

PTO Board Meeting Minutes August 27, 2008

Date	August 27, 2008	Next Meeting Date	September 16, 2008
Time	7:30pm	Time:	11:30am
Location:	Kirsten's house N37W26021 Steeple Chase	Location: Alterra	
Attendance			
Present:		Absent	
Kristen Bell	President	Angela DiCatri	Recording Secretary
Laurie Fernandez	VP PLE	Debbie Mistele	Corresponding Secretary
Jackie Sklenar	VP Horizon		
Brad Schlaikowski	Treasurer		
Deb Tuttle	VP ASA		

Item #	Action Item	Who	Resolution	Target Date	Done
New Action Items					
1	Develop first draft of a board training manual	Kristen		12/23/08	
2	Purchase cash boxes	Brad	Done	8/15/08	
3	Online banking fees – determine if this can be waived	Brad	Done	8/15/08	
4	Website updates	Greg		9/5/08	
5	Review website and bring questions/suggestions to next board meeting	All		8/11/08	
6	Contact an accountant for consultation and audit	Brad	In Progress	ASAP	
7	Contact principals regarding budget: identify changes or requested increases open dialogue to suggestions on how to improve process	Laurie Jackie Deb		8/08	
8	Turn in "We Care" form	Kirsten		9/08	

1. Cash boxes and on-line banking fees done. No banking fees for non-profit organizations
2. Brad is working on company for audit Wegner is name of company

3. Budget issues: nothing from PLE, Sandy done, Randy said similar to last year
4. We care forms Kirsten is working on getting pulled together, will have to mail
5. Board Updates
 - President
 - ◆ Volunteer coordinator is very overwhelmed. Will spend approximately 20 hours. Board will create thermometer with total number of volunteer hours and monthly we will update at board meetings. Need to make sure all hours are in the PTO manager
 - ◆ Each board member needs to communicate a note to chairpeople that they need to log hours.
 - ◆ It was determined that a board training manual would be valuable. Kristen will create the first draft of the manual for review by the board by Christmas
 - ◆ Next meeting review one stop kids shop Event Summary
6. VP Updates
 - PLE
 - ◆ Kindergarten meeting September 2nd Laurie to find out time from Deb
 - ◆ Ask Deb
 - (1) Deb Ristow is requesting 11 (one per classroom plus 1 for parent pickup, 1 for champions and 1 for day care van).
 - (2) Laurie developed a training sheet for the volunteers. Volunteers will be trained in the classroom. Laurie will assign a volunteer to each class. The teacher should have a list for the volunteer of where the kids should be going (what bus, day care van, parent pickup or after school program)
 - (3) Kindergarten teachers will have sign up sheet in their room for supply drop off day.
 - ◆ 4K helpers
 - (1) 4K kids start on Friday, Sept. 5th. They would like 18 volunteers (for Friday and Monday). It was determined that a signup sheet would be needed at registration. Laurie to clarify when they are needed (morning, afternoon or both).
 - ◆ Kindergarten and 4k meeting (first day of school) will raffle Pete wear (Laurie getting shirts – number based on availability)
 - ◆ Laurie to do summary report for PLE and Horizon and Deb doing summary report for Asa.
 - Horizon
 - ◆ Registration went really well.
 - ◆ Helmet program summary has been sent to Greg for it to be put on the website.
 - ◆ Jackie has budget requests from Horizon and what the priority items will be. Jackie meeting with Sandy in Sept
 - ASA
 - ◆ Deb was asked to compile spreadsheet for volunteering office help. Next year put on same sheet as 2 hour power volunteer sheet.
 - ◆ Scoreboard and display board purchased. Brad wondering if all money spent gave them over \$6000, so far invoices came in for \$3700. Randy indicated numbers will match up, it is coming.
 - ◆ Lockers painted

- ◆ Initiative for 09/10 all kids will have laptops. Questions will they be able to go home, check out.... Request was as much as possible for funding this.
 - ◆ Music program, new teacher band, choir and drama teacher
 - ◆ Magazine sale contract signed
 - ◆ Deb getting sample of 501(C3)
7. Treasurer Update
- Reports
 - ◆ Brad provided sample reports and options, start with Budget report, second report compares last year to this years, Performance to budget is third report
 - ◆ Brad wondering about variance of conference dinner, spring order food, fall bought soup and sub sandwiches and food is brought in
 - ◆ Jackie suggested for Horizon adding field trip funds, we discussed adding money to all 3 schools.
 - ◆ Book club: we would like to change how we work with this.
 - ◆ We decided that Brad is going to create a spreadsheet for each school with budget \$ and open columns and he is going to send to schools for our budget meeting. Budget meeting Monday September 29th at 9:00 Horizon, all principals.
 - ◆ Taxes due on the 15th of November Lyndsay Kanavas is doing taxes this year.
8. Corresponding Secretary
- 40 \$10 Panera gift cards will be ordered as thank you for chairs
 - Currently have 10 \$25 AMC gift cards
 - Office Max set up for one person to order paper
9. Upcoming Events
- a. KB How is plan goin
 - b. Sale runs September 5-22
10. Pie Night Brad will e-mail Angela to see if we are set, unmanned table put out notepads and trifold
11. Picture Retake
 PLE 9/23 and 10/15
 Horizon 9/24
 Asa 9/26
12. PTO Roundtable 9:00 Friday September 19th at PLE Invite Principals and Superintendent
- a. Potentially have Amy Farrow talk about Bullying 5 minutes
Kirsten to talk to Amy
 - b. Flyers out 2nd week of school by Sept 12th
13. Market Day
- a. No replacement
 - b. Critically look at if we should continue
 - c. Set appointment with sales rep to see what our alternatives are
14. Parent Lecture Series – Table until next meeting

