

**PTO Board Meeting Minutes**  
**Friday May 1, 2009**

Date	Friday May 1, 2009	Next Meeting Date	6-8-09
Time	9:00am	Time:	6:00pm
Location:	PLE Room 213	Location:	TBD-Library has instituted a \$50 fee for closed meetings...I'll see if I can say it's open to the public if they don't post it. If not Cheri will host.
Board Members:		Absent	
Kristen Bell	President	Deb Tuttle	VP ASA
Debbie Mistele	Corresponding Sec		
Jackie Sklenar	VP Horizon		
Brad Schlaikowski	Treasurer		
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	May	
2.	Get quote on E and O insurance	Kirsten	Kirsten will make calls	May	
3.	Update Website with open chair positions and General Meeting Info.	Kirsten	See details of open chair positions as discussed under Corresponding Secretary updates below.	asap	
4.	Teacher appreciation grants to expire end of April.	Laurie Jackie Deb T	Teachers were notified...Brad will extend the deadline 1 week.	May 8	
5.	Meet with Promotions chairperson Michelle Witthun.	Brad and Kirsten	Order new banners so we have them for upcoming events. Begin communication with Pewaukee Chamber of Commerce. Review job description and expectations and arrange to meet with her regularly.	Asap	
6.	Childcare Activities for Bullying Lecture on May 20	Debbie, Brad, and Cheri	Debbie: a couple of crafts Cheri: coloring sheets and crayons Brad: movie and TV	May 18	
7.	Bullying Parent Workshop on May 20: High Schoolers	Brad Cheri Jackie Debbie	Brad has high schoolers lined up. Cheri, Debbie, and Jackie will make calls to them with details....use the flier.	May 11	
8.	Create flier requesting bios of new PTO Board candidates be sent to the PTO board by May 1 to be posted on the website.	Kirsten	Still waiting to get bios as of Friday. Kirsten will call them.	May 6	

9.	Sock Hop 2010	Laurie	Contact chairs do consult with High School Athletic Director and reserve PHS gym for March 19, 2010	May	
10.	District Calendar Dates	Brad Kirsten Cheri	Brad and Kirsten: confirm '09/'10 Sock Hop , PLE End of Year Event, BWS, & PTO Roundtable dates. Cheri confirm Innisbrook Distribuion dates . After principal approval, post to website.	May	
11.	Office Reorganization	Kirsten	Send email to all chairs regarding use of supplies from the PTO office and add to chairperson training manual.	May	
12.	Event Summaries	All Board Members	Continue to contact your chairs and make sure that all event summaries are input by May.	May 30	

1. **End of the Year Event:** Chairperson Brian Kettner gave an overview of the plans. He was well organized and presented us with a preliminary outline. Things are moving forward and there is plenty of help lined up. He will present the information to the teachers at the next staff meeting.

**2. VP Updates**

- a. PLE - Laurie-none
- b. Horizon - Jackie-none
- c. Asa - Deb-8<sup>th</sup> grad promotion is pretty much being overseen by Adrianna Plach per Laurie Fernandez

**3. Treasurer Updates - Brad**

- a. Teacher grants: There are still a significant # of teachers that haven't submitted anything. Brad will email principals how much is outstanding for each school. Deadline extended one more week to Friday May 8, but this is the last date.
- b. Brad will create separate acct in PTO mgr called the District Acct.
- c. Bank accounts were presented to the board by Brad.
- d. Everything is moving forward on the Horizon playground and Jackie will present Sandi Carter with the \$25000 check today. This leaves \$21,000 in the budget with \$15,000 to be left in reserve, plus the funds that were underspent by event/category. On May 30, Sue M will issue a check to Brad for what the teachers didn't spend.
- e. Field trip money has not been submitted by several grades. Sue M will let the principals know that money not spent is lost. Brad will send a reminder email to Sue that money not spent comes back to the PTO.

**4. Website Updates-Kirsten will enter updates for:**

- a. Roundtable/ General Meeting info
- b. open/filled chair positions-see details below under newsletter updates

**5. Corresponding Secretary Updates- Debbie**

- a. Updates for school newsletters:
  - 1. tupperware in PTO office from teacher appreciation luncheon must be picked up by June 12. If not it will be considered a donation.
  - 2. community survey flier info
  - 3. open chair positions
    - Barb Hegna will give update first

- Add Waterpark Sales - new position
- Add We Care program - new position
- Possibly combine Waterpark Sales and "We Care" for one chair
- Make BWS and Secret Santa Shop separate events

