

**Principal Meeting Minutes  
November 12, 2008**

Date	November 12, 2008	Next Meeting Date	Jan 12, 2009
Time	11:00	Time:	9:00 am
Location:	Room 101 Horizon	Location:	TBD
<b>Attendance</b>			
<b>Present:</b>		<b>Absent</b>	
Kristen Bell	President	Jackie Sklenar	VP Horizon
Debbie Mistele	Corresponding Sec	Brad Schlaikowski	Treasurer
Debra Tuttle	VP Asa		
Cheri Schaefer	Recording Secretary		
Laurie Fernandez	VP PL		

**General Discussion and Budget Proposal**

- **John Gahan indicates that the estimated cost of an audit is \$7000-\$8000.** DPI and audit firm recommend staying away from an audit to avoid affiliation with the district. Call it a procedure vs audit to avoid opening up standards.
  
- **With regard to moving the PTO book club to the control of the district, John Gahan explained that there are 2 types of accounts: board activity accounts and student activity accounts.** Board activity accounts come from the general fund. Student activity accounts are holding accounts for student agencies. The student agency ultimately has discretion on how their funds are used. If the PTO Book Club were to move to the control of the district, it would go into a student activity account and all disbursements would come from a request to the district from the Book Club. There is no risk that Book Club money would move out of the student activity account to be used in the general fund. Year end balances can be rolled over to the next year. This is accounted for down to the club level so no other club could have access to the book club's funds. The PTO board unanimously agrees that it makes sense to give control of the book club to the district. John Gahan will tell Sue Macheskey to set up an account for it. Deb Ristow and Kirsten Bell will arrange a meeting to communicate the change to Kim Maehler. Deb will suggest to Kim Maehler to use regular paper instead of photo paper for student photos for the book club.
  
- **Debra Tuttle suggests that we find more and better ways to communicate to parents what activities are funded by the PTO.**
  
- **Kirsten gave a copy of the proposed budget to the principals.**
  - The principals are now given more flexibility by putting funds into categories instead of individual events/items. They have discretion within the categories.
  - PTO will submit one lump sum to the district which will be divided by account as indicated in the budget. The principals will draw on them as needed and the disbursement transactions will be emailed to Brad monthly.

-John Gahan commented to the principals that when submitting a request for funds, it is important to indicate what **event** the funds are needed for, not just the item .

-A suggestion is made that Randy Daul send the template that he uses to track spending to Horizon and PLE so that the reporting is consistent between the schools. He will send this template to the PTO board.

- It is clarified that the PTO managed accounts in the budget are managed by the PTO and are not part of the principal's funds.

- It is likely that teacher appreciation grants will be decreased by \$5-\$10 this year due to some increased costs associated with PTO events/activities.

- Sandy Carter suggests that we investigate using high school students to do the printing for the PTO student directories next year (high school printing class). Substantial savings and she said they did an excellent job for her on a project.

- The board is meeting Dec 12 and will finalize the budget by end of Dec.

- **PTO board members will be introduced at the school staff meetings on these dates:**
  - December 2 – PLE 7:50 am
  - December 9 – Horizon 7:50 am
  - December 15 – ASA 3:00 pm
  - January 27 – PLE 7:50 am
- **The Festival Of Learning has been renamed to PTO Educational Partnership. The name of the student or parent who came up this will be contacted.**
- **Hearing and vision screening was completed at PLE and Horizon and Asa is being done this week.**
- **Conference dinners and book fairs went well.**
- **Breakfast with Santa update:** Flyers went out and reminders are ready to go. Anticipating more than 600 attending this year. Secret Santa Shop from 11am-noon during Breakfast with Santa. They have enough volunteers. Instead of gift bags Santa will be handing out hard cover books this year.
- **Open PTO board positions for next year.** We need to spread the Word to fill these positions...focusing on parents with children in the younger grades.
  - VP PLE
  - President
  - Corresponding Secretary
  - Recording Secretary
  - 2 year term for all positions except President which remains 3 years.
  - Greg will write this change into the bylaws.
  - Brad Schlaikowski is considering the roll of President. Cheri Schaefer will consider Continuing as Recording Secretary.
- **PTO use of kitchens:** we can use the kitchens in the schools, including the sinks, but not the stoves or ovens. Must leave everything very clean. Inspectors show up unannounced.
- **Sock Hop is still in need of a co chair.** The event will not take place without another chair. Sandy Carter suggests asking Lisa OHern.

## Updates from Principals:

### PLE-Deb Ristow

Met with Amy and Brian Kettner- chairs End of Year Event.

T shirt design will be the yearbook cover.

Possibly call the zoo and David Stokes to participate.

Date Wed June 10.

December: Registration for 5K

January: 4K registration

### HORIZON- Sandy Carter

WKCE were last week.

4<sup>th</sup> GRADE concert coming up

Book fair did great

Looking to schedule PEP Underground Railroad for Dec

### ASA-Randy Daul

Tail end of WKCE and make-ups

End of quarter look at data to see where kids are at and determine what needs to be met

Staff goal setting

Busy time with clubs and sports, dance this Fri (looking for chaperones)

Holiday concerts coming up

Festival of achievement in Jan, scheduling for next year

Meeting on future objectives, pool, tennis courts, auditorium, new entry way

## **Scheduling of next meeting**

Jan 12<sup>th</sup> 9:00am