

December 2009 PTO Executive Meeting Minutes

Wednesday, December 2, 2009
Call to order at 5:00 p.m.

Attendees:

Becky Youman	Marnie Wilking	Stacey York	Jane Roybal
Jenn Serlin	Michelle Gilmore	Susan McCartan	
Jocelyn Ross	Robyn Arnell Brenden	Terri Kellen	

Approval of previous meeting's minutes (Robyn)

We will defer this to the January meeting, as several months need to be presented for approval.

Thanksgiving Luncheon

Becky presented overview of Thanksgiving luncheon which was a resounding success. Special thanks to Carolyn Crook and her volunteers for pulling together a wonderful event. Becky also proposed we consider making this a fundraiser as parent feedback indicated they already think this is a fundraiser. Cherokee charges .75 and includes a donated water in the meal for adults (not students). Are there other ways to increase profits given the significant effort to plan, set up, serve and clean up for this event? Nonstudents (child or adults) should have paid the same amount (\$4.25), but we charged non-student children a lesser amount. No "ticket presales" worked well. Note: need approx 30 volunteers for this event.

Volunteer Coordinator

It was agreed to start a binder for each event that includes list of volunteers, lessons learned, etc. to hand over to future PTO boards/volunteers. Jenn will request info from past 2009-10 events chairs, as well as request this going forward.

Presentation of Treasurer's Report (Robyn)

Robyn shared financial report and bank statement, covering changes in cash balance from last month. We had a brief discussion of long range goals and/or specific needs (e.g., Mrs. York raised library aide for 10 hours per week). Discussion ensued regarding volunteer vs. paid position. Paid position would allow us to set hours, if we're unsure of volunteer commitment. We agreed to defer this to a special meeting of the Executive Board (date TBD January for this meeting – Mrs. Kellen and Mrs. York will plan to participate). Robyn will also evaluate investment options for large cash balance.

Expenditure Approvals (Robyn)

1. Request to have PTO fund Christmas Angel gifts for the annual SUSD program for up to 10 children @ \$35 each (\$350).

MOTION:	To Approve Christmas Angel Gift up to \$350: Susan McCartan
	Seconded: Becky Youman
	Vote: All in Favor
	Christmas Angel Gift approved

2. Request to advance \$250 to Mrs. Kellen for Principal's Fund. Discussion ensued regarding allocating the net proceeds from the annual school pictures to the Principal's Fund, as this was how it used to be handled several years ago. The PTO agreed that this money could be earmarked for Mrs. Kellen in the future. However, it was proposed that we release \$250 to Mrs. Kellen now to ensure she has sufficient funds to cover her needs at this time (\$200 was advanced earlier this year, and the full year budget is \$700).

MOTION:	To Approve advance on Principal's Fund of \$250: Becky Youman
	Seconded: Susan McCartan
	Vote: All in Favor
	Principal's Fund advance approved

3. Campus Beautification- topic deferred for discussion and approval at General Meeting.

December 2009 PTO Executive Meeting Minutes

4. \$150 Notary renewal – Michelle requested PTO Executive Board approve covering the cost to renew the notary fee for one of the office staff (Debbie) - Motion/Sue; Marnie/2nd; all approved.
- 5.

MOTION: **To Approve notary renewal of \$150:** Susan McCartan
Seconded: Marnie Wilking
Vote: All in Favor
Notary Renewal approved

6. Yearbook Expenditure – yearbook committee has requested reimbursement for 8 disposable digital cameras for committee to take yearbook pictures for \$112+tax

MOTION: **To Approve Yearbook Cameras up to \$125:** Becky Youman
Seconded: Jane Roybal
Vote: All in Favor
Yearbook Cameras approved

Upcoming Events

- Gift Card Sales – last day to order is Dec. 4th
- Game Night – Bingo/Raffle Jan 27th (announcement to come)
- Family Reading Event – Dec. 11th before school

Family Reading Event (Jenn Serlin)

Monique Williams has arranged with Mrs. DeLaura a seasonal morning family reading event (first one is on Dec 11th). The Dec 11th event is organized with Firefighter Rob reading to kids/families at 7:20-7:40. This is modeled after an event at ANLC.

Coffee Cart (Jenn Serlin)

This is something that has been successful at Solel Preschool. Jenn suggested we begin this in the new year as a monthly event to drive community and PR for PTO outreach. Michelle suggested contacting Buzz Berry (a new nearby coffee house) to get coffee and pastries. Jenn to research/update at next meeting.

PTO Survey (Jenn Serlin)

Jenn also offered to put together a parental survey to get feedback on PTO activities, meetings and participation/interest. PTO Executive Board was very interested and agreed to use January “special” session to develop scope of survey.

Family Game Night (Becky Youman)

The first event is set for Jan 27th and is being chaired by Pam Kirby. Insurance needs to be obtained to send out flyer to students (Robyn to coordinate with Pam to secure insurance).

SUSD Focus groups (Terri Kellen/Marnie Wilking)

Terri provided an overview of the focus groups that every school in the district will be holding. Pueblo's is Jan 21st (6-8pm) and must include at least 50 people across community. Purpose is to get input from community about what they'd like to see SUSD do, not do, teaching and learning, community, etc. Terri will facilitate with 5-6 staff members. Sylvia Townsend-Holmes will donate pizza and child care is provided. Discussion around how PTO can help secure participation of a cross section of participants ensued. Ideas included assisting creating an Evite to invite/track attendees (Terri to see if she can access Evite and/or work with PTO to assist)?

Adjourn Meeting

MOTION: **To Adjourn:** Becky Youman
Seconded: Robyn Arnell Brenden
Vote: All in Favor
Meeting adjourned at 6:00 p.m.