

## LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: June 8, 2005  
Location: Laurel Community Room  
Submitted By: Lexi Bisbee  
Attendees: Jen, Karen, Shari, Christie, Nancy, Diane, Kirsten, Paula, Jeannie, Julie, Lexi, Andy Belk, Kimberley Wainscoat, Karen Chao

Jen convened this meeting at 8:52 AM.

### *Approval of Minutes:*

A motion was made to approve the minutes of the May 11th Executive Board PTO. The motion was approved unanimously by all board members present.

### *Hot Food/Environmental Impact:*

Andy Belk wanted voice the Environmental Education committee's support for selecting Whole Foods as a hot food vendor for next year. The Whole Foods proposal could provide a zero-waste day, with less packaging and biodegradable paper products.

### *Principal's Report:*

Nancy reported the following:

1. Her staff discussed the \$20 donation that each teacher asks from parents at the beginning of the year. Teachers will no longer ask for this. The PTO will build this \$9600 into its budget and membership goals for next year.
2. Arbors have been primed, but Nancy does not know the final color. Jen will follow up on this. Shingles have been selected.
3. Carl's portable is arriving next week.
4. New teachers have been in to meet with their teams.
5. The leadership team has been working on facility planning. Next year will be extremely tight. This will have an impact on all our programs, especially foreign language.
6. Next year she will put together a site planning committee, with reps from the staff, families, and Lindenwood neighbors, to address our long-range planning goals. This has been helpful in the past.

### *President's Report:*

Jen used this opportunity to thank all the members of the board for their service and donate a book to the library in honor of each of them.

Shari made a gift presentation to Jen from the board of a charitable donation in her name.

### *Treasurer's Report:*

Christie passed out the following handouts: PTO YTD Budget, a draft of next year's budget, Gifts to School, Account Balances, Register Report, Cash Flow, and Itemized Categories.

Christie highlighted the following on the budget:

- We are back under budget on school contribution, with \$24,185 in approved expenses, and \$24,842 budgeted.
- There is \$920 in unplanned revenue from the Summer book sale.
- There should still be some more surpluses as everyone finalizes their expenses, including a potential \$1000 (+/-) for Hot Food. The board feels that this surplus should be used to fund environmental planning for hot food for next year rather than be ploughed back into the general school contribution fund.
- The deadline for committee reimbursements is June 30<sup>th</sup>. The board agreed to firmly hold everyone to this deadline. Jen will e-mail committee heads about this, and Shari will get it into the newsletter. Jen and Christie will contact the staff, as well.

#### Membership Changes:

Christie explained to the board an issue that arose during membership planning for next year. Given Laurel's increase in enrollment for next year and the expenses required to support that growth, plus the \$9600 budget hit from the elimination of the \$20 donation, our budget needs have exploded. When compared to Encinal's enrollment and budgeting needs, Laurel needs a larger split of the membership dollars than the current 50% arrangement. An agreement was made with Encinal to review the changing demographics and budgets at each school annually and adjust the split percentage accordingly. This will require a change to our Standing Rules.

A motion was made to ratify checks #2027-2056. All board members present approved the motion.

#### Next Year's Budget:

Christie reviewed the draft of next year's budget and pointed out the following:

- At this moment, we have nothing in school contributions, given our huge budget needs in other categories.
- Instructional Materials has been increased to cover miscellaneous PTO expenses that have been absorbed by Laurel.
- Christie asked us to think about possible places to trim, raising Riekes as one possibility because it is such a large line item. There was some lengthy debate over the value of Riekes, weighing the problems we had this year versus the impact of our increased enrollment on recess. We decided to leave the projected budget as is until after next fall's membership drive.
- Finally, she asked if we should have a budget for gifts to volunteers. The board all agreed that we should keep our budget focused on the kids.

#### *Hot Lunch:*

Kimberley Wainscoat and Karen Chao presented their recommendations. (See handout.) They had a taste test with 40 students. Two vendors (Whole Foods and Barbara Siegle) received perfect scores from the kids. The committee recommends selecting Whole Foods based on lower price, timeliest delivery, minimal environmental impact, and their resources to draw on for providing healthy fruit and vegetable side dishes. The board agreed with their decision.

#### *Parliamentarian's Report:*

Karen reported that we needed to change the Standing Rules again to reflect the change in the membership split between the schools.

A motion was made to approve the following change to the Standing Rules in the “Financial Agreements with Encinal” section. The first sentence should read: “All proceeds of the Membership Drive shall be divided according to the budgetary needs of the schools as reasonably agreed, at a meeting to be held in the Spring, by a 2/3 majority of a group consisting of: the current Presidents, Vice Presidents, Treasurers, and Financial Secretaries of both schools, plus the incoming Membership Committee Chair. The motion was approved by all board members present.

*Project Updates:*

1. Backpack Racks – are almost complete. They came in well under budget at \$2947.61 (or \$122/each). The teachers are thrilled.
2. Multi Blinds – are almost done. One window is left. There is the lingering issue of the scratch to the picnic table caused by the installer. Christie and Karen will look into it.
3. Library Carts – we need to approve an additional \$108.20 in expenses.

A motion was made to approve increasing the library cart expense by \$108.20. The motion was approved by all the board members present.

*Suggestion Box:*

There was a suggestion that we place security cameras near the portable bathrooms. This can be discussed in site planning.

*New Business:*

- Shari reported that we need to pay \$156 in fees to our e-mail newsletter service.

A motion was made to approve spending \$156 in e-mail newsletter service fees. The motion was approved by all the board members present.

- There is a planned promotion with Cold Stone Creamery. Shari will talk to Kim about this.
- Shari asked if we had interest in adding After School Hoops to our program offerings for next year. She will look into it further.
- Also, she asked if we want to stick with the Stanford math program for next year. The board felt that it is good to offer things other than sports, but they need to be better organized. Shari will work with them.
- Shari told us about four new committees that were forming (but with no budgetary needs): 2<sup>nd</sup> Grade Sing, Recycling (separate from Environmental Ed), Drop Off, and Summer Camp Mailing.
- LE News – Joanne is going to continue to do this at Encinal, but she would like a Laurel partner.
- E-mail Guidelines – the new board can decide this next year.
- Inventory of supplies – Jen will work on this over the summer.

*Berlitz contract:*

- Berlitz wants the PTO to collect the money and make it a pass-through budget item like Hot Food. We do not want to take this on, and that was one of our original requirements when we selected them, and it must remain a requirement of ours.

- We need to create guidelines for Berlitz staff supervision on campus. This will be critical next year when we have serious space constraints.
- The contract with Berlitz must state that it is based on enrollment, which is subject to change.

Jen adjourned the meeting at 11:20.