

Business Meeting Minutes

Tuesday, October 28, 2008

6:30 ó 8:00 p.m.

- 1) Call to Order, welcome and introductions ó The meeting was called to order by Liz Wager at 6:34
- 2) Approval of the Minutes ó Kathy Morson made a motion to approve the minutes as written. Jenny Bickle seconded it.
- 3) Report of the Officers ó
 - a) **President's Report – Liz Wager –**
 - i) Business meetings are now called board meetings and will consist of the board and chairs.
 - ii) General meetings / programs will now have a general PTA information-sharing time at the beginning of the evening.
 - iii) We need to add a general meeting to March or April
 - iv) We need to be better at contacting our volunteers
 - b) **Treasurer's Report – Debbie Breitman**
 - i) There are 106 members of PTA so far
 - ii) Debbie submitted a written, updated budget.
 - iii) She received an e-mail from Julie Marquez detailing the club funding break-down and will incorporate the numbers into the budget.
 - iv) Walk to school day supplies were provided by the district at no cost to us.
 - v) She would like to change the accounting program to Quickbooks to make her job easier.
 - c) **Principal's Report – Holly Hultgren**
 - i) We will be receiving new bike racks funded by the district
 - ii) Bruce Buchannan will be the new Safe Routes to School rep
 - iii) She would like to review the safety rules regarding biking to LES.
 - iv) CAP ó Child Assault Prevention ó Do we want to do this?
 - (1) This program will cost \$7 per student, \$3500
 - (2) A team comes to a staff meeting and outlines their philosophy
 - (3) The team does a similar program for parents
 - (4) A team comes into each classroom for 35 ó 45 minutes and addresses issues such as bullying, personal safety, touching, and how to defend yourself. They also ask if any kids don't feel safe, and counsel those kids individually.
 - (5) CAP would also offer refresher courses in subsequent years.
 - (6) CAP is scheduling schools for next year.
 - (7) It was discussed that funding may be done similar to the volunteer donations for field trips
 - (8) It was discussed that we could ask parents if this is something they would like at our school, through the PTA newsletter, and the school distribution list.
 - v) Congratulations to the 8 grant winners.
 - vi) Whole foods distributed a check for \$700 to LES. Renee is calling to see if this was for a specific recipient.
 - vii) Wreath and poinsettia orders are due tomorrow.

- 4) Reports of Chairs and/or Committees
 - a) Jog-a-thon ó Debbie Breitman ó
 - i) Donations may hit \$14,000, but are still shy of our \$16,000 goal.
 - ii) She submitted a written report detailing # of students who participated, total, and % of each grade who participated. She noted that we need to work on increasing student participants next year.
 - b) Grocery Certificate Chair ó Tracy Atkinson - There will be a big push for Grocery Certificates in November and December
 - c) Classroom Rep. Coordinator ó Michele Curtis ó
 - i) We have 5 classrooms without reps, but all others have reps and class rosters
 - ii) She will send forms home in Friday Folders to fill these positions
 - d) Reflections Chair ó Stacy Putnam ó submitted her report via e-mail
 - e) Volunteer Chair ó Suzanne Hoagland ó
 - i) She has posted volunteer needs on the PTA bulletin board and will add these to the newsletters, website (when it is up) and the list serve.
 - ii) She also offered to coordinate teacher meals for conferences, but needs to talk with Patty Vertun, our new teacher appreciation volunteer, because this should be Patty's job.
 - iii) We need to get two more volunteers for the teacher appreciation committee
 - f) Grants awarded ó LES received 8 of the 15 grants submitted.
 - g) Teacher Reps ó no reports
- 5) Old Business ó
 - a) Dining For Dollars ó Susan Churchill was not here to give a report
 - i) Teachers need to be educated, need flyer too.
 - ii) Susan also needs to e-mail procedure info to teachers.
- 6) New Business ó
 - a) Signers on the bank account ó Debbie Breitman
 - i) Debbie recommended that Jennie and Tori not be signers, so that they would be available to do the audit, as well as review monthly statements, which we need, per our bond insurance.
 - ii) Holly Hultgren made the motion that all current signers be taken off the account and only Liz Wager, Debbie Breitman, and Sue Grant be added as signers
 - iii) Tracy Atkinson seconded the motion.
 - iv) The motion was approved by majority vote.
 - b) Present new org chart ó Liz Wager
 - i) Purpose is to show who is doing what, and the chain of command
 - ii) It was decided that we need more than just the one teacher rep shown on the chart.
 - iii) We need to fill open chair positions ó Michele will e-mail reps to encourage volunteers.
 - iv) If no one steps forward for a program, we won't do it.
 - c) Add a general meeting in March and April (sharing ideas/programs for next year) ó not discussed
 - d) PTA Movie Night ó Liz Wager
 - i) National PTA is doing a promotion for their online video store
 - ii) We can show Kung Fu Panda for free, saving \$75, but we need to show it between 11/13 and 11/26.
 - iii) We can't use the gym, so we'll use the cafeteria, and serve popcorn and water (no pizza).
 - iv) We will send an e-mail to get a committee
 - e) **Mid-Winter Festival** –
 - i) We need a clear vision for this event
 - ii) Susan is still planning on chairing this.
 - iii) Susan needs a sub-committee, which should include staff members, to develop a vision, and e-mail the vision to the board members.
 - iv) Ideas presented include:
 - (1) Do we want to raise money for a specific project (like CAP) for parents to rally around?
 - (2) We could create activities for the kids ó we'll need childcare

(3) We could have it on movie night with kids watching the movie while parents eat and participate in the silent auction.

(4) Stir It Up ó cookie decorating for kids ó they provide cookies and supervision.

7) Announcements ó

- a) PTA Newsletter to go home Nov. 14th ó submissions due Nov. 5th
- b) No PTA meeting in November
- c) November 21st ó Family Movie Night
- d) December 9th - Board Meeting
- e) January 13th - PTA General meeting and Angevine program
- f) January 27th - PTA Board Meeting
- g) February 6th - Mid-Winter Festival Fundraiser
- h) February 24th ó PTA Board meeting

Additional Notes:

Ginger Thom, gave her thanks to the PTA for our support of the art program at LES.

Tracy Atkinson reported that the directories are paid for, and there are more school directories available for \$3, and will be available for purchase at the book fair.