

Summary of Motions for board Meeting on August 2, 2011

A motion was made to approve the minutes from July 19, 2011, with corrections to the spelling of 3 names as noted. Motion by Michelle Ruben. Second by Margaret Guzaldo. Motion approved.

A motion was made to approve the Treasurer's Report through July 31, 2011. Motion by Kelly Seheult. Second by Kelly Wilson. Motion approved.

A motion was made to approve Brooke Livingston as Green Team Chair. Motion by Jennifer Finley. Second by Margaret Guzaldo. Motion approved.

A motion was made to reimburse sales tax in the amount of \$7.82 to Stephanie Northcutt. Motion by Jennifer Finley. Second by Kelly Seheult. Motion approved.

A motion was made to reimburse sales tax not to exceed \$10 to Phong Vu for the Equations League party. Motion by Jennifer Finley. Second by Stephanie Northcutt. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
August 2, 2011**

The meeting was called to order by Sandy Lapp at 10:05am.

Those present were as follows:

President	Sandy Lapp
1st Vice President	Jennifer Finley
2nd Vice President	Kelly Wilson
Treasurer	Kelly Seheult
Recording Secretary	Michelle Ruben
Corresponding Secretary	Margaret Guzaldo
Publicity	Christy Witt
Educational Enrichment	Stephanie Northcutt Kim Thaman
VIPS	Heather McFarlain Kristine Metcalf
Staff Appreciation	Leslie Piwowar MiMi Julian
Principal	Pamela Browning

Principal's Update: Pamela Browning

Our school has received a new temporary building, and we are continuing to monitor attendance. No teachers resigned or moved over the summer. Esmeralda DeLeon will continue in Kindergarten, and Jennifer Silva will be the new art teacher.

President's Update: Sandy Lapp

No new updates.

VIPS Coordinators: Heather McFarlain, Kay Stacy (absent), Kristine Metcalf

Heather has been working on laminating in preparation of school beginning. A sign-up sheet for laminating and take-home work was passed around. A request for laminating volunteers will be added to the Tuesday News Day next week.

The assignments for Kinder Camp and Meet & Greet were distributed for any comments or needed changes. The Board was reminded that helping at these events is required, and to please wear your PTO shirt. There was a discussion about using a combined sign-up sheet verses individual sheets for each area. Educational Enrichment will keep their separate forms in addition to the combined listing, because they worked so well last year.

Spirit Wear Pre-sale will be held on Monday August 15th from 3pm – 5pm in the gym, and volunteers will be needed for this as well.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from July 19, 2011, with corrections to the spelling of 3 names as noted. Motion by Michelle Ruben. Second by Margaret Guzaldo. Motion approved.

Treasurer: Kelly Seheult

The current Treasurer's Report was reviewed. The current balance is just over \$52,000.

A motion was made to approve the Treasurer's Report through July 31, 2011. Motion by Kelly Seheult. Second by Kelly Wilson. Motion approved.

1st Vice President: Jennifer Finley

The audit is scheduled for August 9th at 9am.

We are working to get the MUD board to pay for the outdoor meter required for the new irrigation. Spencer Landscaping will be our new landscaper, at the same price as Maddox was charging. They will also mulch and care for the butterfly garden, and timing of maintenance will adjust depending on the time of the year.

A motion was made to approve Brooke Livingston as Green Team Chair. Motion by Jennifer Finley. Second by Margaret Guzaldo. Motion approved.

We have made over \$300 from Kona Ice so far. It was discussed that this should continue as school starts. Coordination will transition to the Dinner Nights Chair.

Work continues on procurement and installation of a new sound system.

A motion was made to reimburse sales tax in the amount of \$7.82 to Stephanie Northcutt. Motion by Jennifer Finley. Second by Kelly Seheult. Motion approved.

A motion was made to reimburse sales tax not to exceed \$10 to Phong Vu for the Equations League party. Motion by Jennifer Finley. Second by Stephanie Northcutt. Motion approved.

2nd Vice President: Kelly Wilson, Jen Freedman (absent)

Super Express packets are printing this week and will go out on August 26th. A packet sample was brought to look at. To encourage PTO membership, the Super Express form will include PTO membership & directory as a bonus for donating. In order to minimize requests for money/checks, we won't push membership separately this year. After the campaign, a report will be provided to the Treasurer to breakout membership dues vs. Super Express funds from the money collected. There will be prizes for participation for students & teachers.

The Reindeer Run route has changed due a golf tournament conflict. This will result in a higher cost due to more police on the new route.

Dinner nights continue. We just received a check from Pepperoni's, Brookstreet is tomorrow, and Kona Ice will continue as school begins. Others have been finalized and will be posted next week.

There are new forms for Spirit Wear, and the Pre-Sale will occur on August 15th.

Please get a Target RedCard and link it to SOE on-line. We will be pushing this program at Meet & Greet & KinderCamp. The Pottery Barn Gear Up to Give Back program was discussed, and it was decided to table to program for next year.

School supply packs come in on Aug 9th. Contact Kelly Wilson to volunteer to distribute.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison (absent)

The dates and Chairs are set for the Math & Science and Reading & Writing nights. The Math & Science Night theme is Science in Motion, and programming is being developed.

Staff Appreciation Coordinators: Leslie Piwovar, Val Holeman (absent), MiMi Julian

The tumblers for the teacher birthday gifts have arrived. There was a discussion about ordering more to sell at the school store, but in a different color (orange) to differentiate.

It was suggested that the All About Me forms for the teacher be available on the website. Mrs. Browning will research and let us know the decision. It was also recommended that we post the Room Parents on the web along with the grade GLC, and possible teacher with lunch & recess time.

The birthday wreaths are almost finished.

Publicist: Christy Witt

The website is being updated as information is received. The E-blasts have been working well, and the marquee is being worked on.

Opening an on-line school store was discussed. There are 2 options for transaction processing: Paypal or Intuit/Homestead. Paypal would likely be cheaper, but overall fees are minimal. The group decided to proceed with trying the school store on-line, and it was confirmed that we can shut it down at any time if it's not worth the monthly investment.

Email accounts for board member positions were discussed and the group decided to proceed with setting these up. They can be routed to either one or multiple personal accounts.

Timing and organization of newsletters and E-blasts was discussed. The weekly e-blast will be on Tuesday and called Scanlan Oaks PTO Tuesday News Day. We will need to identify a Chair to handle this.

The various SOE Facebook pages were discussed with a recommendation to continue only the Facebook SOE PTO page, and as post-only. The Reindeer Run Facebook page needs to be shut-down.

Corresponding Secretary: Margaret Guzaldo

Emails have been sent to businesses to participate in the directory. Responses are starting to come in.

There was a discussion on what to do with the Membership link on website. There needs to be a message referencing the combined effort with the Super Express campaign, and eventually a link to a membership form after the Super Express campaign is launched.

Meeting adjourned at 11:40 am.

Next Meeting: September 6, 2011

Minutes submitted by: Michelle Ruben