

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: April 13, 2005
Location: Laurel Conference Room
Submitted By: Lexi Bisbee
Attendees: Shari Conrad, Julie Roth, Jeannie Cole, Karen Iyer, Lexi Bisbee, Jen Novak, Christie Tonsfeldt, Kristen Owen, Nancy Hendry

Jen convened this meeting at 8:48 AM with two quick announcements:

- Teacher checks will continue to be processed the way we have been doing it. We will add additional reminders to turn in receipts.
- She would like the Teacher Rep to the Executive Board to stay for the whole meeting. This would require the PTO to pay for a sub.

A motion was made to approve spending up to \$100 per board meeting for a substitute for the Teacher Rep to attend the entire board meeting. The motion was approved by all board members present.

Teacher Report:

Kristin reported that there was going to be a school board meeting that night with recommendations on the Kindergarten program.

Principal's Report:

Nancy started her report with a discussion of the Kindergarten program. Ken has designed standards (such as length of day, student/teacher ratios, students-at-risk needs, etc.) for the district. Each school will be able to develop their own program to meet these standards. The School Board will vote tonight, and the program will be rolled out at the May Kindergarten orientation.

Nancy also reported the following:

- Disaster drill is moving to April 22nd, after the General PTO Meeting.
- She is interviewing for 4-6 new teachers. Christie needs to add their start-up expenses to the budget (might need new picnic tables, backpack racks, etc.)
- There is a big push to build a new pod to accommodate increase in number of classes.
- Arbors should be completed within a month.
- Nothing new to add to wish lists.
- May 11th we will kick off the Community Read in the multi at 11AM.
- Leslie Glare wants to get the big library chairs repaired.

A motion was made to approve spending up to \$500 to repair the library chairs. The motion was approved by all board members present.

Approval of Minutes:

A motion was made to approve the minutes of the March 9th Executive Board PTO meeting. The motion was approved by all board members present.

Treasurer's Report:

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

Christie highlighted:

- Our revenue is exceeding our budgeted projections.
- Membership is up over last year.
- The rummage sale raised \$2338.
- Koski has brought in \$825.
- Our school contribution budget is up, reflecting the increase in revenue.
- Approved Expenditures reflects \$14,610 that has not been taken out of the School Contribution budget.

There were a few comments regarding specific committees:

- Disaster Safety is not getting a response from the District office. Nancy will follow up.
- School Beautification wants to fix a bit of irrigation. They have a parent, who is a landscaper, who can provide the labor. Jeannie will follow up on this.
- \$150 for washing the windows in the multi needs to go into School Beautification's annual budget.

A motion was made to ratify PTO expenditures since the February board meeting with checks # 1630-1647. The motion was approved by all board members present.

Parliamentarian's Report:

Karen reported that she made changes to the Standing Rules based on everyone's feedback. She passed out a document with these changes. The board discussed the changes to the Fiscal Guidelines, and we agreed that any changes to that section needed to be made in conjunction with Encinal. Karen will work with Encinal and return with a document for approval.

At this point, Karen took a break from her report to allow the Healthy Lunch committee to address the board.

Healthy Lunch Committee:

Members of the Healthy Lunch Committee, including Anne Kolker, Karen Chao, Allison Lemons, Frances Gray, and Liz Pounder, came to discuss research trends and their proposed Hot Lunch survey.

The board suggested that they ask participants to put their names on the survey to encourage ownership of their responses and to provide an avenue for follow up. Also, in light of the research that was presented, the board suggested that the committee provide parent education through regular columns in the newsletter.

A motion was made to allow the Healthy Lunch committee to place their survey in Monday's newsletter. The motion was approved by all board members present.

Parliamentarian's Report, Continued:

Karen addressed the PTO Bylaws. She recommended amending the Bylaws to state that the President-elect should appoint the Parliamentarian, and the new board should vote on the nomination. Also, she clarified that standing committee chairs have no voting privileges.

A motion was made to make the corrections to the Bylaws as discussed. The motion was approved by all board members present.

At this point there was a question of whether or not we should change the Standing Rules regarding board members absences. One concern regarding absences is that board members are often called upon to vote via e-mail between board meetings. Often the bulk of the discussion has taken place at the prior meeting, and the vote is pending final pieces of information.

After some discussion, it was agreed that the board should try to minimize the use of e-mail, but when it is necessary, any board member who was absent for the meeting in which the motion was discussed should not vote on that motion over e-mail. In the event that the topic has been discussed at many meetings, this only applies to the most recent board meeting, where it is presumed that the most current information was discussed.

Finally, if board members know they are going to be absent, they should let the President know in advance and ask for tasks to be delegated to them in their absence.

