



PTO Board Meeting Agenda

| Date | January 12, 2009 | Next Meeting Date | | | | | | | | | | | | | | | | | |
|---|------------------|-------------------|--|---------------------|--------|-----------------------------------|--|---|--|----------------------------------|--|--------------------------------|--|-------------------------------|--|---|--|-----------------------------|--|
| Time | 9:00am | Time: | | | | | | | | | | | | | | | | | |
| Location: | PLE Library | Location: | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Attendance Present:</th> <th style="width: 50%;">Absent</th> </tr> <tr> <td>Kristen Bell President</td> <td></td> </tr> <tr> <td>Debbie Mistele Corresponding Sec</td> <td></td> </tr> <tr> <td>Jackie Sklenar VP Horizon</td> <td></td> </tr> <tr> <td>Brad Schlaikowski Treasurer</td> <td></td> </tr> <tr> <td>Deb Tuttle ASA VP</td> <td></td> </tr> <tr> <td>Cheri Schaefer Recording Secretary</td> <td></td> </tr> <tr> <td>Laurie Fernandez PLE VP</td> <td></td> </tr> </table> | | | | Attendance Present: | Absent | Kristen Bell President | | Debbie Mistele Corresponding Sec | | Jackie Sklenar VP Horizon | | Brad Schlaikowski Treasurer | | Deb Tuttle ASA VP | | Cheri Schaefer Recording Secretary | | Laurie Fernandez PLE VP | |
| Attendance Present: | Absent | | | | | | | | | | | | | | | | | | |
| Kristen Bell President | | | | | | | | | | | | | | | | | | | |
| Debbie Mistele Corresponding Sec | | | | | | | | | | | | | | | | | | | |
| Jackie Sklenar VP Horizon | | | | | | | | | | | | | | | | | | | |
| Brad Schlaikowski Treasurer | | | | | | | | | | | | | | | | | | | |
| Deb Tuttle ASA VP | | | | | | | | | | | | | | | | | | | |
| Cheri Schaefer Recording Secretary | | | | | | | | | | | | | | | | | | | |
| Laurie Fernandez PLE VP | | | | | | | | | | | | | | | | | | | |

| 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 | Julie Johnson will do review. Date TBD | TBD | |
| 3. | Put together a schedule for reviewing event summaries. | Kirsten | | 12/08 | X |
| 4. | Email FOL chairs about new name. | Kirsten | | 11/08 | X |
| 5. | Research potential to partner with other PTO's for parent series. | Deb | | | |
| 6. | Go through and re-price items with chair for One Stop Kid Shop | Jackie | Could this be done over break? | 1/09 | X |
| 7. | Contact fundraiser analyst to research new fundraising options | Kirsten | | 1/09 | |
| 8. | Summarize most popular items sold this year at fundraiser. | Brad | | 1/09 | |
| 9. | Contact Dave Schill regarding table to sell Country Springs tickets at basketball games. | Deb | | 1/09 | |
| 10. | Book gym for BWS for Dec. 5, 2009 | Debbie | | 1/09 | |
| | | | | | |

1. Minutes from December 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 new report process

4. **Corresponding Secretary Updates- Debbie**
 - a. **Thank You**
 1. Send thank you to Katie Moroder for Walmart grant
 - b. **Paper Order**
 1. Are we in need of any paper
 - c. **PTO E News**
 1. Remember to send Debbie any info
 1. Open board positions
5. **Website Updates- Greg**
 - a. New format up and running- Greg plan is to phase himself out
 - b. Post open board positions
 - c. Any other updates?
6. **Review of Events/Procedures/Duties**
 - a. Update on meeting with JoAnn regarding insurance and liability coverage
 - b. PTO computer update
 - c. Kathryn Beich/Great American
 1. Meeting with rep went well- resolution outcome- Cheri
 2. Create timeline for decisions regarding KB and researching new vendors
7. **Upcoming Events/Procedures/Duties**
 - a. Superintendent meetings Monday, January 12, 2009 at 10:30 am
 - b. Principal meeting at HZ at 9:30 am
 1. Any additions to agenda
 - c. Country Springs Water Park Tickets update
 1. Pewaukee is hosting their tournament the weekend of Jan. 16th might be a great opportunity to sell some tickets.
 - d. Book Club
 1. Brad and Kirsten met with Deb to review program moving forward
 2. Plan to change to student account starting next year
 3. Distribution of money in accounts
 - e. Open Positions
 1. Flyer
 1. Review flyer
 2. Debbie to send home in Friday folders on Friday Jan. 16th, 2009
 2. Open Board Position all 2 year terms
 1. PLE VP
 2. Corresponding Sec.
 - f. Parent Lecture Series updates
8. **Roundtable**
 - a. How about a changing table in one of the bathrooms?
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