

LAUREL PTO EXECUTIVE BOARD MEETING MINUTES

Date: December 8, 2004
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,

Jen convened this meeting at 8:45 AM.

A motion was made to approve the minutes of the November 10 Executive Board PTA meeting. The motion was approved by all board members present.

A motion was made to approve the minutes of the December 2nd PTA General Meeting. The motion was approved by all board members voting. Kirsten abstained.

A motion was made to approve the minutes of the November 10 Executive Board PTO meeting. The motion was approved by all board members present.

A motion was made to approve the minutes of the December 2nd PTO General Meeting. The motion was approved by all board members voting. Kirsten abstained.

Teacher Report:

Kristen Owen reported that the kindergarten study group was planning to meet on 12/9. She also agreed to remind the teachers about the holiday luncheon on Friday.

Principal's Report:

Nancy briefly discussed the growth in enrollment at Laurel. Three students have newly enrolled. This brings kindergarten to a total of 158 students. Without attrition, we will need eight 1st grade classes next year to meet the 20-student cap. Planning for next year will begin in January.

Next she detailed the staff wish list priorities for PTO funding.

Wish List Items:

1. Occupational therapy supplies. This includes inflatable cushions for sitting on the floor, wedge cushions for chairs, original time counters and weighted dolphins.

A motion was made to approve spending up to \$1000 for occupational therapy items. The motion was approved by all board members present.

2. Second grade math and language arts tools.

A motion was made to approve spending up to \$600 for math and language arts tools. The motion was approved by all board members present.

3. Kindergarten is thinking about Kathy Glass's Summer Institute. However, they are not ready to commit to this item at this moment.
4. Storage areas/cabinets in the portable classrooms are another area of interest. Nancy is currently looking at solutions for this problem.

Jen added a few more wish list items.

5. Reikes program on the 1st- and 2nd-grade playyards. This is still being investigated. The current quote is for \$10K. This is \$7K over the budget. We were expecting the program to run at least \$2K over budget. One reason it is higher than expected is they are charging for a full hour for our recess, which is only 45 minutes. Nancy will speak with Gary Reikes about our options to reduce the bid. Alternatively, we could decide to spend the extra money with some of our discretionary funds. If this budget increase causes us to fall short later in the year, Site Council could potentially provide additional funds for later projects.

At this point, Kirsten Keith requested that we recognize Marla Dahlby's countless volunteer hours at lunchtime with an extra Christmas gift. Kirsten also volunteered to be the board liaison for this Reikes project.

A motion was made to give Marla a \$100 gift certificate plus spend up to \$50 on a gift. The motion was passed by all board members present. Kirsten will get the gift.

6. Community Read.

A motion was made to fund the Community Read at \$2500. After discussing whether this project could potentially be funded by the Site Council (Nancy felt the project was of a more family-oriented PTO nature), all board members present voted to approve the motion.

7. Playground and rain day games and toys for 1st grade. This is still being investigated.

Treasurer's Report:

Christie passed out five handouts: 1) PTO YTD Budget, 2) Account Balances, 3) Cash Flow, 4) Register Report, and 5) Itemized Categories.

First Christie reviewed the budget. There were not many changes from last month. She highlighted:

- She is expecting another \$3K from membership.
- Book Fair is listed as projected profit (\$5.5K) not total revenue. This is not finalized.
- Bake Sale is waiting for details from the big Winter Bake Sale next week.
- She wrote \$14.3K in checks to teachers for holiday classroom gifts. (This represents \$200/full-time teacher and \$100/part-time.) This number may go up to \$14.5K. These checks must be cashed by January, and the dollars must be spent (with receipts turned in) by April. This led to a discussion about last year's Valentines' checks. That was a one-time deal because we had a budget surplus. This year, we can support Staff Appreciations efforts with a little extra money (\$100-200). Kirsten will talk to Leslie Woods about this.
- Note Card Art has not seen final numbers.
- Koski Portrait Coupons have not been addressed yet this year. Kirsten will look into this.
- Rummage Sale is not until February.
- School Souvenirs is doing great. There will be more numbers after the bake sale.
- Miscellaneous is mainly the cookbook.
- Hot Food is a pass-through item, but it is important to remember that we guarantee payment to the vendors. This can result in either a budget deficit or surplus. We will not know until the end of the year.
- Laurel and Encinal still need to square up in certain areas where revenue/expenses are shared.

A motion was made to ratify PTO expenditures since the November board meeting with checks # 1526-1572. The motion was approved by all board members present.