President's Announcements:

HSA Awards:

These will be presented at Holbrook-Palmer Park this year to Joannie Woodard, Jill Roumeliotis, Astrid Stoye, Peckie Peters, and Kathy Clark. A special Golden Oak Award will be given to Leslie Jacobson.

A motion was made to approve spending up to \$150 for a retirement gift from the PTO to Leslie Jacobson. This is in addition to the school's gift. The motion was approved by all board members present.

Spring Volunteer Luncheon:

Kim Steere is planning this. It will be held at Laurel.

Suggestion Box:

We will discuss this at the next meeting because we are short on time.

New Business:

PTA Records Project:

Jen sorted through these already and gave the PTA their records. The leftover things are ready for Paula to organize.

PTO Annual Accomplishments:

Lexi agreed to update this for this year. We will pass it out at the General Meeting and the Kindergarten Orientation.

General Meeting:

This is on April 22nd in the AM. Ken Ranella will speak regarding site plans.

Paperless Newsletter:

There is currently a lot of support for moving to an e-mail newsletter.

A motion was made to actively move to an electronic newsletter in the Fall, with hardcopies available as needed, such as for those without internet access. The motion was approved by all board members present.

Committee Chair Openings:

The following committees still need chairs.

- School Directory Database
- LE News
- Newsletter Collation and Delivery (the nature of this job will change if we go electronic)

Shari wondered if she could ask Head Room Parents to send out a message to help fill jobs. She will talk to Nancy and Julie about this.

Wish List Follow-up:

Picnic Tables:

Eight tables are arriving in two weeks. Christie is going to organize an assembly party for one evening.

Multi Renovations:

- The multi is painted!
- Jeannie has a bid of \$1582 for five tack boards. She will coordinate the color with Jen.

A motion was made to approve spending up to \$2000 for the tackboards for the multi. The motion was approved by all board members present.

- Karen has a bid of approx. \$2000 for the new blinds. Nancy feels that these blinds are necessary, and she is okay with the opacity Karen is considering. Jen will follow up with Karen to help make the final selection.

A motion was made to approve spending up to \$2500 for the blinds in the multi. The motion was approved by all board members present.

Library Carts:

Karen will buy these for all the teachers who need them.

A motion was made to approve spending up to \$475 for the library carts. The motion was approved by all board members present.

Backpack Racks:

Shari has found a parent who can head up the design, purchasing, and assembly of new racks for all classrooms. This major project would need an assembly day. Shari approximates that they will cost \$4000. She will work on finalizing this number. It is possible that Site Council could kick in funds for these.

A motion was made to approve spending up to \$4000 for the backpack racks, subject to Site Council agreeing to pay any amount that is in excess of \$4000. The motion was approved by all board members present.

Docking Stations:

These have become a site council project.

Reikes:

We have paid \$4K. Now they are not coming per their agreement. The board needs Marla to manage this relationship and to keep the board informed. Nancy will work with Marla on this.

Window Washing:

The \$150 for window washing in the multi should be added into School Beautification's annual budget. Jeannie needs to make sure Kimberley gets this into her binder for next year.

A motion was made to approve spending \$150 for window washing in the multi. The motion was approved by all board members present.

Popcorn Days:

Shari is scheduling more.

Day of the Reader:

Hospitality is doing something for this event on Wed., April 20th.

E-mail Etiquette:

Jen is putting together thoughts on this topic to present at our transitional board meeting. Send her any ideas.

Our General Meeting is April 22nd at 8:30AM.

Our next Executive Board meeting is May 11th.

Our transitional Executive Board meeting is May 25th.

Jen adjourned the meeting at 11:20.

E-Mail Votes Between the March and April Meetings:

A motion was made on March 21st to approve the following slate for 2005-2006 Executive Board positions:

- Shari Conrad-President
- Traci Brinton-Vice President
- Christie Tonsfeldt-Treasurer
- Kim Steere-Recording Secretary
- Kirsten Keith-Corresponding Secretary
- Elana Stallings-Financial Secretary
- Open-Auditor
- Renu Relan-Historian
- Mari Chazen-Room Parent Coordinator

The motion was approved by all the board members.

A motion was made on March 23rd to add Teruyo and Bill Wilson to the slate for Auditor. Paula, Julie, Lexi, Kristen, Shari, Kirsten, Diane, Jeannie, Christie, and Karen initially all voted to approve the motion. Jen felt we needed to research whether one family could or should hold two votes on the board. Resolution remained pending.

A motion was made on March 24th to approve spending \$4600 on new picnic tables. The motion was approved by Christie, Karen, Jeannie, Paula, Julie, Diane, Kristen, Kirsten, and Lexi. No reply was received from Jen and Shari.