

**PTO Board Meeting Minutes  
November 5, 2008**

Date	November 5, 2008	Next Meeting Date	
Time	6:00 pm	Time:	8:45AM
Location:	Kirsten's House N37W26021 Steeple Chase	Location:	Laurie's house
<b>Attendance Present:</b>		<b>Absent</b>	
Kristen Bell	President	Debra Tuttle	VP Asa Clark
Debbie Mistele	Corresponding Sec		
Jackie Sklenar	VP Horizon		
Brad Schlaikowski	Treasurer		
Laurie Fernandez	VP PL		
Cheri Schaefer	Recording Secretary		

**1. Breakfast w Santa – Deb Mistele**

- a. Santa confirmed
- b. Instead of a goody bag, Santa will be giving a book to each child. Books have ordered.
- c. Cost of event will incread to \$4.50 for adults and \$3.50 for children
- d. Santa's Secret shop will be set up during this event from 11-12 pm.. Items under \$4.00 will be priced at a 20% profit. Items over \$4.00 will be at 10% profit. Lyn turba is in charge.
- e. Email for volunteers has been sent.

**2. Jackie Sklenar-VP Horizon updates:**

- a. Picture retake went well. Staffed appropriately
- b. Jackie met with Sandy Carter
  - One stop kids shop-4<sup>th</sup> graders will be broken into 2 groups from now on and will alternate weeks.
  - Sales are on track to ly
  - Possibly reprice items to simplify ie: \$.25, \$.50 and \$.75 only
- c. Sandy provided with list of school field trips, FOL lineup, projects, and student council all school monthly events.
- d. Scholastic Book Fairs
  - Asa Clark's is in winter
  - PLE and Horizon are Nov 10-13. Volunteers at Horizon are scheduled and P PLE is almost done.
  - send a notice to teachers reminding them to fill out wish lists. (who?)
  - Consideration of placards on tables to remind shoppers to look at teachers' wish lists. (who?)

**3. Festival of Learning-Renaming Contest:**

The board voted and the winner is: ***PTO educatrional partnership***

**4. Correspondence Secretray : Deb Mistele**

- a. LY the recording secretary sent an e-newsletter to parents that indicated that they wanted to receive monthly updates (link is in the left margin of the PTO website.). TY we will stop the enews updates and instead put a note the school newsletters (Horizon weekly and PLE monthly) to refer to the PTO website for news and updates.

- b. Deadline for Horizon's weekly newsletter is Wed of each week. Deadline for PLE's is the last Friday of the month. Deadline for Asa Clark's bi monthly newsletter is??????. Deb Mistele needs all information from Board Members in advance of those deadlines so that she doesn't have to make calls for the info.

**5. Treasurer: Brad:**

- a. Laurie F. moves to give responsibility and control of the Book Club back to school. Board unanimously votes yes pending approval from principals at the mtg next week. Note: this decision was made because PTO doesn't control the profits during the year or at year end.

**b. PTO Directory:**

- LY profit was approx \$400 and TY our loss is \$427. The cost of printing increased and there were more pages than last year, but we didn't charge parents' any more this year, The chairperson will note in the summary report that we need to get a quote based on enrollment before pricing the directory next year.

-Next year, on the "PTO directory" form in the registration packet, we should indicate that the information posted in the directory is pulled from the registration information provided to the school district. If a student has more than one address, parents should notify the district office to verify the information that will be posted in the directory.

- increase the font size of this statement on the cover of the directory  
"the following data is provided by the Pewaukee School District"

**-c. Vision and Hearing Testing went fine.**

**d. Great American-KB fundraiser**

- profit figures will be finalized soon. Estimate is \$38,000.
- Distribution takes place Friday Nov 14 from 4:30-6:30 and Sat Nov 15 from 9:00-11:00 am.

-Deb Mistele will contact Angela DiCastrì for the name of the person who donated \$75 and will send a thank you. Deb Mistele will also send a general thank you for participation in the fundraiser to school secretaries to put in the school newsletters.

-Laurie will send Greg a request to add a link to the PTO website to the GA website to encourage ordering all year.

-Brad will remind Angela to send a reminder flyer in the spring for parents to order directly from the website.

- e. Brad will finalize budget figures** before the principals meeting on Wed Nov 12.

- 6. Hospitality:** Teacher conference dinner plans for next week are going well. Melissa Kading is seeking a few more helpers for set up and cleanup.

**7. Board Positions for Next Year.**

-Current board members get first priority to step into position of president. If a current board member has not completed their 2 year term and moves to the position of President., they must serve as president for at least 2 years. Each position other than president has a 2 year term. President holds a 3 year term.

-Open board positions flyers will be discussed at the Dec mtg.

**8. Parent Lecture Series:** Kirstren will research partnering with another PTO in order to generate interest and participation.

**9. Volunteer Manager:**

Kathy Longhini will add the PTO Board contact for each event to the list of volunteers for that Event if they are not already on that list.

**Meeting adjourned 9:00**

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