

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: May 11, 2005
Location: Laurel Conference Room
Submitted By: Lexi Bisbee
Attendees: Jen, Karen, Shari, Kristen, Christie, Nancy, Diane, Kirsten, Paula, Jeannie, Julie, Lexi

Jen convened this meeting at 8:45 AM.

Suggestion Box:

Shari discussed two suggestions in the box this week.

- We should create a committee to help improve drop-off procedures. Shari is going to do this for the Fall.
- We need more lights on campus at night. This is not a PTO issue. This is a district issue, and we are limited by our Lindenwood neighbors. Shari will talk to Nancy about possible solutions.

Teacher Report:

- Kristen thanked the PTO for the sub that will enable her to stay for the whole meeting.
- The library carts have arrived, and Kristen will distribute them to the teachers who requested one (Nancy has a list).
- Kristen asked where the backpack racks will be placed and if we really need to redo them all. We determined that it is more cost effective to replace them all on the same schedule, and each teacher can determine where hers will go.
- Community Read will kick off later this morning.
- Jen asked if the teachers who are moving classrooms this summer will need families to help. Kristen said that the teachers will handle it on their own.

Principal's Report:

Nancy started her report with a discussion of the three added classrooms for fall. These new classrooms will need to be fully supplied to match all the other classrooms. The majority of the supplies will be paid for by the district (\$14-15K), but she expects she will need an additional \$5-6K from the PTO.

The changes for next year include:

- Six new hires (three of whom are current long-term subs).
- Eight 1st Grade and seven 2nd Grade classes.
- Nine kindergarten classes (171 students); the additional classes will go into the C pod.
- Mrs. Posilippo and Mrs. Woodard will move to portables.
- Portables should arrive June 20th and be ready by August.
- Nancy has already ordered all the necessary supplies for these empty classrooms.
- We still need to move some AM kindergarteners to PM. Shari will put a blurb in the newsletter to encourage this.

Nancy also reported the following:

- She feels the tack boards and the multi look great. She will encourage the staff to use them, and she will make Stephanie Zanicco the point person to coordinate their use.
- There was a wonderful celebration for the letter installation in the multi. Each child wrote a letter describing the process. Mrs. Posilippo has photos from the celebration.
- They are still working on the arbor.
- Reikes staff is coming now and have been on track since mid-February. Marla is tracking their hours. We need to start planning for next year.
- Disaster Safety has been taken care of by the district.

Approval of Minutes:

A motion was made to approve the minutes of the April 13th Executive Board PTO meeting with corrections as e-mailed to Lexi by Jeannie and Janet. The motion was approved by all board members present.

A motion was made to approve the minutes of the April 22nd PTO General Meeting. The motion was approved by all board members present.

Treasurer's Report:

Christie passed out the following handouts: PTO YTD Budget, Gifts to School, Account Balances, Register Report, Cash Flow, and Itemized Categories.

Christie highlighted the following on the budget:

- As of now, if everyone spends their budget, and if all approved expenditures come in at the maximum we approved, we will be \$2500 over budget. This should be okay, because not everyone will spend their budget.
- Jen and Christie are trying to get accurate numbers from all committees.
- The Early Bird committee has submitted nothing to date.
- Newsletter budget has been raised because they were at their budget in March. Also, they are not buying the PDF writer, because they have an alternative solution.
- The tackboards were actually only \$1582.
- We need to make a new category for subs for the teacher rep during Board meetings.
- Library carts were \$408.
- We approved a \$150 gift for Leslie Jacobson, but it will only cost \$50.

Christie also had some additional comments:

- Picnic tables have arrived, and there will be an assembly party on Saturday.
- She needs to get input from the board before she does the budget for next year.
- The Community Fund has not been touched yet but not for lack of trying. The committee chairs have not been approached with needs that meet their criteria. It might be more appropriate at the beginning of the year. Kristen needs to promote this fund and its guidelines to the staff.

Kirsten commented that she feels Reikes has been a good use of funds for this year.

Christie will continue to crunch the budget numbers to find leftover funds that can go to the new classroom supplies.

