

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: February 16th, 2005

Location: Laurel Conference Room

Submitted by: Julie Roth

Attendees: Shari Conrad, Kirsten Keith, Jeannie Cole, Karen Iyer, Jen Novak, Christie Tonsfeldt, Kristen Owen, Nancy Hendry, Dianne Dittmar, Julie Roth

Jen convened the meeting at 8:49 AM.

Riekas – Jen and Christie wrote the Riekas contract which was distributed (and attached). Gary Riekas will be coming to the meeting at 10:30. Changes to the contract were noted: Riekas will be helping at Laurel three days each week, not four as stated in the contract. These changes were made and initialed.

Teacher Report:

Kristen Owen thanked the PTO for the purchase of the die cutters. She reported that differentiated instruction is continuing. At the faculty meeting, teachers were able to share and train one another.

Nancy stated that the District has approved the Summer Foundation Grant. This will allow six Laurel teachers to attend the conference in Virginia in July.

Jen and Kristen shared information about an Environmental contest by Ford with a grand prize of \$100,000. Kristen will be presenting this to teachers to generate interest.

Principal Report:

Nancy reported that there are new copy codes. The PTO copy code is 03020.

Kindergarten Registration has been underway for two weeks. A large amount of packets have been requested and returned. Currently there are 140 packets out, and approximately 98 have been filled out and returned.

Intent forms have been sent out earlier this year. Nancy would like to have 100% of these forms returned. In the next 6 to 8 weeks, Nancy will have a better idea of enrollment for next year. Nancy is expecting 1st and 2nd grade to be very full next year.

Nancy updated the Board on carpool procedure. A question and answer explanation of changes to carpool procedure went out to room parents yesterday for distribution to all families. Nancy will also be sending a letter out. Nancy explained that the rules and regulations are in the best interest of everyone. Teachers have been sending letters home to parents to keep families abreast of the procedure. Jen will be speaking to the teachers at their grade level meetings tomorrow.

Nancy stated that the carpool changes were in no way intended to make children uncomfortable. Nancy would like to get the rules out in a positive way for safety.

Jen stated that there needs to be a “marketing plan” to get rules and procedures out to the community. It was agreed that a subcommittee to help with carpool would be a good idea. Shari will talk to Peckie Peters about this subcommittee.

Nancy updated the Board on the Art Program. A new kiln has been purchased for Laurel and the PTO was thanked for their contribution to this purchase.

The first grade team has bought \$1000 of digital cameras using PTO technology. \$1200-\$700 was used to buy compact disc players as well.

Software for the OS10 platform was purchased for approximately \$400. Nancy reported that 2 people from Laurel technology committee will be attending the Q Conference which will be paid for by the District. Nancy stated that she had visited Hillsborough schools last week to look at their computer labs. Hillsborough has a model which uses the computer lab as part of the classroom.

Approval of Minutes:

A motion was made to approve the minutes of the January 12th 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.

Christie stated that things are going well. The projected year-end revenue will be higher due to matching funds still coming in from the membership drive. Also, the rummage sale is coming in above their budgeted revenue.

Early Bird Program - There was a discussion about the Early Bird program and it was noted that they have not submitted any expenditures for the year to the PTO. Nancy will get itemized expenditures and receipts from the Early Bird program and submit them to Christie. As an aside, it was mentioned that there are MA students helping with the program as mentors and this is very positive for the program.

A motion was made to ratify PTO expenditures since the January meeting with checks #1597-#1614. The motion was approved by all board members present.

Other Business:

Head Room Parent Meeting - Julie Roth updated everyone on the Head Room Parent Meeting. Gift giving guidelines were discussed at that meeting and the District Policy on

gift giving to teachers was handed out. Nancy explained that the policy was written to help make all families and teachers feel comfortable with gifts. Gifts from the class should benefit the classroom and teachers. Head Room Parents should not ask for specific dollar amounts when collecting contributions from the class for teacher gifts and make sure to communicate that the gift comes from the entire class regardless of the donation made by any individual. Staff Appreciation and Birthdays were also discussed.

Staff Appreciation - The Staff Appreciation Luncheon will be many kinds of pastas. A Laurel family who owns an Italian restaurant will be supplying the food.

Library Carts - Nancy will ask the staff if they would like to have library carts.

Storage - Nancy reported that District money will be used to upgrade portable classroom storage. A \$2500 unit will be purchased for each portable. Also, three storage chests were bought for each classroom with Laurel and District monies. These units can be used in other places once the portables are gone.

In addition, a seated area with storage was bought for each of the five Laurel portables.

PTA/PTO Transition – Jen reported that all PTA files need to be cleaned out. Also, the old Laurel PTA name must be changed on all communications. Jen will make sure that the PTA name is taken off of the Laurel School website.

See the attached document on the outstanding issues that remain for the PTA/PTO transition. Diane, Christie and Jen will be working on these.

Nominating Committee – Karen reported that the nominating committee had its first meeting. The members are Kim Steere, Jill Roumeliotis, Polly Berquist, Shari Conrad, and Carol Collins. Karen Iyer will be the alternate.

A couple of forms for nominating have been returned. The PTO 101 meeting on Friday will be a good source for finding volunteers.

Committee Chairs for 2005-06 – Shari updated the Board that there are many committee chair openings. She distributed a flier that will go out to the school next week asking for volunteers. Shari will call open committee chairs to find out if they know of any volunteers that would want to chair their committee for next year. Shari will keep the Board updated on the progress.

Wish Lists – Nancy has nothing right now.

Koski – There was blurb in the newsletter advertising Koski. The Board was excited about this fundraiser. Fliers will be going out to the school over the next two weeks. Jeannie will talk to Shari about ideas for next year.

Awnings/Picnic Tables – Christie shared some research on picnic tables. These tables will replace the 10-12 blue tables that are used around campus. These are not arbor

tables. Jen and Andrea Palmer have been looking for tables, possibly with a hole in the middle. The Board thought plastic tables would be best. The tables are approximately \$600-\$700 dollars each.

Christie will research plastic tables a little further and follow-up with the Board.

Jen has researched retractable awnings for the carpool area. The awnings are approximately \$3100. There is a question about the sturdiness of these awnings. Nancy will talk to Dennis Hatfield about this.

Coat/Backpack Cubbies – Site Council has agreed to replace these cubbies outside of the classrooms. Site Council and the PTO will be working on this. A blurb in the newsletter will ask for help in this project.

Summer Camp Mailing – Jen asked that anyone with information about summer camps in the area to contact her before March 4th. The District is putting together a mailing summarizing summer camp options in the area.

HSA/Laurel Awards – HSA nominating forms will be distributed March 7th. These are District awards. Jen noted that Laurel has their own awards: the School Service Awards and the Allstar awards.

Popcorn machine – Shari is working on getting the popcorn machine fixed.

PTO 101 – This meeting is Friday, February 18th at 8:30. All Board members were encouraged to stop by.

Guest Speaker Gary Riekas:

Gary Riekas introduce the Riekas Center to the Board. The Riekas Center for Human Enhancement “is a non-profit mentoring organization that emphasizes setting and achieving goals in a positive learning environment”.

Gary noted that all of his staff is trained in the art of mentoring. His programs are designed to complement the educational system.

Gary was encouraged to advertise his youth camps in the District summer camp mailer. He will plan with Nancy a presentation to District families and/or Laurel families in the future.

His pamphlet is attached to these minutes for more information.

The meeting was adjourned at approximately 11AM.

