

**Summary of Motions  
Scanlan Oaks Elementary Board Meeting  
September 6, 2011**

A motion was made to approve the minutes from August 2, 2011. Motion by Michelle Ruben. Second by Stephanie Northcutt. Motion approved.

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

A motion was made to pay West Music, or reimburse Kim Thaman for payment to West Music, an amount not to exceed \$2,500 for recorders. Motion by Kim Thaman. Second by Kristine Metcalf. Motion approved.

A motion was made to approve Terrice Stanley as Yearbook Chair. Motion by Christy Witt. Second by Margaret Guzaldo. Motion approved.

**EMAIL MOTIONS:**

**8/11/2011**

**A motion was made to reimburse Kelly Wilson in the amount of \$1,756 for payment to Shas Graphics for Super Express campaign documents. Motion by Sandy Lapp. Second by Heather McFarlain. Motion approved.**

**Scanlan Oaks Elementary PTO Board Meeting – Minutes  
September 6, 2011**

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

Those present were as follows:

<b>President</b>	<b>Sandy Lapp</b>
<b>1st Vice President</b>	<b>Jennifer Finley</b>
<b>2nd Vice President</b>	<b>Kelly Wilson Jen Freedman</b>
<b>Treasurer</b>	<b>Kelly Seheult</b>
<b>Recording Secretary</b>	<b>Michelle Ruben</b>
<b>Corresponding Secretary</b>	<b>Margaret Guzaldo</b>
<b>Publicity</b>	<b>Christy Witt</b>
<b>Educational Enrichment</b>	<b>Stephanie Northcutt Kim Thaman Adria Morrison</b>
<b>VIPS</b>	<b>Heather McFarlain Kristine Metcalf Kay Stacy</b>
<b>Staff Appreciation</b>	<b>Leslie Piwowar MiMi Julian Val Holeman</b>
<b>Principal</b>	<b>Pamela Browning</b>

**Principal's Update: Pamela Browning**

The school year is off to a good start. Ms. DeLeon has transferred to Lakeview elementary, due to enrollment, leaving 7 Kindergarten classes. A few other students have been moved around to maintain 22-1 ratios.

Mrs. Browning will be attending Principals in Pajamas at the Fort Bend County Library.

**President's Update: Sandy Lapp**

There is a new copier in the office, and all PTO need to make sure to use the appropriate code and clear the machine before leaving. Also, please remember to close the VIPS closet door and secure it before leaving.

We continue to work with SPRAI to finalize the hours of marquee operation. The hours will tentatively be 7am – 7pm, shortening to 6:30pm in winter months. This is pending a finalized agreement with SPRAI. Also, we continue to work on sprinkler installation with SPRAI.

The fundraising group was recognized for the hard work and great success with the Super Express Campaign.

**Recording Secretary: Michelle Ruben**

A motion was made to approve the minutes from August 2, 2011. Motion by Michelle Ruben. Second by Stephanie Northcutt. Motion approved.

**Treasurer: Kelly Seheult**

The current Treasurer's Report was reviewed. The current balance is just over \$56,000. Super Express fund deposits will be deposited by the end of the week and reflected in the next month's report.

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

**1st Vice President: Jennifer Finley**

The software for the marquee has been upgraded, and it now seems to be working correctly, turning on and off at appropriate times. We will go ahead and run the program, and continue to monitor to ensure it is working correctly.

Kona Ice will continue, with a Kona Ice event today from 5pm – 7pm. Future Kona Ice events will be from 3pm – 5pm to better match after school schedules, with the next one occurring on September 27<sup>th</sup>.

**2<sup>nd</sup> Vice President: Kelly Wilson, Jen Freedman**

Super Express is completed and was a success. Over \$53,000 has been received, and a few more checks are still coming in. We achieved 76% participation. Because of the great success, we will not pursue baskets for Reindeer Run. The anticipated income from the baskets will be replaced with something else such as a LAMPPS lock-in.

Box Tops are doing well.

We are still working on a sponsor for Reindeer Run. A discussion was held on changing the terminology from "title" sponsor to "presenting" sponsor next year.

Dinner nights continue. Mrs. Browning will be attending the dinner night at Pepperoni's on Tuesday September 20<sup>th</sup> and will have a "Tip" jar to collect additional donations. Tentative time is 5:30 pm – 7:00 pm.

