

Summary of Motions
Scanlan Oaks Elementary Board Meeting
October 4, 2011

A motion was made to approve the minutes from September 6, 2011. Motion by Michelle Ruben. Second by Heather McFarlain. Motion approved.

A motion was made to approve the Treasurer's Report through September 30, 2011. Motion by Kelley Seheult. Second by Jennifer Finley. Motion approved.

A motion was made to pay Troxell Communications \$10,973.40 for a new sound system. Motion by Jennifer Finley. Second by Stephanie Northcutt. Motion approved.

Motion to approve the 1st grade field trip to Children's Museum of Houston. Motion by Stephanie Northcutt. Second by Jennifer Finley. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
October 4, 2011**

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

Those present were as follows:

President	Sandy Lapp
1st Vice President	Jennifer Finley
2nd Vice President	Jen Freedman
Treasurer	Kelly Seheult
Recording Secretary	Michelle Ruben
Corresponding Secretary	Margaret Guzaldo
Publicity	Christy Witt
Educational Enrichment	Stephanie Northcutt Kim Thaman Adria Morrison
VIPS	Heather McFarlain
Staff Appreciation	Leslie Piwowar Val Holeman MiMi Julian

Principal's Update: Pamela Browning (absent)

IOWA testing occurs next week, and GT testing will follow shortly after. Two 4th grade teachers completed training that had been funded by the PTO.

President's Update: Sandy Lapp

Parents are asking about fixing the cracks in the school yard and installation of additional bike racks. FBISD has not been responsive about the cracks in the school yard. It was agreed that attempting to fix the cracks was not immediately feasible due to cost and the extended drought with no irrigation. It was agreed that we would focus on the outdoor classroom to protect the investment, and table discussion for now until the sprinkler has been installed. We will need to follow-up on the possibility of additional bike racks and the related requirements for placement and extension of the concrete.

The SOE PTO President presented to the MUD Board last week concerning the sprinkler system for the outdoor classroom. The MUD Board approved the water plan and meter installation. We need to confirm who is installing the sprinkler system, and how far it will extend. Backyard Showcase is donating a rock on which to mount the bronze dedication plaque. Hopefully all will be completed by November 15th.

A parent has offered to assist with adding oak trees to the campus by maintaining them for 2 years. There was support for the project, but concerns about not closing off open space in the play area. The Board discussed creating a landscaping plan and budget, possibly funded from the special projects funds.

The Board was asked to forward Tuesday Newsday submissions directly to Sandy.

Kay Stacy will be stepping down from board.

Parliamentarian Secretary: Laura Bond (absent)

A recommendation was made to add a signature line to next year's Super Express form after the place where a person would indicate wanting to join the PTO.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from September 6, 2011. Motion by Michelle Ruben. Second by Heather McFarlain. Motion approved.

Treasurer: Kelly Seheult

The Treasurer's Report was reviewed (see attached). The current balance is \$101,910.39. Year-to-date income is \$73,226.57, mostly from the SuperExpress Fund. Year-to-date expenses are \$32,775.34, leaving a net income of \$40,451.23.

A motion was made to approve the Treasurer's Report through September 30, 2011. Motion by Kelley Seheult. Second by Jen Finley. Motion approved.

1st Vice President: Jennifer Finley

Mrs. Elliott has agreed to organize a Green Team that would support recycling projects. The board agreed to fund t-shirts for the group from the Special Projects funds (40 shirts x \$10/\$12, approximately \$500).

Three companies were interviewed for the sound system work, and Troxell Communications was selected. The quote was for \$10,973.40, which is under budget. The proposal includes continuing use of some existing equipment, adding additional speakers, microphones, mixing wall board, etc. to complete the system we need.

A motion was made to pay Troxell Communications \$10,973.40 for a new sound system. Motion by Jennifer Finley. Second by Stephanie Northcutt. Motion approved.

Work has continued to address remaining marquee issues. Robson has agreed to pay for time required to address these last items even though they are not issues related to the sign not functioning properly. They are requests made by the homeowner's association, because of complaints made by a few homeowners. The voltage has been lowered as much as possible to reduce brightness. The red dot on the marquee remains despite all attempts at fixing the

programming of the system. The vendor will provide a letter, and we will have SPRAI do a final review to ensure all reasonable efforts have been made to fix the remaining issues.

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

Legacy Ford has agreed to be the title sponsor for Reindeer Run for the next 3 years. The route changes have been finalized and approved. There will be no live auction or class baskets. The silent auction will be held 7am – 10am, and the carnival from 8:30 – 11:30. Each grade level is being asked to do one auction item and a booth. There will also be \$25 raffles this year. Payment for food and the carnival was discussed, and it was agreed to have people pay for food, but not games.

Car antlers are being ordered for those on the Board that to help advertise Reindeer Run.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison

Training was held October 3rd for 29 reading and math tutors. Science Night will be held Nov 15th 6 – 8 pm. Activities will include programming from Techno Chaos, Mad Science, and Julien Franlin, as well as a crocodile exhibit.

Motion to approve the 1st grade field trip to Children’s Museum of Houston. Motion by Stephanie Northcutt. Second by Jennifer Finley. Motion approved.

VIPS Coordinators: Kristine Metcalf (absent), Heather McFarlain

Amy Ashmore and Brooke Livingston were selected as VIPs of the Month for September. It was agreed that we would leave VIPS of the month names up for 2 weeks on marquee.

Staff Appreciation Coordinators: Leslie Piwovar, Val Holeman, MiMi Julian

The recent tailgate-themed Lunch Bunch was a success. Birthday Bakers is occurring today with a Halloween theme. We will make lunch for the cafeteria staff during National School Lunch week. Dads & Donuts will be held on November 2nd and 3rd.

Publicist: Christy Witt

Improvements continue to be made to the webpage, including the new Reindeer Run homepage and volunteer page, links to Family Access, etc. E-blasts and Tuesday Newsdays are continuing to go well. A suggestion was made to add section to Tuesday Newsday to show what PTO funds are being used for. We will continue to reach out to each grade level as they are highlighted in the Tuesday Newsday to get the word out about the PTO website. It was also suggested that we give Mrs. Elliott PTO information to share at 2nd grade program night.

Corresponding Secretary: Margaret Guzaldo

A total of \$3,855 has been sold in ads for the directory. Reindeer run sponsorships currently total \$10,210. The directory will be taken to the print shop next week and will include class rosters this year.

Meeting adjourned at 12:15 pm.

Next Meeting: November 1, 2011

Minutes submitted by: Michelle Ruben