



PTO Board Meeting Agenda

Date	December 10, 2008	Next Meeting Date	
Time	8:30am	Time:	
Location:	Deb's House	Location:	
Attendance			
Present:		Absent	
Kristen Bell	President	Laurie Fernandez	PLE Asa Clark
Debbie Mistele	Corresponding Sec		
Jackie Sklenar	VP Horizon		
Brad Schlaikowski	Treasurer		
Deb Tuttle	ASA VP		
Cheri Schaefer	Recording Secretary		

Item #	Action Item	Who	Resolution	Expected Completion Date	Complete
1.	Develop first draft of Board Training manual.	Kirsten		1/09	
2	Find someone to conduct a financial book review.	Brad		ASAP	
3.	Put together a schedule for reviewing event summaries.	Kirsten		12/08	
4.	Email FOL chairs about new name.	Kirsten		11/08	X
5.	Research potential to partner with other PTO's for parent series.	Kirsten	Could someone else take this on?		
6.	Go through and re-price items with chair for One Stop Kid Shop	Jackie	Could this be done over break?	1/09	

1. Minutes from November Board meeting – please review and come with any updates
2. **VP Updates**
 - a. PLE – Laurie
 - b. Horizon – Jackie
 - c. Asa – Deb
3. **Treasurer Updates – Brad**
 - a. Budget
 1. Review report
 2. Audit??
4. **Corresponding Secretary Updates- Debbie**
 - a. **PTO E News**
 1. Remember to send Debbie any info
 1. Open board positions

5. Website Updates- Greg

- a. Greg to walk through changes to website
- b. Post open board positions

6. Review of Events/Procedures/Duties

- a. Breakfast with Santa on December 6, 2008 was very successful. Thanks go to Debbie Mistele, Tiffany VandeZande and all their volunteers.
 1. Debbie to give up date
- b. Kathryn Beich/Great American
 1. Discuss issues and resolution request
 2. Make decisions regarding KB and researching new vendor
- c. Scholastic Book Fair ASA Dec. 9, 2008

7. Upcoming Events/Procedures/Duties

- a. Principal and Superintendent meetings Monday, January 12, 2010, 9:00 pm at HZ and 10:30 am at PLE
- b. Country Springs Water Park Tickets
- c. Book Club Surplus
 1. What did we decide to do with this?
- d. Open Positions
 1. Send out flyer
 2. Open Board Position all 2 year terms
 1. PLE VP
 2. Corresponding Sec.
 3. Recording Sec
 4. Treasurer
 3. Open Chair Positions for school year 2009-2010
 1. Have Barb email all current chairs regarding their status for next year after the Holiday.
- e. Parent Lecture Series
 1. Decide on topic
 2. Set date, place, time
 3. approve flyer
 4. set up meeting with VP's to work out details

8. Roundtable

9. Next Meeting

- a. Invite chairs to give update on Sock Hop
- b. PTO Manager
 1. Review hours logged by chairs and see if we need to follow up in any way