

**Summary of Motions
Scanlan Oaks Elementary Board Meeting
January 8, 2013**

A motion was made to approve the PTO Board meeting minutes from November 27, 2012 and the General Membership Meeting Minutes from December 6, 2012. The motion was made by Charmoin Tatum. It was seconded by Rachel Rodwell. The motion was approved.

A motion was made to approve the Treasurer's Report through December 31, 2012 . Motion was made by Kelly Seheult. It was seconded by Kristine Metcalf. Motion approved.

A motion was made to approve a check in the amount of \$1,317.00 to the Houston Zoo for the second grade field trip. It was seconded by Kathleen Boettiger. The motion was approved.

A motion was made to approve a check in the amount of \$1,480.00 to the Houston Museum of Natural Science for the third grade field trip. It was seconded by Kathleen Boettiger. The motion was approved.

A motion was made to nominate Deanna Martin for the December VIPS of the month. The motion was made by Rachel Rodwell. It was seconded by Kristine Metcalf. The motion was approved.

**Scanlan Oaks Elementary PTO Board Meeting Minutes
January 8, 2013**

The meeting was called to order by Sandy Paetz at 10:11 am

Those present were as follows:

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|-------------------------|------------------------------------|
| President | Sandy Paetz |
| 2nd Vice President | Catherine Boettiger |
| Recording Secretary | Harmon Datum |
| Corresponding Secretary | Maria Bologna |
| Treasurer | Jelly Seault |
| Publicist | Prina Padilla Mata |
| Parliamentarian | Debbie Gally |
| PTO S | Jackel Rodell |
| Educational Enrichment | Sarina Pasheed |
| Staff Appreciation | Kristine Metcalf
Leslie Pizarro |
| Principal | Michael Heideck |

Principals Update Michael Heideck

Mr. Thompson is now the Interim Principal at Dulles. We will have a substitute replacement until a new assistant principal is named.

Please let Mr. Heideck know if you have anything for the marriage.

Ms. Simpson is working at Schiff Elementary in the mornings and in the afternoons here at SO. So she will no longer be able to serve as Teacher Liaison to the PTO.

Thank you for your assistance with the check-in for holiday parties. The next party is Valentine's and we are considering doing it on the 13th which is an early release day.

President Sandy Pa...

Thank you for all of your help for the Reindeer Run. My goals for the new year are to get the Volunteer database ready for fall and complete the documentation for the Reindeer Run. Also, I want to make sure the outdoor classroom shade structure has a permanent fix.

We will also start taking a good look at the budget and begin considering a project to fund for the new board.

Parliamentarian Debbie Gally

The nominating committee needs to be formed by the first week in February. The slate for the new board will be presented at the General PTO meeting in March. Debbie will put flyers out soon.

Recording Secretary Charmoin Tatum

A motion was made to approve the PTO Board meeting minutes from November 27, 2012 and the General Membership Meeting Minutes from December 6, 2012. The motion was made by Charmoin Tatum. It was seconded by Rachel Rodwell. The motion was approved.

Treasurer Kelly Seheult

The current balance is \$120,110.66. Total income is \$164,882.24 so far this year. This is 72% of our goal for this year. Total expenses are \$122,223.16. This expenditure is at 62% of our goal. The net income is \$42,662.38.

A motion was made to approve the Treasurer's Report through December 31, 2012. Motion was made by Kelly Seheult. It was seconded by Kristine Metcalf. Motion approved.

1st Vice President Deneen Dineen

Deneen is working on thank you notes for the Reindeer Run sponsors.

2nd Vice President Kathleen Boettiger

Kathleen is in the process of reviewing the Reindeer Run procedures and documenting what worked well and making suggested changes for next year.

It was suggested to add more people to the Reindeer Run committee and have them selected early so they can participate in most of the PTO Board meetings.

Educational Enrichment Carolyn Linn and Sabrina Masheed

We are planning the Reading and Writing Night for next month.

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Staff Coordinators Maralou Billig, Elaine Veciel Rodwell

A motion was made to nominate Deanna Martin for the December VIPS of the month. The motion was made by Rachel Rodwell. It was seconded by Kristine Metcalf. The motion was approved.

Staff Appreciation Coordinators Al Coleman, Kristine Metcalf Leslie Ogar

Birthday Bakers is next week. Thank you for volunteering to bring something if you are able.

We are thinking of adding a third lunch bunch for spring semester. We will let you know as soon as plans are finalized.

We are in the process of determining a date for our Family Movie Night. Details for the event were discussed.

Publicist Marina Padilla Mata

No report.

Meeting adjourned at 11:17 am

Next Meeting February 8, 2013

Minutes submitted by Charmoin Patum