

**Summary of Motions**  
**Scanlan Oaks Elementary Board Meeting**  
**November 1, 2011**

A motion was made to approve the minutes from October 4, 2011. Motion by Michelle Ruben. Second by Kim Thaman. Motion approved.

A motion was made to reimburse Jen Freeman \$36.82 for the tax on an American Girl doll & accessories for the auction. Motion by Jen Freeman. Second by Kristine Metcalf. Motion approved.

*Note: The actual amount reimbursed was \$36.62, which was slightly less than the approved amount.*

An omnibus motion was made to 1) reimburse Jen Freeman \$2,700 for antlers and 2) pay Crown Awards an amount not to exceed \$3,000 for Reindeer Run trophies, trophy plates and medals. Motion by Jen Freeman. Second by Stephanie Northcutt. Motion approved.

A motion was made to approve field trips for Kindergarten (Bayou Wildlife Park), 4<sup>th</sup> grade (Houston Zoo), and 2<sup>nd</sup> grade (Mainstreet Theater - SuperFudge). Motion by Stephanie Northcutt. Second by Christy Witt. Motion approved.

A motion was made to approve Robin Yovan and Emily McMinn as VIPS of the month for October. Motion by Heather McFarlain. Second by Kelly Wilson. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes  
November 1, 2011**

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

Those present were as follows:

<b>President</b>	<b>Sandy Lapp</b>
<b>2nd Vice President</b>	<b>Jen Freedman Kelly Wilson</b>
<b>Treasurer</b>	<b>Kelly Seheult</b>
<b>Recording Secretary</b>	<b>Michelle Ruben</b>
<b>Publicity</b>	<b>Christy Witt</b>
<b>Parliamentarian</b>	<b>Laura Bond</b>
<b>Educational Enrichment</b>	<b>Stephanie Northcutt Kim Thaman Adria Morrison</b>
<b>VIPS</b>	<b>Heather McFarlain Kristine Metcalf</b>
<b>Staff Appreciation</b>	<b>Leslie Piwowar Val Holeman MiMi Julian</b>
<b>Principal</b>	<b>Pam Browning</b>
<b>Others</b>	<b>Alisa Peppers Tom Thompson</b>

**Principal's Update: Pamela Browning**

There have been changes to the handling of money left overnight on campus. The recommendation is to deposit it on the day it is received. The PTO could purchase a drop safe for \$1000, however that is probably not necessary and not worth the cost.

The Dad's Club has agreed to assist with repairing playground cracks.

Interviewing has begun for a new counselor, and GT testing has been completed. Also Lori Ruckman has transferred to another school, and Tom Thompson has replaced her as Asst. Principal.

### **President's Update: Sandy Lapp**

There have been discussions with a landscaper about donating landscape services for the outdoor classroom. A decision will be made shortly. The MUD Board has approved the meter required for sprinklers. Once the meter is installed, sprinklers will follow with completion this year. The rock for exhibiting the plaque has arrived, but is not as expected. We are working on a resolution.

We are still waiting on approval from FBISD for the new sound system.

Sandy attended a meeting at FBISD for VIPS/PTOs. Dr. Jenney was there. Discussion included information about a class action lawsuit against state regarding funding inequities with other districts, as well as various other issues.

Discussion occurred about areas where the sidewalk is uneven and hazardous. The area is the responsibility of FBISD, and Mrs. Browning will put in a work order to address safety issue.

### **Parliamentarian: Laura Bond**

Work will begin in February to start to identify possible board members for next year.

### **Recording Secretary: Michelle Ruben**

A motion was made to approve the minutes from October 4, 2011. Motion by Michelle Ruben. Second by Kim Thaman. Motion approved.

### **Treasurer: Kelly Seheult**

The current balance is \$99,532.38. Fun Run sponsorships are within \$1000 of our goal, and a few more are still coming in. We have already surpassed our goal for t-shirt income. Additional items that are getting close to budget were highlighted.

The membership amounts are needed from the Corresponding Secretary in order to move membership income to the right category.

