

**Pewaukee
Parent Teacher
ORGANIZATION**
Enhancing our Children's Education

**January 12, 2009
PTO Board Meeting Minutes**

Date	January 12, 2009	Next Meeting Date	Feb 5 th , 2009
Time	9:00 am	Time:	7:00 pm
Location:	PLE Room 213	Location:	Laurie's House
Attendance Present:		Absent	
Kristen Bell	President	Jackie Sklenar	VP Horizon
Cheri Schaefer	Recording Secretary	Debbie Mistele	Corresponding Secretary
Brad Schlaikowski	Treasurer	Laurie Fernandez	VP PLE
Deb Tuttle	VP ASA		

1. Update Kirsten Bell, President (making comments for Deb Mistele, Jackie Sklenar, and Laurie Fernandez):

- **PTO Board Training Manual:** Kirsten is in the process of drafting
- **Review event summaries:** Kirsten will confirm a schedule to for each board member to review the summaries that are posted and what needs to be posted. The website is fully functional so PTO board members can add files and edit pages.. Remember that adding files is a 2 step process using the file server and the website. See "About this Website" in the left margin for exact instructions for loading files.
- **Breakfast with Santa 2009:** date is confirmed Dec 5, 2009 and the PLE cafeteria has been reserved. (Deb Mistele).
- **Asa Clark Fair next year.** This year they sold 10 books total so it will not be held next year at Asa.(Jackie Sklenar).
- **Paper Supplies:** Debbie Mistele needs to order paper and letter size envelopes. She should contact the sock hop chairs to see how much paper they need before ordering.
- Greg Derzay is recruiting volunteers for PTO website maintenance now that the new site is completely up and running.
- **PLE custodial crew:** Deb Mistele sent bagels to the for their help on BWS.
- **PTO Liability Insurance:** Kirsten met with Joanne Sternke and Pres of booster Club and John Gahan. Our volunteers are covered by school's liability insurance. The school's insurance does not cover workman's compensation. However if PTO

- signs a contract with someone for over \$500 (example: sock hop DJ), then the district is not responsible if someone gets hurt and PTO could be liable. Therefore PTO needs to get bids on E and O insurance. Kirsten will followup.
- **2008 Fall Fundraiser:** The profit for this year's fundraiser was over \$42,000 (which includes the \$4000 negotiated by the PTO). Great American sent letters of apology and \$20 magazine vouchers to all families who did not receive their orders correctly or in full. They also provided the schools with \$1200 in playground equipment. The PTO will keep some of the items for events and give the majority to the schools.
 - **2009 Fall Fundraiser Selection:** The vendors for next year's fundraiser should be narrowed to Great American and Innisbrook. Extensive research was done 2 years ago and there are no new vendors so there is no need to do it again. If we bring back Innisbrook, many parents are familiar with them which will offer a comfort/confidence level. Brad has left a message with Innisbrook attempting to schedule a meeting on Monday January 26th in the afternoon. We are waiting for confirmation. Cheri will participate in the review and wants to see samples and catalogs. Innisbrook should be fully prepared to explain online and catalog sales procedures and reporting of the sales figures.
 - **PTO Book Club:** Brad and Kirsten met with Deb Ristow and Kim Maehler to discuss the move of this club back to the school. Brad spoke to Asa Clark librarian who is fine with it. The student account assures that the libraries will get the surplus money. Now Asa Clark will get the entire surplus from last year because it has been accumulating for years because they didn't know it was there. Kirsten is mandating that each library spend the money by end of year with approval from principals.
 - **PTO Flyers:** All flyers issued by any PTO committee should be cleared by Deb Mistele first. Board members please communicate this to your chair people.

2. Debra Tuttle-VP Asa Clark

- Festival of Achievement is next week. This is an orientation for the 6th graders in which they are introduced to clubs and electives for 7th grade.
- There are 5 newsletters per year at Asa Clark and the deadlines are September 15th for Oct/Nov, November 15th for Dec/Jan, January 15th for Feb/Mar, March 15th for April/May and May 15th for June/July. These dates are on the PTO website.
- Country Springs discount tickets: Debra will draft a memo to promote the tickets for the PTO to approve. A decision needs to be made regarding the distribution of the tickets and the option should be on the order from: IE: US mail, pick up at school, send home in child's backpack. She is waiting for response from Dave Schill regarding a table at basketball games.
- 8th grade promotion is run by the guidance counselors at Asa Clark. The PTO will supply the flyers only.
- Cindy Carrigan, administrative assistant at Asa Clark sends a thank you to the PTO for our financial support.

3. Brad Schlaikowski- Treasurer

- Brad is waiting for confirmation from Julie Johnson regarding a financial review of the PTO books. Deadline TBD.
- Brad has the best selling items from the Great American Fundraiser and will group them by category so we can see what parents are looking for in general.

4. Cheri Schaefer-Recording Secretary

- Recent PTO laptop problems have been resolved. Anti virus is renewed. Laptop was backed up and completely restored by Best Buy. Cheri downloaded OpenOffice

(free) since we could not reload Microsoft Office without the serial # from the original disc which we no longer have access to.

5. Schedule of upcoming Board Meetings and Superintendent Meetings:

We will alternate morning and evening meeting times for the board meetings. Here is the schedule for the rest of the school year through the summer:

Board Meetings:

Thursday February 5th at 7pm Laurie's House

March 5th 9:00 am Location TBA

April 2, 2009 6:30 pm Location TBA

May 7, 2009 9:00 am Location TBA

June 4, 2009 6:30 pm Location TBA

July 23, 2009 9:00 am Location TBA

Superintendent Meetings:

Friday March 6, 2009 10:30 am

	Action Item	Who	Resolution	Expected Completion Date	Complete
1	Creation of a PTO Board training manual for incoming board members. Brad completed a finance training manual for the PTO mgr software.	Kirsten	Kirsten is drafting	End of January	
2	Julie Johnson financial book review	Brad	Julie Johnson is considering it and will let us know soon. She will contact C\PA Scott Diller also who has not responded to Brad's emails.	unknown	
3	Review of event summaries	Kirsten	Kirsten will create a schedule for all board members to review their event summaries.	Schedule will be distributed at the next PTO board meeting.	
4	Revisit E Newsletter		Submit items at board meetings	Confirm next board mtg Feb 5th	
5	Order paper and envelopes	Deb Mistele	Check with sock hop committee first	asap	
6	Schedule meeting with Innisbrook	Brad	Waiting for confirmation of appointment on Jan 26	Jan 23	
7	Get quotes on E and O	Kirsten	Tbd	Tbd	

Insurance				
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