

PTO Board Meeting Agenda  
March 6, 2009

Date	March 6, 2009	Next Meeting Date	Thursday April 2, 2009
Time	12:30 pm	Time:	6:30 pm
Location:	Laurie's House	Location:	TBA
Attendance		Absent	
Present:			
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		
Lauran Falk	Sock Hop Chairperson		

Item #	Action Item	Who	Resolution	Expected Completion Date	Complete
1.	Develop first draft of Board Training manual.	Kirsten	Kirsten will email them to the board.	3/09	
2.	Put together a schedule for reviewing event summaries.	Kirsten	Kirsten will email to the board.	3/09	
3.	Get quote on E and O insurance	Kirsten		3/09	
4.	Add a category to the budget to cover losses	Brad		3/09	
5.	PTO Website postings for Open Board and Chairperson Positions and Country Springs Sale	Cheri	Cheri will see that the open positions are posted on the website	3/09	
6.	Invite End of Year Event Chairs to our next board mtg on April 2 at 6:30	Laurie	Laurie will contact them to see if this is necessary.	3/09	

**1. VP Updates**

- a) PLE – Laura Falk gave a review of progress on the Sock Hop. She and Colleen are short on volunteers and committee heads, but are very organized, have great ideas, and are in the process of executing them. Laurie Fernandez volunteered to be the kitchen supervisor and Brad Schlaikowski volunteered to head up security. The theme is Greased Lightening and tickets go on sale next week.
- b) Horizon – Jackie
  - -Karen Wildman, Horizon Book Fair chairperson estimates that sales for the week will be \$4600 vs \$5300 last year.
  - PTO may have a few volunteers at the Dare graduation.
  - Helmet program is under way.

c) Asa – Deb

- A portion of the students will be given a hotmail acct as a test next year
- Conferences were March 5 and went well. Attendance is down, perhaps due to more parents using Family Access,
- May 20 parent lecture series. Library at PLE will be requested. 90 minutes. 6:30-8pm. Both counselors (Amy Farrow- Hzn and Adrianna Plach- AC are in touch with each other and are putting together an agenda. Issues to be presented include cyber bullying, legal aspects, bullying on the bus, when to bring bullying to the school's attention, and what you can expect the school to do. Flyers will be sent out again to sell the remaining tickets.

**2. Treasurer Updates – Brad**

- a) Surplus requests are due asap- up to \$5000 for each school. Deb Ristow requested \$3000 for finishing 3<sup>rd</sup> grade sound systems. \$1700 for library bins. She can spend the remaining \$300 as desired.
- b) Brad passed out bank statements for board members to review.
- c) \$15000 in the budget will roll to next year. \$10000 for Horizon for playground. \$5000 carried from last year from Sandy Carter for Hzn playground. \$5000 surplus from Horizon and \$5000 surplus from Asa. Total \$25,000 to playground from PTO.
- d) Sales of GA jewelry at Hzn Parent conferences totaled \$220.

**3. Corresponding Secretary Updates- Debbie**

- a) PTO News-thank you going out to Karen Wildmen for Horizon Book fair.
- b) Stacy Newcomer – will send a thank you for Fund raiser analysis.
- c) Sock Hop announcement will go out in the next school newsletter

**4. Recording Secretary updates- Cheri**

- a) Will contact Kim Eldridge about getting a bid from Innisbrook on school toolboxes.
- b) Teacher Appreciation Luncheon is underway. Date is March 27<sup>th</sup> in the PLE cafeteria.
- c) Ice Cream supplier for the ice cream social will be

**5. Events/Procedures/Duties -Review**

- a) Majority vote was received for Innisbrook to be the fund raising company for next year. Six votes yes with no objections.
- b) Kirsten and/or Brad will set up a date with them to sign a contract.
- c) A date for the chairperson orientation meeting will be discussed and potentially finalized at our next meeting. Some are in favor of keeping it in August and others are in favor of a meeting before this school year ends (May or June).
- d) Transition plan for new board members
  - 1. Invite prospective board members to an upcoming meeting
  - 2. Vote new members in at May meeting
  - 3. New and old members to attend June meeting

**4. Events/Procedures/Duties - Upcoming**

- a) Kindergarten Round Up March 20<sup>th</sup>, 2009. Kirsten, Jackie, Debbie, and Deb will attend. Time 9:30 am in PLE library for new 5K families. 4K meeting was in February so there is no need to attend that meeting which is in the afternoon..
- b) Teacher Appreciation is Friday March 27<sup>th</sup>.
- c) Sock Hop Friday April 3, 2009 5:30-9:00
- d) Open Chair Positions PTO 2009-2010
  - 1. Barb has started recruiting if you have names please sent to Barb to contact
  - 2. Barb will be sending out a flyer early this month
  - 3. Cheri will send open positions to Greg Derzay to post.

**5. Next Meeting is Thurs April 2 at 6:30 pm.**

- a) Invite PLE End of Year Event if needed (Laurie)