### **1st Vice President: Jennifer Finley (absent)**

We are still dealing with the marquee issues, but there are no new updates.

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

A motion was made to reimburse Jen Freeman \$36.82 for the tax on an American Girl doll & accessories for the auction. Motion by Jen Freeman. Second by Kristine Metcalf. Motion approved.

*Note: The actual amount reimbursed was \$36.62, which was slightly less than the approved amount.*

An omnibus motion was made to 1) reimburse Jen Freeman \$2,700 for antlers and 2) pay Crown Awards an amount not to exceed \$3,000 for Reindeer Run trophies, trophy plates and medals. Motion by Jen Freeman. Second by Stephanie Northcutt. Motion approved.

Box tops and Dinner Nights are going well. 31,000 box tops have been collected so far this year. Dinner nights have already raised about \$1,013 of \$1,500 budgeted. E-blasts are working well as reminders.

Reindeer Run carnival donations are doing well, but grade packages are slow coming in. November 11<sup>th</sup> is the deadline for grade donations. It was recommended that the room moms send a reminder and possibly use sign-up genius. VIPS will ask GLCs to remind parents what specific items are still needed. Board members have volunteered to assist with sign-up genius lists as needed.

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

Science Night is coming up on Tuesday, November 15<sup>th</sup>, and 325 RSVPs have been received so far.

A motion was made to approve field trips for Kindergarten (Bayou Wildlife Park), 4<sup>th</sup> grade (Houston Zoo), and 2<sup>nd</sup> grade (Mainstreet Theater - SuperFudge). Motion by Stephanie Northcutt. Second by Christy Witt. Motion approved.

Reading & Writing Night will be on January 19<sup>th</sup>. The theme will be Adventures in Reading. It will be based on Magic Treehouse and will include a scavenger hunt.

All in-school field trips are planned and booked.

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

A motion was made to approve Robin Yovan and Emily McMinn as VIPS of the month for October. Motion by Heather McFarlain. Second by Kelly Wilson. Motion approved.

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

Today is birthday bakers. Tomorrow and Thursday (November 2<sup>nd</sup> and 3<sup>rd</sup>) are Donuts for Dads. RSVPs have been received for 424 and 394 for each day, respectively. Assistance is needed to help serve. Please wear PTO Board shirts if you're working. Starbucks at Sweetwater & Lexington donated the coffee and will be recognized in an upcoming Tuesday Newsday.

**Publicist: Christy Witt**

Improvements continue on the website, including work on the calendar page. E-blasts & Tuesday Newsday are going well.

As a follow-up to the SuperExpress Fund campaign, we will be working on a communication to highlight what we spent donated money on. The communication can be presented at the December 1<sup>st</sup> General Membership meeting.

There was discussion about various means to get the word out about the PTO distribution list, including possibly using the school directory list for an initial sign-up communication for the Tuesday Newsday. Discussion also included using a call-out from school, sending out a print-out for each class, and including a line on the bottom of class newsletters reading "For school news, please sign up for the Scanlan Oaks PTO distribution list at [www.soepto.org](http://www.soepto.org)."

Yearbook sales started October 17<sup>th</sup>. The price goes up before Thanksgiving, and sales will end in December. We are committed to buy at least 575, which should not be an issue. Work on yearbook content is continuing, and student art will again be used for the front and back cover.

The need to make tax return information available to the public and parents was discussed. The Board should consider either posting the quarterly profit & loss statement, or at least publishing a comment on the webpage about who to contact for a copy. Incidentally, this is the first year the PTO will have to file the full 990 form verses the 990 EZ.

**Corresponding Secretary: Margaret Guzaldo (absent)**

The directory is at the printer and will be distributed in the Friday folders once it is received.

**Other Business**

The Board was reminded that the general meeting will be on December 1<sup>st</sup> at 6:30 pm and to please wear your PTO shirts. Also, a Christmas lunch for the Board is tentatively scheduled for Tuesday December 6<sup>th</sup>.

**Meeting adjourned at 11:40 pm.**

**Next Meeting: November 29, 2011**

**Minutes submitted by: Michelle Ruben**