

PTO Board Meeting Minutes

Date	March 30, 2009	Next Meeting Date	Friday May 1, 2009
Time	6:30 pm	Time:	9:00 am
Location:	Debbie's House	Location:	PLE Room 213
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		

Item #	Action Item	Who	Resolution	Expected Completion Date	Complete
1.	Develop first draft of Board Training manual.	Kirsten	Kirsten is working on it	4/09	
2.	Get quote on E and O insurance	Kirsten	Kirsten will make calls	4/09	
3.	Invite End of Year Event Chairs to our next board mtg.	Laurie	Laurie will confirm for next meeting on May 1 at 9:00 am at PLE Room 213.	4/09	
4.	Teacher appreciation grants to expire end of April.	Laurie Jackie Deb T	Notify principals to pass this information on to teachers.	4-7-09	
5.	Produce newsletter/website blurb and flier to encourage participation in community survey regarding upcoming projects in the district.	Laurie	Send to PTO Board and then to Debbie Mistele and Greg Derzay.	4-7-09	
6.	Meet with Promotions chairperson Michelle Witthun.	Brad and Kirsten	Order new banners. Begin communication with Pewaukee Chamber of Commerce. Review job description and expectations and arrange to meet with her regularly.	4-09	
7.	Confirm June 2 Principals and Superintendent meetings at 9am and 10:30am	Kirsten	Contact principals and JoAnn	4-09	
8.	Reschedule June 4 Board Meeting as it interferes with Camp Whitcomb	Cheri	Will send email to Board to find other dates.	4--09	

9	Create flier requesting bio of new PTO Board candidates be sent to the PTO board by May 1 to be posted on the website. The confirmation process and job descriptions will be posted on the flier and on the website.	Kirsten	Kirsten will draft and get to Debbie M to copy and distribute.	4-7-09
10.	Make contact with new Board candidates.	Laurie, Debbie, Brad	Outgoing Board members contact new Board candidates to make sure job description and confirmation process is understood and to answer any questions. Ask them to send bio to the board by Friday May 1.	4-09
11.	District Calendar Dates	Brad	2009/10 Sock Hop , PLE End of Year Event, BWS, and PTO Roundtable meeting dates will be discussed with principals for posting on public calendar.	5-09
12.	Bullying Parent Workshop on May 20	Brad	Will contact Key Club and NHS for childcare volunteers. Set or obtain guidelines and what activities will be provided for children from previous events with childcare.	4-09
13.	Bullying Parent Workshop on May 20	Deb T	Create fliers for Merton/ Sussex/PLE and delegate a point person to guide and instruct NHS and Key Club volunteers as they arrive. Draft waiver for parents to sign.	4-09
14.	Office Reorganization	Kirsten	Send email to all chairs regarding use of supplies from the PTO office and add to chairperson training manual.	4-09
15	Event Summaries	All Board Members	Contact your chairs and make sure that all event summaries are input by May.	4-09

1. Followup to March meeting

- Brad created the new Loss category in the budget. It will be used beginning next year.
- Kirsten created and distributed a schedule for reviewing chairperson summaries.
- Kirsten will get a quote on E and O coverage for the PTO.
- Kirsten is working on a first draft of a board training manual.
- Cheri posted the open PTO board positions and open chairperson positions on the website.
- Laurie will invite the end of year event chairs to our May Board meeting.
- Cheri contacted Kim Eldredge and will arrange a meeting with her and Innisbrook for a bid on school toolboxes.

2. VP Updates

- a. PLE-Laurie Fernandez
 - Sock Hop will use cash instead of tickets for sale of all food and mdse this year. Some of the prices are going up. They are still looking for help...board members will contact Laura
 - EOY update – Tee shirt designed was done by a PLE student.
- b. Horizon – Jackie Sklenar
 - Over \$2000 made in books and cash on the Horizon bookfair.
 - PLE Bookfair takes place April
 - Dare Graduation on Tues April 7 at 6pm will require a few PTO volunteers to pour juice and milk, etc.
 - Helmet order will be faxed in late this week as orders are still coming in.
 - Sandy Carter is getting a second bid on playground equipment
- c. Asa – Deb Tuttle
 - Students have email accounts to communicate with school staff.
 - 8th grade promotion is being handled by Adrianna Plach.