## 6. Review of Events/Procedures/Duties

- a. Sock Hop April 3, 2009
  1. Went well. Jenni Nerdahl and one other person stepped up for next year.
  2. We made \$4822.00 which is \$900 more than last year.
  3. Colleen Moore will do the novelty sales again next year. We may be able to grow that area. Look into buying more.
  4. Everyone enjoyed the photos. We can increase the price based next year based on this.
- b. Helmet Program: interest is declining. Kirsten will contact Barb Hegna about eliminating the program.
- c. Be sure to have people contact Barb Hegna when recruiting chairpersons.
- d. Chairperson Summary Reports
  1. All chairs have been notified that we need summaries by May 30.
    - i. Jackie is waiting for One Stop Kids Shop and PLE Bookfair.
    - ii. Cheri will have PIE night, conference dinners, and the Teacher Luncheon by May 30 per Melissa Kading. Ice Cream Social is done. Need School Tool Box-will follow up.
    - iii. Laurie is working on Sock Hop. BWS is done. End of Year Event from 2008 is done.
    - iv. Brad will have the Fall Fundraiser very soon. Needs Market Day and PTO bookclub. Will follow up.
    - v. Kirsten-had no details
    - vi. Deb T- Cheri will email her to see what she has.
- e. Fall Fundraiser:
  1. Cheri is checking with Sandi Carter to see if we can use the gym for Innisbrook distribution on Oct 23 and 24 even if it's not a half day.
  2. Cheri is checking with Kathy Szewczyk to see if the cafeteria is big enough for distribution if we can't use the gym. Next option is to wait until Nov 6 and 7 because Nov 6 is a half day.
  3. Asa is joining Horizon and PLE next year in the fundraiser.
- f. Market Day
  1. The board will look into eliminating this program as the income does not warrant all the work that goes into it. We will check with the chairs to see how they feel about it.
  2. Cheri will contact someone she knows that is an executive at Market Day to see if we can or should be doing something different before we consider eliminating it.

## 7. Upcoming Events/Procedures/Duties

- a. School Tool Boxes
  1. Cheri presented quotes and benefits of School Tool Box vs Innisbrook. We will go with Innisbrook based on the numbers and convenience factor. Debbie made the motion to move the program to Innisbrook. Brad seconds the motions. Cheri will notify School Toolboxes of our decision
  2. Kirsten reminded us that if any chairperson is required to sign a contract on behalf of the PTO, that one of the board members must sign it also. Example: School Supply Program.

3. Bullying Series May 20:
  - i. Brad has confirmation from the High School on volunteers. We need to contact each of them to give details. Cheri, Jackie, and Debbie will help Brad make calls to high school students to confirm with each of them. Brad will direct them at the event.
  - ii. Cheri will check with Deb Tuttle on how many RSVPs for childcare she has received so that we know what type of activities to line up and how many volunteers we need. Debbie, Cheri, and Brad will line things up.
  - iii. Each board member bring a dessert.
- b. General Meeting May 29 at 9:00 am at PLE library
  1. Kirsten will have agenda by May 6. Laurie will do summary of accomplishments for the year and goals for next year.
  2. Sandi Carter is unable to attend. She is sending a representative.
  3. Joanne Sternke will be present.
  4. Innisbrook sales rep Katie Wilke will be at the meeting. She will have individual items to give instead of a basket.
  5. Box Tops, We Care, and Market Day fliers will be attached to agenda.
  6. Debbie will put the fliers in mailboxes the week before May 29.
  7. Cheri will get 2 dozen bagels. Kirsten will bring water.
- c. Open Positions PTO 2009-2010.
  1. Flyer went home this week. Email went out to board prospects for bio's to be posted on the website before confirmation on May 29.
- d. Registration Packets: Kirsten has most of the forms and is updating them. Details to be discussed at June board meeting.
- e. District Calendar Dates to be confirmed with principals:
  1. 2009/10 Sock Hop- March 19
  2. PLE End of Year Event-either June 8 or 9
  3. Breakfast with Santa: Dec 7
  4. PTO Roundtable meetings: Sept 18 and May 21
  5. Innisbrook Distribuion dates - either Oct 23 and 24 or Nov 6 and 7.  
Cheri will discuss dates with Sandi Carter and Kathy Szewczyk
- iv. Cheri will discuss dates with Sandi Carter and Kathy Szewczyk.
- g. District Calendar Dates that are confirmed:
  1. Open House/Ice Cream Social: Aug 26
  2. Registration Fair: Aug 12
  3. PIE (Parents Involved in Education) Night: Sept 10
- h. PEP review
  1. Laurie Lochner will present a summary of the events that took place this year. She will survey teachers and get their input on the performances.
  2. Laurie Lochner brought up the idea of letting the teachers choose and schedule the presentations ...PTO would just fund it. Board feels that this won't work for various reasons and we would like to maintain control.
- i. Wisconsin Forward Award Site Visit at PLE
  1. The district is looking for volunteers for a focus group Mon May 4 and Tues May 8 during the visit. No PTO board members are available at this time except possibly Jackie Sklenar.
  2. The District submitted an award application for consideration by Wisconsin Forward, a state division of the highly prized Baldrige Quality Award. A team of seven examiners will be here to verify and clarify the information presented in the application we submitted in January of 2009. This site visit is a great honor and a chance to have seven sets of bright eyes taking

an in-depth look at our school district to learn more about how we are organized and do our work.

**8. Roundtable:**

- a. Internet Safety Week: a potential topic for next year
- b. New Baby Changing Table purchase for PLE restroom: Kirsten made a motion to buy a Koala changing table. Cheri seconds the motion. Brad will move forward.
- c. Next Board Meeting is Monday June 8 at pm. Location TBA.

Meeting adjourned 11:30 am