

PTO Board Minutes

June 9, 2011

Board Members Present: Hillary Mackowski, Diana Laulainen-Schein, Paula Dameron, Ann Sorensen, Michelle Johns, Erin Turner, Shelley Teall, Amy Gregory, Kiera Allen, Marcie Caird, Lisa Barnhart, and Lesley Mader

Corp Affairs/Secretary Report

- Minutes from May Meeting: Hillary handed out minutes from May and it was unanimously voted to accept them as written.
- Resolution appointing 2011-21012 board was sent around to be signed.

President Report

- Binders were handed down or given out to all board members.
- Laguna Calendar for the Year (subject to change)
 - August 5th: Tour Day
 - August 5th-26th: Family Donation
 - August 24th: Parent Night K-2nd 5:30-7:30
 - August 25th: Parent Night 3rd-5th 5:30-7:30
 - August 31st –September 9th: Community Outreach Drive
 - September 13th: School pictures
 - September 19th-30th: Gift Wrap
 - September 23rd: Spirit Night
 - October 31st-November 4th Used Book Collection
 - November 7th-10th: Used Book Sale
 - November 7th-17th: Canned Food Drive
 - November 28th-December 14th: Tax Credit Drive
 - November 11th: Fundraiser/Bowling?
 - January 11th: Kindergarten Round Up
 - February 10th: Spring Fundraiser
 - February 23rd: Talent Show
 - March: Open
 - April 23rd: New Book Fair
 - April 30th-May 4th: Teacher Appreciation
 - May 7th-16th: Community Outreach
- Set Board & General PTO Meetings for School Year
 - Open meetings to be set on the calendar
 - MWF for Dr. Root / Wednesday mornings 8:45 am for board meetings
 - August 3rd will be our first official meeting (noon to 2) in the PTO room

- General Discussion of quarterly meetings for entire membership. Kiera Allen suggested that each classroom have a PTO representative to be requested by the teacher. Meetings will be at the same time (Wednesdays at 8:45)

Vice President Report

- Vision, Purpose, Values form changes/adaption: changes were suggested and Paula will retype and redistribute the new Vision, Purpose, and Values.
- Confidentiality Policy: to be written up by Paula. Please remember that we are all representatives of the PTO.

Treasurer Report

- Discussion about putting a basic budget on the website. Kiera will put together a basic snapshot of the PTO expenses.
- Treasurer's Account postponed.
 - AR Check Needed
 - Chipotle Check Request
 - Amazon Book Orders for Mrs. Geha
 - Foundations Order Needed

Hospitality Report

- Boo Hoo Breakfast for Parents: First day of School. It was suggested that notices be put in the Kindergarten classrooms and an E-blast be sent out the night before and that a sign be posted next to teacher assignment postings.
- Back-To-School Teacher Event to be held at school for the teachers to welcome them back on August 3rd.

Resource Development Report

- Goals for Year: Family Spirit Night discussion as to the cost to make it more affordable and palatable to all families. Choice suggested for \$5 to enter and tickets or \$25 for "everything."
- Family Donation Drive: Need a chairperson. General discussion as to how to distribute the family donation. Goal is \$22,000. "Family Donation" name to be changed. PTO Dues, for example.

Academic Program Report

- WordMasters: Sandra Siegal to chair
- Library Volunteers: Jill McMahon to chair
- Art Masterpiece: Ann Sorensen and Desiree Edkins. Consider moving Art Masterpiece out of classroom time and into art time.
- Odyssey of the Mind: discussion about the program and how to re-establish it at Laguna. Perhaps create a grade-level representative who would in turn find classroom representatives. <http://www.odysseyofthemind.com/>

- Publishing Center: Spring activity. The die cuts need to be refurbished.

Communications Report

Website is down but will be back up in a few days.

Communication Process Policy: last year's newsletter process will stay in place. Twice per month. Anne Moeschler and Dr. Root must proofread so items must be in by Wednesday before publication.

Newsletter items may be sent in at any time. Send it in the body of an email or in an attachment as a word doc Arial 12-point. No pdfs.

There will be a school calendar that will have automatic reminders sent out. Want to set up a google calendar to be accessed by all PTO members. Wish to coordinate with the volunteer resource team.

Anne requested that people have PTO signature lines with contact information.

Newsletter Distribution Goals/Changes: No notices go directly to parents and/or teachers. They have to go through the PTO communications committee. Teachers will be using their SchoolFusion accounts for communication rather than private email lists per Dr. Root.

Website Goals: present a more professional image and more user friendly.

Committee openings for Communications: Historian, directory, and signage

Sales Fundraising Report

Toolbox: Michelle and Lisa will look into offering this service. <http://www.schooltoolbox.com/store/>

Ideas for Year: doughnut day once a month or ice cream truck after school. All-star Fun Run in the Spring suggested. Potential to earn 25-30K. 10% of profit goes to the classrooms. Use Pillars of character to build enthusiasm for the race. Pledges for laps. Every kid participates and gets tshirts. After field day in March. Not just a run, an obstacle course builds on teamwork and healthy concepts. For seven days, the team enters the classroom and talks to them for 3-4 minutes. Based out of Texas. Cost is \$1000. 52% to the school; 48% to the company. <http://allstarfunrun.com/>

Suggest a low-key at school with kid servers, spaghetti, Christmas lights, and a DJ.

Gift Wrap Dates: Beginning of the year right after membership drive was suggested. October 3rd and the order form taken home over fall break? Concern that the forms will get lost. Gift wrap drive to start September 6th-16th. Order will be turned in on September 21st.

- Box Tops: Amy DeFelice
- Campbells: Jen Collins
- Grocery Store Partners

E-Scrip: Safeway's program; general discussion of the program. Polly noted that it can generate a lot of money. It needs a dedicated person.

Lisa and Amy will be looking into the zoo amazing race and the possibility to do this with Anasazi.

Gingerbread store: not a fundraiser; allows kids to buy for their families at the holiday time.

Tambo Ink was used for tshirts in the past.

Volunteer Resource Report

Tour Day: discussion of how to get sign ups. Shelley to decide.

Cool room (Calvin Gordon) and transportation chairs needed. Both needed first day of school.

Room Parent Coordinator Guidelines: Tabled. Angelia Fazio is the new room parent coordinator. There will be a packet of guidelines handed out. Each grade will be allowed to ask for the same amount. Memory books will be addressed in the packet.

Birthday Club vs Secret Parent: Unevenness of the Secret Parent process. Birthday club would have morning announcements and a gift.

Next meeting Wed, Aug 3; Noon-2

Minutes Respectfully submitted by Diana Laulainen-Schein