

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: January 12, 2005
Location: Laurel Conference Room
Submitted By: Lexi Bisbee
Attendees: Shari Conrad, Kirsten Keith, Jeannie Cole, Karen Iyer, Lexi Bisbee, Jen Novak, Christie Tonsfeldt, Kristen Owen, Nancy Hendry, Dianne Dittmar, Paula Hughes

Jen convened this meeting at 8:45 AM.

Teacher Report:

Kristen Owen reported that the teachers would like to add Ellison Die Cuts to their wish list. These die cuts are used by all the teachers for various classroom activities.

A motion was made to approve \$400 for the die cuts. The motion was approved by all board members present.

Kristen also agreed to remind the teachers to cash their holiday checks.

Principal's Report:

Nancy started her report with an update on Kathy Glass. She is currently working with the Kindergarten team on differentiating curriculum for higher achievers. Next, she will work with the 1st and 2nd grade teams. Meanwhile, Nancy is starting her plan for the Summer Institute in Virginia. She needs to identify six teachers to attend and get additional financial support from the district.

Nancy also reported that Ken Ranella is coming to talk about planning for: differentiated curriculum, facilities, technology, and evaluating the Galileo program for next year.

Finally, Nancy updated us on a few other topics:

- She has begun ordering wish list items approved at the previous board meeting, and she needs checks from Christie.
- There is a staff development day on Friday (1/14).
- The community read book has been selected; the event is targeted for May.
- The calendar for next year is currently being planned, factoring in the changes to M-A's calendar.

Approval of Minutes:

A motion was made to approve the minutes of the December 8th Executive Board PTO meeting. The motion was approved by all board members present.

Kirsten also added her yes vote to the e-mail vote recorded with the December 2004 minutes.

Julie Roth agreed to take minutes for Lexi at the February meeting.

Treasurer's Report:

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

On the YTD Budget, Christie highlighted:

- School Contributions is \$20,676. This is a conservative estimate of leftover funds, and it includes some funds rolled over from last year.
- She is confident that the numbers on the revenue side will hold since most of our revenue sources have already met or exceeded budget.
- On the expenditure side, no category has gone over budget so far.
- Also, a few allocated expenditures might not get used.
- We are still waiting for some committees to submit their expenses, so we can clarify what is leftover.
- The \$4600 of approved expenditures, plus the \$400 approved today for die cuts will come out of the School Contributions category.
- Book Fair revenue is now at \$5661.
- Bake Sale revenue is projected at \$2400 (for both sales)

A motion was made to ratify PTO expenditures since the December board meeting with checks # 1573-1596. The motion was approved by all board members present.

Historian's Report:

Paula needs all board members to add up the volunteer hours they have spent on their jobs from August through December.

Committee Reports:

Non-solicitation Fundraising:

Kim Martin attended the board meeting to update us on all of her activities:

- She wants to change the name of her committee. After some brainstorming, she agreed to get back to us with a suggested name.
- The October Box Top contest was a hit and earned us \$297.
- Chevy's netted \$203.
- Palo Alto Toy & Sport netted \$194 each for Laurel and Encinal.
- The Cheeky Monkey and Dressed Room December promotions happened at the last minute and didn't get any results.
- La Playa Grill has had a change of ownership. A promotion is in the works with the new owners.

- Klutz is thinking of a doing a Build-a-Book Night. They also are planning a multi-school fundraising day.
- Kim is investigating Cartridges for Kids, an ink cartridge recycling program.
- Chevy's may do another fundraiser with us in the Spring. It was recommended that they do Laurel and Encinal separately.
- Kim is looking into something with Keplers at a time when student art is displayed.
- Finally, she is investigating a pancake breakfast to be held at Encinal.

Caring & Sharing:

The committee has collected three checks for Tsunami Relief.

Art & Science Fair:

This committee has many returning members, and they are off to a good start.

Encinal Report:

- They are excited about their TV station equipment.
- They are getting a new announcement sign in front of the school.
- They are currently exploring how they work with the district to purchase/maintain laptops for the teachers.

