

Summary of Motions
Scanlan Oaks Elementary Board Meeting
January 3, 2012

A motion was made to approve the minutes from the December 1, 2011 PTO Board Meeting. Motion by Michelle Ruben. Second by Jen Finley. Motion approved.

A motion was made to approve Treasure's Report ending December 31, 2011. Motion by Kelly Seheult. Second by Heather McFarlain. Motion approved.

EMAIL MOTIONS:

12/17/2011

A motion was made to pay Leonetti Graphics \$5,510 for Reindeer Run t-shirts and banners. Motion by Kelly Wilson. Second by Michelle Ruben. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
January 3, 2012**

The meeting was called to order by Sandy Lapp at 10:13 am.

Those present were as follows:

President	Sandy Lapp
1st Vice President	Jennifer Finley
Treasurer	Kelly Seheult
Recording Secretary	Michelle Ruben
Corresponding Secretary	Margaret Guzaldo
Publicity	Christy Witt
Educational Enrichment	Adria Morrison
VIPS	Heather McFarlain
Staff Appreciation	Leslie Piwowar Val Holeman
Principal	Julie Bennight Cynthia Lloyd

Principal's Update:

The area superintendent has asked if the marquee is being shut off after 6pm and not turned on before 7am. The board has indicated that yes this is the case since installation of the new hard-wired timer; however a work order from Darlene is needed to check the timer one more time. There are also still issues with updating messages. The messages can no longer be programmed remotely. Discussions continued about the developer's suggestion to move the sign. If this is pursued, they would have to upgrade the entire sign since it would no longer be programmable even from the Scanlan Oaks building. The group reviewed efforts to date on addressing sign issues.

Mrs. Julie Bennight has been assigned as interim principal. Recruitment efforts for a new principal were discussed. Final approval on a candidate could take until the February 13th school board meeting.

President's Update: Sandy Lapp

Mimi Julian has had to step down from the board due to family issues.

A couple of suggestions came in from the school staff. First, it was suggested that glass tops on the tables in the teacher lounge (similar to Sienna Crossing) would make it much easier to keep

the area clean. There are five 48" round tables. Also it was suggested that a flat screen TV with zip drive could be used in the front lobby, replacing the current outdated TV, for useful public messages for parents and students. We will research cost and make a decision.

The sound system has been installed, including wireless microphone. Darlene Stewart will keep the keys at the front office. FBISD will need to address the floor internet connection in the cafeteria, which hasn't worked for some time. Everything related to the sound system is working well, and payment will be released to pay Troxell's invoice.

We are still waiting on a quote from Spencer for more landscaping.

Parliamentarian Secretary: Laura Bond (absent)

The selection process for board will start soon. Let Laura Bond know if you are interested in serving again. If you have nominees for any position, forward them to her. Nomination forms will be distributed mid-March and accepted through the beginning of April. A committee will be formed to handle the process.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from the December 1, 2011 PTO Board Meeting. Motion by Michelle Ruben. Second by Jen Finley. Motion approved.

Treasurer: Kelly Seheult

Our fiscal-year-to-date income is \$157,824.90, which is 85% of our income goal for year. Year-to-date net income after deduction of expenses is \$71,999.82. This is much higher than budgeted, but there are many expenses still outstanding.

Reindeer Run profit was \$43,502.08. This may go up slightly once final checks are deposited.

The Board discussed the need to still do a spring fundraiser versus keep the promise to parents not to do a commercial-based fund raiser unless necessary. We will continue the discussion with the 2nd Vice Presidents in attendance at a future meeting.

Issues with classroom air conditioning and insects were discussed. These needs should be addressed by FBISD, and the principal will follow-up.

The Holiday Shoppe event was about break-even, but we have plenty of inventory left for next year. The discussion was that next year we will need to have more volunteers and calculators.

A motion was made to approve Treasure's Report ending December 31, 2011. Motion by Kelly Seheult. Second by Heather McFarlain. Motion approved.

1st Vice President: Jennifer Finley

No additional updates.

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

The board was thanked for all of the help provided at Reindeer Run. Val Holeman is following up on any final issues with posting volunteer hours. Representatives came from several area high schools. Thank you posters will be sent to schools. Keep these groups in mind if volunteers are needed for other projects and events.

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

Reading & Writing night is coming up on Thursday, January 19th. The theme will be "Adventures in Reading". Activities will include drawing tutorials, puppets, and other fun activities. RSVPs go out on Friday. The board is asked to assist with keeping order at the event, and assignments were distributed. An invitation will be extended to the teachers to participate and volunteer as well.

Extensive discussion was held on whether to fund faculty and student t-shirts for field day. Faculty t-shirts will be funded by PTO. PTO will also consider funding the t-shirts for kids whose parents do not provide money, if asked. If the PTO is asked to fund shirts, then a representative should be included in the planning process. Sandy will discuss the specifics with Coach Biggers to see what we need to plan for.

VIPS Coordinators: Heather McFarlain

A new schedule for the VIPS room will be coming out soon. There are laminator issues that are being addressed. The PTO has a budget line item to help with this if needed.

Staff Appreciation Coordinators: Leslie Piwowar, Val Holeman

A discussion was held on whether or not parents will be asked to contribute gift cards again for teacher give-aways for staff appreciation week. The discussion will be continued closer to the time, when more information is available on current balance and what else parents will be asked for toward the end of the year.

Next Tuesday is birthday bakers. Our second Lunch Bunch will be Jan 23 & 25th, and the theme is Crock-pot-alooza. January 26th will be the first staff appreciation week planning meeting. Also, Moms and Muffins will be held Feb 29th & Mar 1st, with support from the Dad's Committee.

Publicist: Christy Witt

Yearbook sales ended December 16th. We were committed to at least 575 books with the publisher, but are currently more than 100 off from that target. The publisher is extending the deadline to allow us to try to reach our commitment. Orders are still coming in, and we feel we can sell any excess that we will need to order.

The last Tuesday Newsday was sent to the entire public distribution list with a message about how to unsubscribe. No one asked to unsubscribe. We will continue to publish how funds are

being used. We will also look at additional options to solicit ideas and suggestions from the parents.

Corresponding Secretary: Margaret Guzaldo

The directories have been distributed, and advertisers' copies are being delivered this week.

Meeting adjourned at 12:05 pm.

Next Meeting: February 7, 2012

Minutes submitted by: Michelle Ruben