

PTO Board Meeting Minutes September 17, 2008

Date	September 17,2008	Next Meeting Date	November 5, 2008
Time	2 pm	Time:	7 pm
Location:	Laurie's House W236N3265 Waterside Ct	Location:	Kirsten's House N37W26021 Steeple Chase
Attendance			
Present:		Absent	
Kristen Bell	President	Angela DiCastrì	Recording Secretary
Debbie Mistele	Corresponding Sec		
Laurie Fernandez			
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	Kirsten		12/23/08	
2	Summary Report for Registration Process	Laurie Deb	Not Done	11/08	
3	Budget Spreadsheet	Brad	Done		
4	Panera Cards as Thank-yous	Laurie	Done		
5	Roundtable Flyers	Kirsten			
6	Audit	Brad			
7	Review event summaries	All	Schedule in next meetings		
8					

1. Review of last month's minutes notes:
2. VP Updates:
 - a. PLE: First two weeks went well. Helpers went right to the room-went well no complaints. Deb Ristow will talk to the teachers and get their

response, but anticipating no problems as well. Good for picture retakes.
Enough helpers.

b. Budgets – Brad has the requests.

c. Horizon: Picture retakes. Plenty of helpers as well.

Meeting with Sandy- Sandy is really busy and hasn't set anything up yet. Bring up at the principal meeting should we introduce ourselves at their staff meeting?
Earth Day Sandy did not respond to this. Will verify to see if she needs anything because she put a zero amount.

d. Asa: No comments from Debra

3. Treasurer Updates – Brad

Deb Ristow did not have anything for him. She inquired about 4K and said to do what Brad suggested to her. She did ask about grouping the categories and could this be done.

Horizon asked for \$10,000 more, ASA asked for \$2,000 more, and PLE 4,000.

We cannot approve anything for Camp Witcomb at this point. \$3.00 increase pr student for field trips at Horizon (this has been asked for)

Jackie had Sandy prioritize her requests. Laurie said to balance between the three schools.

Although Horizon is the only one asking so PLE and ASA may lose out because of this.

Fund Raiser: Internet sales- last year \$9400 last year and this year right now \$2700(?) considerably less than last year.

NOTE: Changing year to end date (ask about at principals meeting).

Budget-this is where we are at; will show to principals at the meeting.

Laurie will ask Deb Ristow to rank and add to. Will also send to John Vitale.

4. PTO Websites Updates

Updating need to be done. Roundtable is not on there. This update needs to be put on the homepage.

Need the 4K parents to be there. Can we e-mail the parents.

NOTE: Principal meeting-phone messaging system can we do this or can the schools have a message for us?

E-mail updating to Greg. If it is your area please let Greg know that he needs.

5. Corresponding Secretary Updates: Debbie-nothing to report; will receive the Panera cards from Laurie

6. Review of Events/Procedures/Duties

a. Open House: Ice cream is still left over. Soccer teams are using. This is great. Five big tubs left. Will disperse accordingly.

b. Kindergarten teachers should be with their class, not doing bus duty. Make this suggestion to the teachers. Make a big bus number for backpacks. Hard to see numbers.

Maybe have Horizon 6th graders help out.

Can the Kindergartens and 4K kids get on early? If not for the entire year, especially the first week.

NOTE: Principal meeting: PTO could fund painting numbers according to bus number and line up like this.

c. Fundraiser

NOTE: Info. Needs to be sent out on the day of the assembly day.

d. Pie Night: Went well. 4 slices of pie left. Spreading out the pie in a couple different locations. \$235. 12 was the cost.

Angela: Remind Melissa to fill out summary report.

e. Volunteer Coordinator: Awesome job on the boards. Debbie will send a thank you.