Hot Lunch:

Christie reported that there are no issues at this time, and there should be no budget shortfall this year.

Rummage Sale:

The date has been changed to Feb. 5th.

Staff Appreciation:

Kirsten reported that they are busy with staff birthdays. Also, there was a question regarding Valentine's Day. It was noted that the committee has \$2/person in their budget to do something for Valentine's Day.

LE News:

Jeannie reported that they need articles written and/or story ideas. She will talk to Mrs. Gracia about 1st Grade's Community Project.

School Beautification:

Jeannie has reported that they are trying to replace the pea gravel with tan bark.

Environmental Ed:

They are looking into a variety of environmental improvements including composting, nontoxic fertilizer, and reusable dishes/cutlery for parties.

Suggestion Box:

1. Resynching the clock. Nancy reported we are on a regular maintenance schedule for the clocks/bells, and the system is scheduled for maintenance on 1/14.
2. Slide in 2nd Grade play yard is crooked and needs to be fixed or replaced. Since this is a safety issue, Nancy will forward it on to the district. It can be fixed but not replaced. Slides are no longer being used in school playgrounds
3. A big thank you for the speedy fence fix behind the 2nd grade basketball hoop.

Kinkos:

Shari reported that they are keeping our current pricing agreement. This should apply for either work done on account or paid out of pocket. There are cards in the community room with our account number printed on them.

Storage for Portables:

Nancy reported that this issue is not a PTO issue. Ken is working with two teachers from Laurel and considering the issue as part of his larger master plan for facilities.

Nominating Committee:

Since it is time to begin recruiting for next year's board positions, Karen is putting together the nominating committee. The committee meets 3 or 4 times and will put together a slate of candidates in time to be voted on at the General Meeting in May. The committee consists of five members (one is Shari) with Karen acting as the alternate. Nancy sits in on the meetings in an advisory role.

The board drew up a list of potential committee members, and Karen will contact them about participation.

More Wish List Items:

1. 1st Grade Supplies:

1st Grade wants to use \$700 from the technology budget to purchase 16 portable CD players. They also request a variety of classroom supplies including chalk, puzzles, games, and CDs. This should total approximately \$600.

A motion was made to approve spending \$650 for 1st Grade supplies. All board members present voted to approve the expenditure.

A motion was made to approve spending \$700 from the technology budget for portable CD players. All board members present voted to approve the expenditure.

2. Reikes Budget:

Nancy spoke with Gary Reikes about the costs. He is agreeing to our \$5K budget for this year. To do this, he requires some flexibility to rotate his staff. In exchange for his favorable pricing, we will promote his organization to our community.

A motion was made to increase our Recess Games budget to \$5K. All board members present voted to approve the budget increase.

3. Picnic Tables:

We need to replace some of our older picnic tables. Christie agreed to research options.

4. Awnings:

Jen is looking into pricing awnings to create shade in key locations around the school, such as the carpool waiting area.

5. Tetherballs:

Some tetherball courts are missing balls and others have an old-style, hard ball. We would like to upgrade all the tetherball courts with softer, safer balls. We can purchase six softer balls for \$141.70. If these prove to work better, we will consider buying more.

A motion was made to approve \$150 in expenditure for tetherballs. All board members present voted to approve the expenditure.

Koski Photos:

We plan to go ahead with this promotion. Koski will contact Jeannie to discuss details.

Popcorn Day Events:

We would like to get more use out of our popcorn machine. Shari will set up some recess events for the children. It was noted earlier that the machine may need some repairs.

PTO 101:

The board agreed that last year's PTO 101 was a useful event for getting additional parents involved in the PTO. Shari will plan a similar event for this year.

Announcements:

- Our next meeting is Feb. 16th.
- The cabinets are finished in the multi.
- The basketball fencing is done (as noted earlier).
- The bathroom remodels have been completed.

Jen adjourned the meeting at 11:15.