Due to a shortened meeting today, we did not ratify checks at the meeting. A motion was made over e-mail after the meeting to ratify checks #1648, 1649 and 2000-2026. All board members approved the motion.

Parliamentarian's Report:

Karen reported that the Bylaws were approved at the last meeting.

The Standing Rules needs a few changes:

- The membership drive should be in “August and September” not just “September.”
- Our previously discussed resolution on absence and voting contradicts the Bylaws. The board recommended changing the Standing Rules to state: “If an Executive Board officer is absent from any given meeting, that person is responsible for informing herself or himself on issues discussed at the meeting, particularly as related to upcoming votes.”
- The Financial Agreements with Encinal section has been worked out with Encinal's board.

A motion was made to approve the changes to the Standing Rules as discussed (see included documents). The motion was approved by all board members present.

Healthy Lunch Committee:

Members of the Healthy Lunch Committee returned to discuss their survey results. See attached handouts.

They reported that 220 surveys were returned. They reviewed the handouts.

The highlights included:

- Most respondents were interested in healthier options.
- 43.8% were moderately happy with the program (ranked it 3 or 4 on a scale of 1-5).
- 20% were unhappy (ranked 1 or 2).
- Hot dog was the lunch most were dissatisfied with (47.8%).
- Respondents were most interested in a baked chicken or pasta alternative.
- Almost all wanted more fresh veggies, fruit, and side dishes.
- Price starts to become an issue at \$3.76-\$4.00 (although 79.8% still said they would buy it).

Christie pointed out that the current cost to parents includes administrative overhead costs built in. She reminded the committee that they need to plan for those costs when making the final selections.

Nancy also pointed out that Laurel has previous experience offering pasta, and it was very problematic, particularly with the mess it created.

The committee made the following recommendations:

- Switch the hot dog to a baked chicken.
- Keep the other two days Mexican and pizza.
- Work with Playa Grill to decrease their fat content and change the side dishes.
- Have Round Table replace the cookie with veggies and dip.

The committee is already investigating vendor options for the new baked chicken entrée, including our current hot dog vendor. The board insisted that a taste test would be necessary before any final selections should be made, and we need to communicate the committee's findings and recommendations with our Laurel Families through the newsletter.

Coleman Avenue Survey:

Carla Dewar came to report on the findings of the survey she did. She has been working on this project for two years. Coleman Avenue is a major bike and pedestrian route to Laurel and Menlo-Atherton High School, but it has no safe shoulder to walk or bike on. It is in unincorporated San Mateo County, so it is a challenge to find a resolution to this problem. There are some grant monies in Sacramento in the "Safe Routes to School" program, but it is highly competitive, and it requires support from many different community venues.

Highlights of the survey included:

346 Families were surveyed. 111 Commute down Coleman. 98 Commute regularly. Almost all were supportive of a safe route. Most of the resistance Carla has received is from Menlo Oaks neighbors who think she wants to put a sidewalk in. That is not her intention. She simply wants a safe shoulder.

Diane will draft a letter from the PTO Board voicing support for the project. Jen will sign it on behalf of the PTO. Nancy will send a separate letter.

Committee Reports:

With a shortened meeting, we quickly reviewed the following:

- Hospitality is OK. They are working on the Spring Picnic.
- Klutz Day happened. We do not know the results yet.
- 2nd Graders are invited to the Spring Picnic and Open House at Encinal.
- PTO Council is requesting that we keep all our binders (President, Treasurer, Minutes, Historian, etc.) in the Community Room.
- The E-Mail newsletter will start in the fall. Shari is still investigating the logistics.
- Shari is still sorting out the coat racks. She is hoping to do them before the end of the year, and she is hoping they will stay in budget.
- Blinds will be hung on Friday.
- We will discuss e-mail etiquette at the transitional meeting.

Jen adjourned the meeting at 10:33.

E-Mail Votes Between the April and May Meetings:

A motion was made on April 20th to approve a change to the Executive Board slate, with Carla Posthauer replacing Kirsten Keith. The motion was approved by all the board members.

A motion was made on April 22nd to approve an additional \$400 for the blinds for the multi. The motion was approved by all board members. The motion was approved by all the board members.