7. Upcoming Events/Procedures/Duties

a. Roundtable

Flyers had agenda. Amy will talk about topic. Goal was to hear talk, become introduced with the topic, and talk about again at the Parent meetings. Talk about this at the next PTO meeting. Maybe only have three topics. Amy inquired about a support group for parents for kids with ADD. Amy will help anyway she can. Parents should be able to talk to each other about certain items.

Different procedures for each student. Resources needed for certain students. Maybe educate the teachers; one student take notes and gives to the ADD student. Table this for now.

Meeting, Amy will talk, principals will speak, Kirsten will introduce.

Kick off of renaming contest. Laurie Lochner made a flyer. Those present can fill out and also they will be sent home.

One gift basket that Angela has can be given to the winner.

Missy Murray needs to respond to e-mail regarding the programs. We do not know what is planned. Kirsten will try to put something together so if parents ask what is planned she can tell them.

- a. Waukesha Historical Museum is planned for PLE. (check request)

Laurie will follow up with an e-mail to Missy.

Laurie will talk about “Why were we awarded the runner –up for the PTO magazine.

Debra will bring bagels and ice to the meeting. Plan on 2 dozen bagels. Slice, and cut in half. Water in the {PTO office. Get coffee from Panera.

On table: Put copies of the article from the PTO magazine; Jump In Magazines, and notepads.

Meeting at 9:00 am; be there by 8:30 am. Debbie will take notes.

- b. 12 Pewaukee students left homeless:

Kirsten received call from Mary Cimbalnik. The schools are responsible for getting the kids to schools. A lot of people want to give. She would like help with all of this. She wants people to go through the donations and help organize this. Debra brought up Stacy Fetter’s name because she helped with a recent donation project. She will contact Stacy on this.

Maybe have high school students help with this. Maybe confirmation students help too. Debra will look into this.

Put word out and they can contact Mary.

- c. Vision and Hearing Screening:

PLE: Sept. 16, Sept. 23 – Kirsten said it is fine

Horizon: Oct. 21, Oct. 22 – Jackie contacted to help by Nancy Sparacino.

- d. Picture retake: Enough help in both schools.

- e. Distribution: Good to go comment from Greg.

- f. Principals meeting: September 29, 2008 at 9:00-10:30 am see NOTES: to include in meeting.

Budget process-needs input from principals

- g. Super. Meeting: September 29, 2008 at 10:30-12:00 pm we need to talk to her about: a. class size b. why are the classes so big? C. pool d. Fund raiser e. finance person reviewing the books

- h. Conference Dinners: ASA’s are October 9, 2008 at 4:30-7:00 pm

Debra will check on Hospitality to see if they are on board.

- i. Student Directory: Have chair check their mailbox. Laurie will pick up and give to chair. Debra will let the chair know what is happening. Chair needs to follow up on forms who did not pay. Out at the end of October.

j. Newsletter: Angela needs info. by Friday. Put open positions in the newsletter. Angela should send to all schools. Chris Schudde needs by Wednesday at 3:30 pm. This needs to be updated in the manual then. NOTE: Check dates of next newsletter to get info. out.

- k. Promotions – Job description???? We have a volunteer but do we want her to do?

Marketing as well- Publicity she needs to get the word out there about PTO functions. Donated items-she needs to be doing this continuously. So we have things for raffles, etc.

Budget for this: last year was \$352.00 but budget was \$1000. She can look into banners, signs, etc.

Next meeting: firm up ideas. Kirsten will talk with her. Table at PIE night. She should contact Lake Country Reporter, Waukesha Freeman, Positively Pewaukee, etc.

She could be the person to do the voice messaging if we get the okay from the schools.

In the future: we hope to stop the flyers going home.

- l. Using PTO manager:

Review how to use. Table this and show at the next meeting. Everyone should know how to get around. Encourage all chairs should be using this.

8. Roundtable: Encarta Software-did not talk about

9. Next Meeting: fundraiser-mom to mom list(Debra has info.) organized garage sales

Questions: Where are we with Country Springs and Boston Store? Debra will follow up with Country Springs.

