

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

Date	Feb 5, 2009	Next Meeting Date	Friday March 6th
Time	7:00 pm	Time:	Noon
Location:	Cheri's House	Location:	Laurie's House W236N3265 WATERSIDE CT
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		
***present for part of the meeting			

Item #	Action Item	Who	Resolution	Expected Completion Date	Comple
1.	Develop first draft of Board Training manual.	Kirsten	Kirsten will email them to the board.	2/09	
2	Find someone to conduct a financial book review.	Brad	Julie Johnson will do review in August unless we find someone else.	8/09	
3.	Put together a schedule for reviewing event summaries.	Kirsten	Kirsten will email to the board.	2/09	
4.	Research potential to partner with other PTO's for parent series.	Deb	Parent Connection-blend of PTO and District. Topic: Bullying. Sussex and Merton are interested in partnering with us. Confirmed Date: May 20, 2009	2/09	x
5.	Summarize most popular items sold this year at fundraiser.	Brad	Done and reviewed by the PTO board. We will use this at our meeting on Feb 20 to pick a fundraising company for 2009.	done	x
6.	Get quote on E and O insurance	Kirsten		3/09	
7.	Create new category in budget for losses.	Brad		2/09	
8.	Country Springs flyers in backpacks	Debra and Debbie	Meeting Feb 11 to execute	2/13/09	
9.	PTO Website postings for Open Board and Chairperson Positions and Country Springs Sale	Debbie		2/09	
10.	Make arrangements for sale of jewelry at book fairs	Brad, Cheri, and Jackie		2/09	
11.	Give school secretaries magazine vouchers and give gift baskets to ???	Kirsten		2/09	
12	Give Stacy Newcomer Fundraiser information to analyze	Laurie		2/09	
13.	Contact parents that expressed interest in board positions for next year	Laurie		2/09	

	regarding the change in term to 2 yrs			
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1. PLE updates – Laurie- no updates
2. Horizon updates – Jackie:
 - A few PTO volunteers are helping Melissa Lochowicz, Jump Rope for Heart coordinator, tally donations to award to the 3 winners in each classroom and the top selling class.
 - Invention Convention is Thurs Feb 12 from 4:30-6:30. The PTO is not involved.
 - DARE graduation is in March....they may ask for a few PTO volunteers
3. Asa updates– Deb: no updates
4. Treasurer Updates – Brad
 - Budget – Horizon and PLE did not submit reports for January. Asa did.
 - We owe Great American \$554. Brad will pay them.
 - Balance in PTO checking is \$11374. Savings account is \$39917, \$5000 is reserved for Horizon for the playground project.
 - PTO received a request from Christa Miller, the PLE Spanish teacher for a 3rd grade field trip to a Puerto Rican Music Explosion.. Motion is made, second, approved to reject this request and indicate that it should come out of the Field Trip fund.
 - Motion is made to create a new category in the budget for losses (bad checks). Second and approved
5. Country Springs Waterpark Pass Sale - Debra Tuttle:
 - Sale period begins Feb 16 and ends March 6
 - Cost \$15.00.
 - Flyers will be made and distributed in backpacks by Friday Feb 13th with a tear off order form requesting checks along with self addressed stamped envelope for delivery.
 - Announcement will be made on the PTO website.
 - Set up selling tables at well attended events such as tournaments.
 - Sell any extra from pre-purchases at Opie tournament March 27.
 - A decision will be made on amount to buy once we see how many we sold.
 - Country Springs needs 10 days to create the cards.
 - Everyone is encouraged to spread the word at events outside of school that these are available through the Pewaukee PTO.
6. Review of By Laws- Debra Tuttle
 - Process for amending the bylaws is reviewed. See by-laws.
 - Process for election of officers/directors was reviewed. See by-laws.
 - Deb Tuttle will draft the following amendment to be ratified at the roundtable in May:
 - If there is a resignation mid-term, the vacancy may be filled by a majority vote of the board of directors.

This seems to be what actually occurs, rather than calling a full membership meeting to elect the replacement. Deb will make an attachment to the bylaws regarding this change which will be presented at the Roundtable Meeting.
7. Jewelry and other gift items from 2008 Great American Fundraiser
 - Kirsten took the leftover items other than jewelry to be assembled in gift baskets for volunteers.
 - Motion was made to give each of the school secretaries a magazine voucher and candy to thank them for the help they give us. Motion second and approved. Kirsten took 5 vouchers and candy to give to them.
 - Cheri has the jewelry. A few items will be used as door prizes for the teacher appreciation luncheon. The rest will be sold at tables at the bookfair. Cheri and Brad will follow up with Jackie to work out the logistics of selling these remaining items.
8. 2009 Fundraiser
 - A brief overview of Innisbrook and Great American Items and presentations was done by the board.
 - Expectations and criteria for choosing the vendor were reviewed briefly.
 - Laurie Fernandez will submit the 2 catalogs to Stacey Newcomer, fundraising analyst, to do a

- The board will meet on Feb 20th at noon for lunch at Kirsten's house to vote for the 2009 vendor.

9. Upcoming Events/Procedures/Duties

- Teacher Appreciation Luncheon March 27th, 2009.
 - Melissa Kading, chairperson, has agreed to add a co-chair for this event as it is very big. Cheri will contact her on Feb 10 to see if she found someone or if she wants Barb Hegna to recruit.
- Kindergarten Round Up March 20th
 - Kirsten and Laurie will attend
 - Pass out notepads
 - Volunteer opportunities
 - Introduce fundraiser
- Open Positions
 - Event Chairs
 - Motion was made, second, and confirmed to split up Hospitality into 3 events
 - PIE night
 - Teacher dinners for Parent Teacher Conference Nights- PLE, Horizon, Asa
 - Teacher Appreciation Luncheon
 - Debbie Mistele will post these open chairperson positions on PTO website
 - Breakfast with Santa (typically 3 co-chairs)
 - Ice Cream Social
 - School Toolboxes for 2010
 - Fall Fundraiser (chair and 2 sub chairs)
 - Helmet Program- confirm with Colleen Moore if she needs a second chair...she is staying on for next year
 - PIE night
 - Conference Teacher Dinners PLE, Horizon, ASA
 - Teacher Appreciation Luncheon
 - Board Positions:
 - Debbie Mistele will post the open positions on the PTO website
 - Open board positions are all 2 year terms
 - PLE VP
 - Corresponding secretary
 - Treasurer
 - Flyers will be revised to include open treasurer spot.
 - Laurie will email all those that have expressed interest in open board positions with regard to the change in term to 2 years.
 - Election confirmation will take place at the roundtable on May 29, 2009.
- Upcoming Meetings
 - Fundraiser Vote for 2009: February 20th at noon at Kristen's house. All board members must be present to vote.
 - Principal Meeting 9am on Friday March 6th at Asa Clark.
 - Superintendent meeting Friday March 6th at 10:30 in Joanne's office.
 - PTO Board Meeting Friday March 6th at 12pm at Laurie's House.

Meeting adjourned at 9:40 pm.