

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: March 9, 2005
Location: Laurel Conference Room
Submitted By: Lexi Bisbee
Attendees: Shari Conrad, Paula Hughes, Julie Roth, Jeannie Cole, Karen Iyer, Lexi Bisbee, Jen Novak, Christie Tonsfeldt, Kristen Owen, Nancy Hendry, Dianne Dittmar,

Jen convened this meeting at 8:50 AM with quick announcements:

- There is a leadership conference for PTOs in San Ramon on April 1st.
- She passed out *PTO Today* magazine.
- The summer camp packet is out and she has gotten positive feedback.

Teacher Report:

Kristin and Stacey Santana are going to the Cue Conference on technology in the classroom. Nancy mentioned that we are currently running a pilot using OSX in the classroom.

Also, on April 7th there will be the first Kindergarten orientation meeting.

Principal's Report:

Nancy started her report with an update on Kindergarten. She is not sure what the program will look like next year. The district is still looking at best practices, and Ken has hopes that the programs will be similar across the district. She is hopeful that the district meeting on March 24th will clarify things. However, we are currently constrained by enrollment capacity. Already 145 students have registered, with more packets still out and Tinsley students to account for.

1st Grade is also large. We currently have 161 students committed. This will require eight classes and another portable.

Wish List items:

- Mrs. Posillipo and Ms. Woodard want two docking stations and ink cartridges for the 1st Grade. This would cost \$450 out of the Technology Fund. The board recommended that they keep Andy Belk in the loop. He is also researching a new server for the district.
- Teachers want 18-20 library carts. Some teachers already have some.
- The teachers have decided on their picnic table wishes. F1 and F2 each want round tables. E2, F4, and F5 will share a round table. Kindergarten wants three rectangular tables.

Approval of Minutes:

A motion was made to approve the minutes of the February 16th 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:

- Laurel paid Encinal for their portion of the Book Fair.
- We still have a portion of the School Contributions to figure out how to spend.
- The Approved Expenditures list has not changed since the last meeting.

A motion was made to ratify PTO expenditures since the February board meeting with checks # 1615-1629. The motion was approved by all board members present.

Auditor's Report:

Diane did two audits: one for the PTA and one for the PTO.

The PTA Audit:

Everything is correct. One check is outstanding. She recommends closing the account. This will stop payment on the check. Then we should transfer funds to the PTO account.

The PTO Audit:

Everything is correct. Diane had two recommendations to make:

1. Procedures for submitting deposits and requesting checks, including using appropriate forms, should be consistently adhered to by all board members and committee chairs. This will greatly simplify accounting and save many hours of volunteer time.
2. Back-to-School and Holiday checks for staff are subject to the same financial responsibility as other expenses and need receipts. There was a lot of discussion regarding the pros and cons of giving the checks first and then requiring receipt submittal later versus using GAAP procedures of expensing, POs, and petty cash. Given our unique nature as a parent volunteer organization, timely reimbursement of expenses may prove to be a challenge. Shari and Christie agreed to discuss the problem and make a recommendation.

Parliamentarian Report:

Karen reported that she and Jen had walked through the standing rules and revised them. Everyone needs to review them and send Karen feedback by March 16th. We will vote at the next meeting.

Nominating Committee:

Shari reported that most positions are filled. There was a question whether a candidate can sit on both Laurel and Encinal boards. After some discussion it was agreed that we will not spell this out in the standing rules. Instead, this will be a decision for the nominating committee. The slate must be completed and voted on by the board over e-mail by March 22nd. The decision must be unanimous.

Committee Reports:

Art & Science Fair:

Things are going well. There was a question as to how they are doing financially.

Encinal Report:

- They just completed their Million Page Read in time to celebrate Dr. Seuss's birthday.
- ENTV is up and running.
- They are getting a traffic light at Middlefield.
- They are having a Jump for Heart fundraiser.
- They do not want to host the rummage sale next year. Nancy will follow up with Stacy Marshall.

Koski:

The flyers are out. So far only five have been turned in.

School Beautification:

Jeannie will check in with Kimberley on the pea gravel problem.

HSA Awards:

The nomination forms went out. Typically awards go to four parents and two staff. In the past the PTO President took one parent slot. This year there is a separate award for the President. In addition, Laurel has SSA and All Star Awards. The nominating committee is Corby Locke and Rachel Tasch, last year's recipients.

Suggestion Box:

1. Andrea Palmer needs a PDF Writer to create PDFs of the newsletter. It will cost about \$250.

A motion was made to let Andrea purchase a PDF Writer, not to exceed \$250. The motion was approved by all board members present. This will up Andrea's budget by \$250.

2. Astrid is getting wooden school signs for \$150.

A motion was made to spend up to \$150 from School Contributions on this sign. The motion was approved by all board members present.

3. Should we combine Year-end Picnics at Laurel and Encinal? The group agreed that we shouldn't.

PTA Records Project:

We need to sort through our old documents and send them to the PTA for archiving. Paula will organize a group to take on this project one evening.

Committee Chair Openings:

The following committees still need chairs. Top priorities are asterisked.

- Membership *
- School Directory*
- Staff Appreciation*
- Hot Lunch Financial Person*

- Reading Buddies
- Graphics
- LE News
- Newsletter Delivery
- School Beautification
- School Souvenirs (co-chair)
- HSA Awards (to be filled by this year's winners)
- Summer camp mailing

New Business:

Awnings:

These will not work. They are not OK in the rain.

Picnic Tables:

Christie is following up on the teachers' choices.

Multi Renovations:

Stephanie Zanocco is creating some custom art for the Multi. We would also like to paint the cinder blocks, get display cases, and replace the broken blinds.

Nancy reported that Dennis is getting bids on painting. He is OK with the display cases, as long as they are afixed well to the wall and they will not get broken by ball play. He also is fine with new blinds.

Nancy will follow up on the painting. Jeannie will research the cases. Karen and Paula will research the blinds.

Popcorn Machine:

It is fixed, and Shari will schedule a Popcorn Day.

Riekes:

After all the contract negotiations, they are not able to come as often as they thought. Christie will follow up on this.

Day of the Reader:

Hospitality needs to do something to support this event.

Kindergarten orientation:

The carpool piece needs to be updated for this event. It should specify the use of carpool for actual shared groups not just individual students.

Special Ed:

We agreed to discuss next month.

Coleman Avenue:

There is a pedestrian pathway on the agenda for Menlo Park City Council. Carla Dewar would like to circulate a survey to Laurel families to gather information for this topic. Karen will call Carla to offer to review her survey and put it in next Monday's newsletter.

Our next meeting is April 13th.

Jen adjourned the meeting at 11:10.

E-Mail Votes Since the Board Meeting:

1. There was a motion to spend \$3600 to paint and patch holes in the multi. Lexi, Jeannie, Christie, Diane, Shari, Janet, Jen, Julie, Karen, Kristen, and Kirsten voted on the motion. All voted "yes" to pass the motion.
2. There was a motion to approve "not to exceed" spending \$360 for the materials for two Laurel signs for the entrances from Ringwood. Shari, Diane, Julie, Lexi, Karen, Kristen, Kirsten, Christie, Paula, Jen, and Jeannie voted on the motion. All voted "yes" to pass the motion.

Secretaries Note: At the time of publishing the minutes, there is still a vote pending regarding the new slate for next year's Executive Board. These results will be recorded along with the minutes of the next board meeting.