**VIPS Coordinators: Heather McFarlain, Kay Stacy, Kristine Metcalf**

Volunteer spreadsheets have been emailed out to each group. The VIPS coffee is next Monday 8:30am – 9:30am. Please have a representative from each group in attendance and ready to give a short introduction to your area.

Several names were submitted for VIPS of the month. Of the names submitted, Kelly Crosier and Brandy Jordan were selected to be recognized for August VIPS.

The list of Room Parents was shared and discussed. All Room Parents have been selected for the year.

Volunteer Hour Logs should be submitted each month. We will try doing this at each board meeting as a reminder. It was clarified that although we previously received funds for the hours submitted, those funds are no longer available. It is still important to submit complete hours, including signing in for on-site hours, so we have the data when we need it in the future for grants or other needs. Also, it was suggested that everyone check with their employers or spouse's employers about possible payment for volunteer hours.

Everyone was reminded to also ensure your volunteers have had their background checks completed through FBISD.

**Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison**

Specifics on the amounts for the recorder program have not yet been received.

A motion was made to pay West Music, or reimburse Kim Thaman for payment to West Music, an amount not to exceed \$2,500 for recorders. Motion by Kim Thaman. Second by Kristine Metcalf. Motion approved.

Planning has begun for the 5<sup>th</sup> grade Party. A sample of the 5<sup>th</sup> grade t-shirts was shown. The Baines Bound logo was discussed since some students will not be going to Baines, but the decision was to retain the logo.

**Staff Appreciation Coordinators: Leslie Piwowar, Val Holeman, MiMi Julian**

The first Birthday Baker event will be tomorrow, September 7<sup>th</sup>, and the sign-up genius was a great success. A suggestion was made to post the monthly staff birthdays on the website, or possibly include in the Tuesday Newsday. Mrs. Browning also mentioned that we would be allowed to post the teacher Wish Lists on the website.

Six additional lunch wagons have been purchased and 10 new pencil signs have been made for new and replacement needs.

The first Lunch Bunch will be September 19<sup>th</sup> and 21<sup>st</sup>, with a theme to-be-determined.

**Publicist: Christy Witt**

Tuesday Newsday is going well with positive feedback. The website is continuing to improve. Recess, lunch, and LAMPPS schedules are now posted, the Green Team page is complete, and the publications page is being reviewed as well. The board was asked to please continue to direct parents to the site. The marquee is also up and running correctly.

Work needs to begin on the yearbook, and Terrice Stanley has offered to be Chair. There was discussion about the need for parents to order early to firm up the number to submit to the publisher. The number ordered is set early in the Fall and cannot be changed. Options for early bird special, a regular deadline, and a late order (first come / first served, with a penalty price) were discussed. The option for a cell phone scan code at \$40 was also discussed, but will

probably not be as good for the elementary group. It was also recommended that we look into getting help from journalism groups from the local high schools. Finally, a quote is being developed for an additional 8 pages (120 total), and several thought additional autograph space was needed.

A motion was made to approve Terrice Stanley as Yearbook Chair. Motion by Christy Witt. Second by Margaret Guzaldo. Motion approved.

Once information from the Super Express Campaign has been finalized, PTO Membership information will be made available on the website and e-blast rosters will be updated with newly submitted emails.

A request was made for website statistics to use in marketing sponsorships and ads. It was also requested that the teachers include the PTO website on their weekly newsletters, and Mrs. Browning agreed to pass on the request.

**Corresponding Secretary: Margaret Guzaldo**

Directory sales continue, but slower than last year. \$2,925 in directory ads have been sold so far. The board was asked to help in contacting any additional businesses that may be interested. It was recommended that the deadline for directory ads be given prominence in the next Tuesday Newsday to catch the attention of any parents that may be interested.

The membership list will need to be created before the General Membership PTO Meeting on September 15<sup>th</sup>. A breakout of membership funds versus Super Express Funds will also need to be provided to the Treasurer for proper accounting. There was discussion about whether membership applications are required to have signatures, and if there are any issues with the membership campaign being done in conjunction with the Super Express Campaign. The questions will be referred to the Board's Parliamentarian for research.

**Meeting adjourned at 11:35 am.**

**Next Meeting: October 4, 2011**

**Minutes submitted by: Michelle Ruben**