

Summary of Motions
Scanlan Oaks Elementary Board Meeting
March 6, 2012

A motion was made to make payment to BIO Landscape and Maintenance Inc. in the amount of \$2,050. Motion by Heather McFarlain. Second by Kelly Seheult. Motion approved.

A motion was made to designate Smita Parikah as Butterfly Garden Chair. Motion by Stephanie Northcutt. Second by Heather McFarlain. Motion approved.

A motion was made to approve the Treasurer's Report through February 29, 2012. Motion by Kelley Seheult. Second by Stephanie Northcutt. Motion approved.

A motion was made to approve the minutes from February 7, 2012. Motion by Kim Thaman. Second by Stephanie Northcutt. Motion approved.

A motion was made to reimburse Kim Thaman for payment to Lakeshore in the amount of 1,868.84 for 4th Grade MSRW and Classroom Setup. Motion by Kim Thaman. Second by Christy Witt. Motion approved.

A motion was made to reimburse Kim Thaman once payment has been made to Grounds for Play in the amount of \$1,245 for purchase of a Harmonious Dragonfly for Music Department. Motion by Kim Thaman. Second by Leslie Piwowar. Motion approved.

A motion was made to reimburse Kim Thaman for payment to Barbara Patel in the amount of \$300 for a drum set that will be purchased for the Music Department. Motion by Kim Thaman. Second by Kristine Metcalf. Motion approved.

A motion was made to reimburse Stephanie Northcutt in the amount of \$2,097 for purchase of 5th Grade MSRW books from Scholastic. Motion by Stephanie Northcutt. Second by Kelly Seheult. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
March 6, 2012**

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

Those present were as follows:

President-Sandy Lapp

2nd Vice President-Jen Freedman & Kelly Wilson

Treasurer-Kelly Seheult

Parliamentarian-Laura Bond

Publicity-Christy Witt

Educational Enrichment-Stephanie Northcutt, Adria Morrison & Kim Thaman

VIPS-Heather McFarlain & Kristine Metcalf

Staff Appreciation-Leslie Piwowar

Principal-Michael Hejducek

Principal's Update:

Mr. Hejducek received a quote in the amount of \$495 from our laminator vendor which includes unlimited service calls for 1 year. As of now, each time a service call is made, SOE is charged \$300. Due to a recent service call, we have a 90 day guarantee. This will carry SOE through the end of the school year. Sandy Lapp will address increasing the laminating budget from \$300 to \$500 to cover the contract expense for the 2012-2013 school year.

Mr. Hejducek will address laminating requests with the staff to alleviate massive amounts of laminating 2 weeks prior to the start of school in the fall.

SOE received their budget from FBISD. Same amount as last year. SOE is projected to have 9-10 more students and is not expected to lose teachers for 2012-2013 school year.

Kindergarten, 1st Grade and 6 classrooms in 2nd Grade do not have Smart Boards. Mr. Hejducek would like to install Smart Boards (SB) in those classrooms as soon as possible. Based on a quick review of budget during the meeting, Sandy Lapp feels PTO can purchase 17 before June 31st and the new board will purchase the remaining 8 SB. PTO will wait until June to see where we stand on budget before committing to purchase SB. Sandy Lapp will check on bulk purchase discount and installation process and report back at next board meeting.

President's Update: Sandy Lapp

The irrigation system for the outdoor classroom was installed by BIO Landscape and Maintenance Inc. A motion was made to pay BIO Landscape and Maintenance \$2050. Motion by Heather McFarlain. Second by Kelly Seheult. Motion approved. The MUD took care of the meter.

Landscaping is under evaluation for the outdoor classroom area.

PTO will pay Spencer \$360 to mulch the front garden and butterfly garden.

A Volunteer Pledge Program from PTO Today offers a 2 Hour Pledge Sheet that is being considered for use next year in hopes to get more parent volunteers. This will allow parents to commit without feeling overwhelmed.

Corresponding Secretary: Margaret Guzaldo (absent)

Publicist: Christy Witt

Marquee responsibilities have been transferred to Administration.

Deadline for submitting pictures for yearbook is March 23rd. A link has been added to the website and Tuesday Newsletter to instruct parents how to upload photos for the yearbook.

Staff Appreciation Coordinators: Leslie Piowar

Today is birthday bakers.

Moms & Muffins had 1000 in attendance over the 2 days. 20 dads volunteered their help. Brandi Jordan handled decorations. Bananas and GoGurt were added to the menu this month, which was a huge hit with the students. HEB donated 16 gallons of milk. Kroger donated a \$100 gift card which was used to purchase bananas, GoGurt and Sunny D. Starbucks donated the coffee.

VIPS Coordinators: Kristine Metcalf, Heather McFarlain

The Board discussed and selected the following VIPS of the Month February. Dineen Deneen and was selected for her work on Christmas Shoppe-School Store in December. Walter Darr was selected for his work with Moms & Muffins.

VIPS of the Year was discussed and selected by Mr. Hejducek.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison

MSRW and Classroom Setup requests continue to come in.

All field trips have been paid in full.

A motion was made to reimburse Stephanie Northcutt in the amount of \$2,097 for purchase of books from Scholastic for 5th grade MSRW. Second by Kelly Seheult. Motion approved.

Glen Ray Little, in-class field trip for 2nd and 3rd grades, will be held on 3/23 & 4/3.

A motion was made by Kim Thaman to purchase a Harmonious Dragonfly in the amount of \$1,245 for the Music Department. The Harmonious Dragonfly is an outdoor xylophone that can be used and enjoyed by all grades. Mrs. Elliott is in the process of contacting FBISD to find out the installation process. Since the Dragonfly will be cemented into the ground, Ms. Elliott will go through the proper channels of approval before the equipment is purchased.

Ms. Elliott requested that the PTO purchase a gently used drum set from Barbara Patel for \$300. She agreed to use her \$200 Teachers Choice budget towards this purchase. EE Music will be over budget, however, not over by 30%. A motion was made by Kim Thaman to purchase the drum set. Second by Kristine Metcalf. Motion was approved.

1st Vice President: Jennifer Finley (absent)**2nd Vice President: Jen Freedman, Kelly Wilson**

Driveway signs from Reindeer Run Silent Auction are being ordered.

Ms. Aitken's class won the Box Tops Contest with a total of \$1,375

Treasurer: Kelly Seheult

The current checking account balance is \$117,819.60. Total income \$170,101.48. Total expenses \$113,741.04. Net income of \$56,360.44. A motion was made to approve the Treasurer's Report through February 29, 2012. Motion by Kelley Seheult. Second by Stephanie Northcutt. Motion approved.

Recording Secretary: Michelle Ruben (absent)

A motion was made to approve the minutes from February 7, 2012. Motion by Kim Thaman. Second by Kristine Metcalf. Motion approved.

Parliamentarian Secretary: Laura Bond

Mr. Hejducek drew names to select the Nominating Committee. The Nominating Committee is as follows:

Jill Aycock

Kelly Metzger

Amy Ashmore

Monica Camille

Adria Morrison

Mr. Hejducek and a Faculty Representative (TBD) will sit in as well.

The committee will be meeting in the near future to finalize the slate of new board members for 2012-2013.

Meeting adjourned at 11:30pm.

Next Meeting: April 3, 2012

Minutes submitted by: Kim Thaman