

Summary of Motions for Board Meeting July 19, 2011

Motion to approve Andy Saucedo to chair Dinner Nights, Rebecca Stepp and Renata Codianne to chair the Box Tops committee, Deneen Dineen and April Lam to chair the school store, and Kelly Crosier to chair Spirit Wear.

Motion by Jen Freedman; Second by Kim Thaman

Motion approved.

Motion to pay \$6,987.50 to Leonetti.

Motion by Kelly Wilson; Second by Kelly Seheult.

Motion approved.

Motion to pay for the PTO board shirts in the amount of \$443.00.

Motion by Kelly Wilson; Second by Kay Stacy.

Motion approved.

Motion to reimburse Sandy Lapp \$1,200 for the storage facility.

Motion by Jen Freedman; Second by Leslie Piwowar.

Motion approved.

Motion to appoint the following chairs: Rachel Wallace to chair the 5th grade celebration. That Phong Vu will chair the Equations League. That Emily McMinn and Robin Yovan will chair the field trips committee. Jennifer Meneffe and Shelly Stone chair field day. Smita Parikh chair Math and Science Night and Carolyn Wade chair Reading and Writing night.

Motion by Adria Morrison; Second by Christy Witt.

Motion approved.

Scanlan Oaks PTO Board Meeting Minutes

July 19, 2011

The Meeting was called to order by Sandy Lapp at 10:05 AM

Those present were as follows:

Sandy Lapp, President
Jen Freedman, 2nd Vice President
Kelly Wilson, 2nd Vice President
Margaret Guzaldo, Corresponding Secretary
Kelly Seheult, Treasurer
Christy Witt, Publicist
Laura Bond, Parliamentarian
Leslie Piwovar, Staff appreciation
Val Holeman, Staff appreciation
Adria Morrison, Educational Enrichment
Kim Thaman, Educational Enrichment
Heather McFarlain, VIPS Coordinators
Kay Stacy, VIPS Coordinators
Pam Browning, Principal

Principals Update: Pam Browning

Ms. Browning decided not to use Julian Franklin for the teachers back to school training, so the money budgeted for that will not be used. She is excited about the new school year and will be pushing rigor in every classroom

President's Update: Sandy Lapp

There was a reminder for all board members to do their criminal background check. There is a district wide PTO meeting August 6th. The board is waiting on approval for the irrigation for the outdoor classroom. There was a discussion about the procedures of items to be distributed to parents being approved by Ms. Browning. The efficiency of e-blasts and constant contact were discussed. Sandy complemented Christy Witt on the website. The request from the Berry Family for a donation was discussed and it was decided that we would not as a PTO be able to make a donation.

Treasurer's Report: Kelly Seheult

There was only one check received in June. The current balance is \$61, 326.16. Kelly reviewed the check request procedure. It was decided that board members should not sign their own check requests; another 2 members should sign instead. The Kona Ice fundraising efforts were discussed.

2nd Vice President: Jen Freedman/Kelly Wilson

The dinner night sponsors were discussed. We have Pepperonis, Brookstreet, Center Court, and Which-Wich. A motion was made by Jen Freedman to approve Andy Saucedo to chair Dinner Nights, Rebecca Stepp and Renata Codianne to chair the Box Tops committee, Deneen Dineen and April Lam to chair the school store, and for Kelly Crosier to chair Spirit Wear. The motion was seconded by Kim Thaman and unanimously approved.

Spirit wear has been ordered. Kelly made a motion to pay \$6,987.50 to Leonetti. Kelly Seheult seconded. The motion was approved.

The presale will be Aug 15th, 3-5 pm.

Kelly Wilson made a motion to pay for the PTO board shirts in the amount of \$443.00. Kay Stacy seconded. The motion was approved.

Deneen will do the buying for the school store.

The Super Express fund was discussed. The printing of the packets was discussed. Sha Graphics is quoting \$1,800 to print. If a teacher gets 100% participation, her class gets an extra recess. Teachers will be entered to win a massage.

Sponsorship forms for the Reindeer Run were discussed and we are still looking for a Title Sponsor.

Jen Freedman made a motion to reimburse Sandy Lapp \$1,200 for the storage facility. Leslie Piwowar seconded and the motion was approved.

Kelly discussed the idea of a spirit stick.

Educational Enrichment: Adria Morrison

Tuesday November 15, 2011 will be the Math and Science night. Reading and Writing night will be January 19, 2012. Adria made a motion for the following chairs:

Rachel Wallace to chair the 5th grade celebration. That Phong Vu will chair the equations League. That Emily McMinn and Robin Yovan will chair the field trips committee. Jennifer Meneffe and Shelly Stone chair field day. Smita Parikh chair Math and Science Night and Carolyn Wade chair Reading and Writing night. Christy Witt seconded the motion. It was approved.

VIPS Coordinator: Heather McFarlain.

The PTO board is to help with all setup and each member is responsible for setting up their own table for Kinder Camp and Meet and Greet. Kinder Camp procedures were discussed.

Publicity: Christy Witt

Christy requested that we be specific when asking for things to go on the website. How to drive visits to the website was discussed. E-blasts efficacy was discussed. Adding a countdown to the web page was mentioned and the marquee was discussed. Any requests for the marquee must

have exact content and the date to go out sent to Christy. Adding emails for the board will go from \$7 to \$33 a month. E-blasts are \$25 a month. Adding a store would be \$10 more a month. Checkout through paypal would be a fee of 2.2% +30 cents.

Staff Appreciation: Leslie Piwowar, Val Holeman

They have ordered birthday gifts for the teachers. Birthday Wreaths made. The food for the Aug. 16th teacher work day luncheon will be catered by Russo's. Mimi has made the big pencils.

Corresponding Secretary: Margaret Guzaldo

The PTO membership form and the directory ad letter were discussed and shown.

Meeting was adjourned at 12:10 pm

Minutes submitted by: Margaret Guzaldo / Michelle Ruben