- Country Springs tickets were mailed out. The remaining tickets will be sold at the Sock Hop and at the Roundtable and via another backpack stuffing before year end. They will not be mailed to families this time as this is too time consuming. Parents will either authorize sending them home in backpacks or they will pick them up at school.
3. **Treasurer Updates – Brad**
 - a. The category is there but it needs to be started next year in order to avoid duplicate entries..
 - b. Kirsten makes a motion that we add a changing table for a unisex staff bathroom. Cheri seconds the motion.
 - c. Sock hop figures comparable to last year so far.
 - d. Brad drafted a “Did You Know” memo to stuff in backpacks promoting Box Tops, We Care, and Market Day as they are significant sources of PTO income.
 - e. VPs will notify principals that \$65 teacher appreciation grant will expire if not received at the end of April if submissions aren't received by then.
 4. **Corresponding Secretary**
 - a. Newsletter updates. Open Chair and Board Positions will be posted in upcoming newsletters again.
 - b. Laurie F will submit info on the community survey for upcoming newsletters to Debbie M..
 - c. Thank You’s for chairing the Teacher Appreciation Luncheon will be sent to Melissa Kading, Teresa Reehm, Shelli Fox, and Amy Ross. It went very well.
 5. **Website Updates**
 - a. Open chair and board positions were posted by Cheri.
 - b. Deb T will post ASA thank you and picture of track record plaque.
 - c. Laurie sent Greg Derzay incorporation guidelines to post.
 6. **Promotions Chair (make this a new line item with monthly updates)**
 - a. Brad and Kirsten to meet with to review job description and expectations.
 - b. Order new banners and signs before end of the year.
 - c. Meet with promotions chair Michelle Witthun to review job description and expectations. New banners need to be ordered. Encourage establishing a relationship with the Pewaukee Chamber of Commerce.
 7. **Review of Events/Procedures/Duties**
 - a. Kirsten, Debbie, Jackie and Deb attended Kindergarten Round-Up, Friday, March 20
 - b. Teacher Appreciation Luncheon, March 27, 10:30am-12:30pm went very well.
 8. **Upcoming Events/Procedures/Duties**
 - a. Sock Hop, PHS, Friday, April 3, 5:30-9:00pm.
 - b. Upcoming Meeting Dates
 1. Next board meeting May 1, 2009 at 9:00 at PLE Room 213
 2. Principal and Superintendent meetings tentative June 2 at 9am/10:30a. Kirsten will contact them to confirm.
 3. Parent Lecture “Bullying” May 20, 2009, 6:30- 8:00pm at PLE Library
 4. PTO Roundtable May 29th at 8:45am
 5. Board Meeting June 4th 2009 at 6:30pm(include new board members) needs to be rescheduled as it is the night of Camp Whitcomb.
 6. Board Meeting July 23, 2009 at 9:00am Location TBA (first new board meeting)
 - c. New Board Members voting process for 2009-2010
 1. Ask each candidate to send bio by to post on web and in flier. Make them due by Friday May 1.
 2. Post voting process on web and include on bio flier.
 3. Outgoing members contact and answer any questions
 4. Send each candidate job description along with voting process.
 5. Kirsten will send Barb job descriptions and the description of the voting process.
 6. Outgoing members contact the interested members.
 - d. Open chair positions (see attached handout)
 1. Post at Sock Hop. Brad will make a tri fold describing what the PTO does and Kirsten will put together open position flier in an acrylic frame to display. We will hand out notepads also.
 2. Send Barb Hegna suggestions on people to recruit.
 3. Goal is to fill positions by June.
 - e. Innisbrook Fundraiser for 2009-2010 School Year
 1. Recap of contract signing meeting
 2. Distribution dates will be Oct 23 and 24 which is 3 weeks earlier than 2008.
 3. Katie is coming to the Roundtable to introduce Innisbrook

4. Sales dates are Fri Sept 4-Mon Sept 21
 5. Need promotions chair.
 - f. Waterpark ticket sales
 1. Flier being sent home to announce that they are for sale at the Sock Hop and at the Roundtable. They will not be mailed. Another backpack stuffing before year end. This is going to be a chaired position next year.
 - g. Parent Lecture "Bullying" May 20th 2009, 6:30- 8:00 at PLE Library
 1. Update from Deb. The PLE library and the gym are reserved. Our fliers will go out first week of May. Merton and Sussex Schools will attend also. Once we get response we will decide if we need the gym or if the library is big enough. Childcare needs to be arranged.....written guidelines need to be obtained from NHS and Key Club. Brad will make contacts for childcare and find out activities they will have. Need a point person to meet the volunteers and instruct them. Parents will sign a release form. One flier will be sent to Merton and Sussex and they will copy for backpacks. Kirsten will bring drinks. All board members will bring a dessert. Counselors will have outlines to distribute and will set up their audio equipment. Representative from Waukesha Restorative Justice and Mediation Center (a united Way Agency) will attend.
 2. Delegate tasks remaining (flyers, child care etc.)
 - h. Dates for district calendar (see attached)
 1. Event dates to be confirmed
 2. Roundtable meeting dates to be confirmed.
 - i. Office Re-organization
 1. Send email to chairs regarding use of supplies and add to orientation manual.
 2. Contact Debbie Mistgele if any supplies need to be ordered.
- 9. Event Summary Reports**
- a. Board members contact your chairs and request reports be send out by May meeting if they have completed their duties for this year.
 - b. Report review schedule that Kirsten distributed.
- 10. Upcoming Meetings**
- a. Chair Orientation Meeting
 1. Will be in summer -TBA
 2. Review manual
 3. Review board contacts and job descriptions
 - b. Next Board Meeting Friday May 1 at 9am in room 213 PLE
 - c. Next Principals and Superintendent meetings to be confirmed. Tentative date Tues June 2 at 9am PLE Room 213 and and 10:30am in JoAnn's office.
 - d. June 4 Board meeting to be rescheduled due to conflict with Camp Whitcomb. This meeting will include the new board members.

Meeting adjourned 9:30 pm