

PTO Meeting Minutes for September 14, 2010

PTO President, Becky Olson starting the meeting with introductions.

Minutes from the last meeting were made available for review. A note was made that we are still looking for a secretary for this year. Becky opened the floor for questions. Becky Pagone motioned to approve the minutes 2nd by Sonja Watenbach. Minutes were approved by vote. Becky continued with an explanation of the PTO versus PTA. PTO's function will be the same as the PTA but without membership fees. Insurance will be different; the PTO had to purchase liability insurance whereas before it was provided with our PTA membership. The PTO is also required to set up a conflict of interest policy for non-profit status with the IRS. This is a stock form provided by the IRS. What the conflict of interest means is that any PTO member that has involvement with a company that is doing business with the PTO must disclose that information.

Michelle gave the treasurer's report. Copies of the budget were handed out for review. Discussion of budget started with the review of last year's purchase of Senteo clickers, explanation of how they are used was given by Ms. Werner, 3 mini laptops, the rock climbing wall, and a sound system for the music room. We had donations of \$1700.00 from the open house. Another opportunity for donating will be going home with students soon. We received a check from Target for \$600.00. This was through the Target Red Card program we only had 18 people signed up for our school. We will do mind core again this year as a fundraiser. The budget reflects a 10% decrease in projected income. We only need to pay her 5% this year for mind core. Last year we had a \$1300.00 copy expense. \$850.00 one time fee to IRS for our tax exempt status. Michelle explained how some of the budget categories were rearranged to better reflect our current budget. PTO is asking staff and parents to bring suggestions for the budget written up. Assignment notebooks changed this year as we did not have funding from our business partner anymore. New notebooks cost \$1.08 each student will need two notebooks a year for a cost of \$2.16. The old notebooks cost over \$5.00 per a student. Optional plastic covers may be purchased for the new notebooks for next year. Lori Motine made a motion to approve the budget Allison 2nd the motion. Budget passed in vote.

Shelly Haan, Mali Teller and Tracee Beck went over promotions. A handout was given showing fundraising options. We are continuing with Box tops, Land O Lake milk caps, coke rewards, Campbell soup labels, Target red card and Best buy rewards.

The goal for milk caps is \$250.00. The goal for box tops is \$1500.00. Oct 22 is the first deadline to turn in box tops but we do not stop collecting. The items earned from Coke rewards and Campbell soup labels will be used for prizes for the cash earning programs. www.boxtop4education.com/earn/marketplace is a website that will lead you to other stores that allows you to earn points from your purchases for our school.

Principal report was given by Ms. Werner. She showed a graph of how many copies were made at Robert Frost last year- 44369 copies. This is average for a school our size. To reduce the copies being made 3 staff have set up wiki sites. She is trying to get a school blog / website setup. \$6,411.00 spent at the copy center last year. Ms. Werner went over the Policy for Parents that is available on the S.F. school district website.

Regarding the attendance policy she explained that after two tardies she speaks with the student. This allows her to find out why the student is tardy. She tries to help them understand what they can do to make the mornings go more smoothly by starting the night before. Ms. Werner then contacts the parents to let them know she has had a talk with their child.

After a student is two hours late it is considered a ½ day absence.

Staff policies were reviewed online also. Ms. Werner explained that any sign or suspicion of child abuse the staff is required to report.

Safety improvements were made to the building this summer. New fencing was installed extending towards IPC on the parking lot side. also extending to the front of the building on the bus side of the playground. The fence was set back from the side walk to allow snow to be piled up. New tile was installed in the art room. The roof is being repaired. We went over the improvement plan for the school. .

Wellness committee report was given by Nicole O. The Girls on the Run program is going great. Hop skip and snap and fuel up play 360 programs coming soon.

Pizza Picnic is coming up on Tuesday Sept. 21, 5:30 -7:00. PTO is still looking for volunteers a sign up sheet was passed around.

Room Parents are still needed in 25 different rooms for parties.

PTO is going green. Online forms were sent out for volunteers. We had 122 responses from the online form. The PTO is looking for help to get a website setup if you can help contact Becky Olson

Meeting adjourned