda

1. Agenda for Chairperson meeting
2. K4 – how are we handling them, what involvement – principal agenda item – how are you getting info to offsite locations
3. PTO manager
4. Budget/check request process for all schools for all budget items (including field trips) – Audit consultation needed first
5. Review categories for budget
6. Boston Store/Country Springs – need to determine timeline, distribution options – October
7. Educational series – August
8. Roundtable
 - PTO Today Runner up – Advertise/promote this!!
 - Education series – Get series and dates before fall Roundtable. Start working now – who? *Tanya Siderits said she would coordinate Love and Logic with Pam Olsen but would want someone to help her.*
 - Boston store/Country springs – is this ready to go? Do you want to add flyer in registration packet? Or order form?

Next Principal Agenda Items

Book Club Funds

Book Faire

K4 – how are they getting materials from school to off-site K4 classes?

Item #	Action Item	Who	Resolution	Expected Completion Date	Complete
	Review by-laws and job descriptions	Jean	Completed by-law changes for January vote. Board to review and approve.	11/14/07	X
	Summary reports for Registration, chair training.	Laurie, Jean, Greg	Laurie is finalizing.	9/21/07	
	Get PTOManager financial software up and running.	Jean, MaryAnn	Jean set up categories. Need to put in real numbers from checking account	11/07	
	Design plan for strategic planning event.	Kirsten	Plan started, waiting for survey results to proceed	11/07	

	Have principals and board review Campbell soup labels prize catalog to ensure we're receiving valuable items needed for the schools.	Deb	Deb will get catalog so board can review for Principals meeting.	10/07	
	Look for PTO promotion items.	Jean	Started promotional items list with estimated costs.	11/07	X
	Book rooms for Strategic planning	Jean		ASAP	X
	Surveys for Strategic Planning	Debbie		10/19	X