

Summary of Motions
Scanlan Oaks Elementary Board Meeting
February 7, 2012

A motion was made to approve the 3rd grade field trip to Brazos Bend State Park. Motion by Stephanie Northcutt. Second by Jen Finley. Motion approved.

A motion was made to approve the Treasurer's Report through January 30, 2012. Motion by Kelley Seheult. Second by Jen Finley. Motion approved.

A motion was made to approve the minutes from January 3, 2012. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

EMAIL MOTION:

12/19/2011

A motion was made to approve the 5th grade field trip to the Museum of Fine Arts King Tut exhibit. This is within their budget. Motion by Stephanie Northcutt. Second by Michelle Ruben. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
February 7, 2012**

The meeting was called to order by Sandy Lapp at 10:08 am.

Those present were as follows:

President	Sandy Lapp
1st Vice President	Jennifer Finley
2nd Vice President	Jen Freedman Kelly Wilson
Treasurer	Kelly Seheult
Recording Secretary	Michelle Ruben
Publicity	Christy Witt
Educational Enrichment	Stephanie Northcutt Kim Thaman
VIPS	Heather McFarlain Kristine Metcalf
Staff Appreciation	Leslie Piwowar Val Holeman
Principal	Michael Hejducek

Principal's Update:

The Board welcomed Mr. Hejducek back to Scanlan Oaks. One area of focus will be safety related to pick-up in the back of the school. We will be power-washing the building to preserve the image of the school, as well as other minor repairs. The playground mulch will be addressed also. We will clarify if responsibility lies with the PTO or FBISD.

President's Update: Sandy Lapp

An advisory meeting at FBISD, and topics of discussion included nutrition and STAAR testing. Practice testing has occurred in 3rd, 4th, and 5th grades. The first set of STAAR tests will be right after Spring Break. It is a 4 hour timed test. Several things are still up in the air, including scoring. They also discussed upcoming technology projects, such as iPads for science lessons.

SPRAI has signed the agreement required for the outdoor classroom irrigation project, and work on installation of the meter will proceed from the MUD. We have received a couple of quotes on landscaping that we will be evaluating.

Corresponding Secretary: Margaret Guzaldo (absent)

Margaret has started looking at prices for glass tabletops, but doesn't have all the information yet.

Publicist: Christy Witt

Online purchasing for yearbooks is closed, and the committee is working on their pages. We were contracted to order 600 and have sold 579. We will hold the last few for emergent issues, then first-come first-served requests. E-blasts are going out regularly, and they are now automatically updating on Facebook. Tuesday Newsday is still going well. The main web page has also been updated to make current events most accessible. Messages are being updated on the marquee. The on times are being tracked so we can determine a pattern to when it is going on and off.

Staff Appreciation Coordinators: Leslie Piwovar, Val Holeman

Today is birthday bakers. Moms & Muffins invitations will go out this Friday. The theme is Pinkalicious. The staff appreciation meeting on Jan 26th went well, and implementation is beginning.

VIPS Coordinators: Kristine Metcalf, Heather McFarlain

The Board discussed and selected the following VIPS of the Month for December and January. Michael Bologna and Rachel Rodwell were selected for December in recognition of their work with Reindeer Run. Carolyn Wade and Arlene Ruben were selected for January. VIPS of the Year needs to be selected by March 6th.

Erica Heize's husband was transferred, so she will not be able to continue as 2nd Grade GLC. Brandi Jordan will be stepping in to help for the remainder of the year.

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

MSRW requests are coming in and the money is now being spent.

Reading and Writing Night went well, and the board was thanked for their help.

A motion was made to approve the 3rd grade field trip to Brazos Bend State Park. Motion by Stephanie Northcutt. Second by Jen Finley. Motion approved.

There is also a request from Jacquie Elliott for assistance with an upcoming 4th Grade music production. The Board discussed what assistance could be provided. We will ask her for more specific information about her needs. The board also discussed assigning a Music Program committee chair.

There are also several other in-school enrichment programs coming up this spring.

1st Vice President: Jennifer Finley

Troxell Communication sent a serviceman out to check the popping on the sound system. The issue was it was sharing the same frequency as the marquee, so they fixed it. He also is working on a quote for a flat screen in the front lobby area.

2nd Vice President: Jen Freedman, Kelly Wilson

An issue was raised that some parents are concerned about the amount of money that is being required to be raised, especially considering SOE is now an established school. There has been a recommendation to form a budget review board. The board discussed the need to review the budget and ensure the parents are educated about the content of the budget and provided an opportunity to give input at the upcoming PTO Membership meetings.

We also discussed the need to promote Baines spirit at the school. We will also look into providing a means to order Baines and Ridgepoint shirts, outside of the normal SOE school and PTO activities. Profits could go back to those schools. We will invite a Baines spirit wear representative to get involved.

Sandy will be meeting with the other 2 elementary PTO Presidents to compare budgets and see how comparable the schools are with fundraising and expenditures.

It was recommended that we create an annual report for the year, preferably before the budget meetings occur. The next PTO Membership meeting is March 8th, in conjunction with Open House. Times are as follows: Grades K – 2 Open House from 6:00 – 6:30, General PTO Meeting from 6:30 – 7:00, Grades 3 – 5 Open House from 7:00 – 7:30. This would be a good forum for sharing annual report information.

The approach to managing spirit wear sales next year was discussed. We will consider a one-time order approach to better handle cash flow.

Treasurer: Kelly Seheult

The current balance is \$120,510.05, and year-to-date income is just over \$167,000 (90% of goal). Dinner Nights and Box Tops are doing well. We will try to resume bringing out the trophy for the top class for Box Tops. Year-to-date expenses are \$104,770 (46% of budget). Expense items outstanding were discussed, including the \$20,000 special project fund which could be used for landscaping or playground covers. Other options would be specialized equipment for the PPCD playground or parent enrichment programs.

A motion was made to approve the Treasurer's Report through January 30, 2012. Motion by Kelley Seheult. Second by Jen Finley. Motion approved.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from January 3, 2012. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

Parliamentarian Secretary: Laura Bond (absent)

The formation of the Nominating Committee was discussed, including the membership, per by-laws. The deadline for submitting interesting in participating is tomorrow. Also, if you know of anyone who is interested in serving on the PTO Board, let Laura know. We will need nominations for many positions that will be vacated.

Meeting adjourned at 12:00 pm.

Next Meeting: March 6, 2012

Minutes submitted by: Michelle Ruben