Committee Reports:

Caring & Sharing:

Diane reported that we need to make a push for more toy donations. Donations at both Laurel and Encinal are down compared to last year.

A motion was made to approve the guidelines for the Community Support Fund that was presented to the board via e-mail. The motion was approved by all board members present.

Holiday Staff Luncheon:

Shari reported that this is on track, however she could use additional help setting up.

Encinal Report:

Shari reported that they are creating a TV station. They have spent \$10K for the equipment. Also, they are in the middle of their reading a million pages campaign. Finally, they are getting a new announcement sign outside.

School Beautification:

Jeannie reported that their School Beautification Day went very well. They had about 25-30 adults show up and were able to accomplish a lot of gardening/planting and cleaning up of the grounds. Nancy raised the issue of the gravel near F-4. It is causing a big problem. Jeannie has spoken with Kim Wainscote about this, and they are working to resolve the issue.

Non-solicitation Fundraising:

Kirsten reported that Kim Martin had a lot of information to pass on:

- Cheeky Monkey is doing a fundraiser through the end of December.
- Chevy's Laurel Night netted over \$200 for the PTO.
- Kim is looking into a possible La Playa Grill Laurel Night.
- Box Tops has netted about \$280 so far this year. There is some question as to who the check was cut to (Laurel vs. PTO). This raised the important issue that Kim needs to make sure merchants send their checks to "Laurel PTO." This reminded Nancy that she has also received some corporate matching funds from the PTO membership drive that she needs to get to the PTO.
- Palo Alto Toy and Sport results are still pending.
- The Dressed Room fundraiser will run through December.
- Kim is considering a Spring Pancake Breakfast to be held at Encinal.
- She is also looking at an Easter promotion with Klutz.
- She is looking into coffee cards with Peets. This led to an important issue about coordinating efforts with the Foundation, because we do not want to overtap merchants. Kim needs to speak with Jill Parker regarding this.
- Kim wants to change the name of the committee.
- She also suggested that Box Tops management needs to be a separate committee. It is a lot of housekeeping and takes a lot of time.
- Finally, Dianne highlighted that we need to take into account the expense of running flyers when we do a fundraiser. We need to make sure that this expense will get covered or get the merchant to donate the cost.

Bake Sale:

Lexi reported that for the most part Liz Shane is in good shape for this event. However, she could use a few more volunteers before 9:30 AM and after 2:45 PM. Also, she needs more help from the head room parents spreading the word to families to bring donations on the 17th. She stressed that they really need to be home made. Store-bought cakes just do not sell. Lexi will coordinate with Julie Roth to get this message out.

Hot Lunch:

Christie reported that the committee chairs are doing a fantastic job. Everything is running smoothly. They have had one issue with Round Table's billing, but Jill Zanolli is on top of it.

Ann Kolker, a parent interested in offering healthier choices at lunch attended the meeting and discussed her interests. The Board encouraged her to work with the existing

committee chairs and invited her to get on the agenda for a future board meeting to discuss her findings with us.

Rummage Sale:

Christie reported that this is scheduled for February, and the committee will start taking donations in January. There was some discussion about taking donations now, but the board concluded that there is no storage space until after the holidays.

Art & Science Fair:

Nothing to report until January other than Ms. Zanocco will be doing a group project with the 2nd Graders.

Suggestion Box:

1. We are still looking at raising the fence behind the 2nd Grade basketball hoop. This is a District issue. Nancy will speak with Dennis about it.
2. We received a complaint regarding a flyer for “Breakfast with Santa” that was passed out in some classrooms. The method of flyer distribution caused a problem for a non-Christian family. The board realized that this was probably an anomaly based on insufficient quantities delivered to the school. We will be more careful to avoid situations like that in the future.

Nominating Committee:

Jen told the board that this committee will be formed at the next board meeting. She encouraged us all to think of potential members for the committee, and she described the process of filling board and committee chair positions. At Laurel, current chairs/board members get priority in returning to their positions. Board members need to let Shari know if they are interested in returning next year.

Final Announcements:

- The February meeting has been changed to the 16th.
- Winter Sing this year does not include a 2nd Grade performance. Nancy will be at her son’s graduation that day, so Jen will buy gifts for Mrs. Beckstrom and the piano player, and Robin Allen will present them.

Jen adjourned the meeting at 10:45.

Vote Since the Last Board Meeting:

A motion was made over e-mail to approve expenditures for 2nd Grade supplies, not to exceed \$500. All those who responded to the e-mail (Jen, Christie, Jeannie, Julie, Paula, Karen, Lexi, and Shari) voted to approve the expenditure.