

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

A motion was made to approve the minutes from the March meeting. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

A motion was made to approve the Treasurer's Report for March 31, 2012. Motion by Kelly Seheult. Second by Kelly Wilson. Motion approved.

A motion was made to approve the following committee chairs for Educational Enrichment: Math & Science Night – Smita Parikh, In-school field trips – Emily McMinn & Robin Yovan, Teacher Orders – Kim Thaman & Stephanie Northcutt. Motion by Adria Morrison. Second by Kelly Wilson. Motion approved.

A motion was made to pay School Specialty an amount not to exceed \$1,300 for kindergarten classroom setup supplies. This is within their overall budget. Motion by Kim Thaman. Second by Kelly Seheult. Motion approved.

A motion was made to approve Renata Codianne and Rebecca Stepp as VIPS of the Month for March. Motion by Kristine Metcalf. Seconded by Stephanie Northcutt. Motion approved.

EMAIL MOTION:

3/8/2012

A motion was made to have the following individuals sit in the nominating committee: Monica Camille, Kelly Metzger, Amy Ashmore, Andrea Cordover, and Adria Morrison. Motion by Laura Bond. Seconded by Michelle Ruben. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
April 3, 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
Recording Secretary	Michelle Ruben
Parliamentarian	Laura Bond
Publicity	Christy Witt
Educational Enrichment	Stephanie Northcutt Kim Thaman Adria Morrison
VIPS	Kristine Metcalf
Staff Appreciation	Leslie Piwowar Val Holeman
Corresponding Secretary	Margaret Guzaldo
Principal	Michael Hejducek
Other Attendees	Rachael Rodwell Deneen Dineen Elaine Dubec Charmoin Tatum Sabina Rasheed

Principal's Update:

Preparations and practices for STAAR testing have gone well. Also, the kids prepared thank you messages to send to Reindeer Run sponsors.

Concerns about school crossings, school zones, and various dismissal safety issues were discussed. Dr. Hejducek has formed a committee to look at dismissal issues, and some improvements will be made for next year.

Pinwheels and ribbons are on display in the front of the school to support Child Abuse Awareness week. It is also autism awareness month, and there are some displays and activities going on.

President's Update: Sandy Lapp

The current board and next year's proposed board were introduced.

A meeting occurred with Mr. Hejducek and the Smart Board sales representative. Currently 3rd through 5th grades have Smart Boards, but Kinder through 2nd do not. The cost for Smart Boards for the K – 2nd grades is approximately 56,200, which would include installation of 25 units. The Board hopes to do this by the beginning of next year, which is probably doable based on spending so far this year.

Kinder Registration is Monday April 9th 8am – 3pm, Tuesday April 10th 8am – 3pm and 5pm – 7pm, and Wednesday April 11th 8am – 3pm. Board members are asked to help work at a PTO information table, as they are able.

There is a request from Mrs. Elliott for the PTO to consider making a donation of \$100 to the Dew House / Dewalt Heritage Center for a brick with our school name on it. The Student Council was not able to make the donation due to timing, but she requested the PTO consider it. Kelly Seheult will research rules regarding non-profit donations, and then the board will decide.

Parliamentarian: Laura Bond

There is a slate of PTO Board officers nominated for the 2012-2013 school year. A publicist has not yet been identified. A specific request for this position was included in the Tuesday Newsday, which generated some interest. The nominating committee will handle remaining business over email. The final position is 2nd VP and currently has one candidate. We will see if there is additional interest, or possibly just have one 2nd VP and utilize chairs for the different committees. The group discussed possible improvements in how to get the word out to the average parent regarding committee opportunities. We will create a consolidate flow chart to show PTO positions and related committee opportunities. Please send committee structure for each position to Michelle Ruben to consolidate into a chart.

Improvements to the slating process were discussed, including a recommendation to remove resume from the request for bio and resume for future board candidates. Also discussed was the need to ensure that the nominating process starts quickly after return from Winter break, so that each year's new board could be voted on by the March meeting.

A concern was raised that one member of the nominating committee would not have a child at SOE next year. The group agreed no change was needed to the by-laws.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from the March meeting. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

Treasurer: Kelly Seheult

Total year-to-date income is \$168,254.92, which is about 91% of what we budgeted this year. Expenses year-to-date are \$131,532.98, which is just under 58% of budget for expenses. Net income year-to-date is \$36,721.94. We expect that we will hit budget on educational enrichment expenses since several items are still outstanding such as field trips and the 5th grade party. Another recommendation was made to handle spirit wear with a pre-order process and reduce inventory. The group supported this suggestion.

A motion was made to approve the Treasurer's Report for March 31, 2012. Motion by Kelly Seheult. Second by Kelly Wilson. Motion approved.

1st Vice President: Jennifer Finley (absent)

Budget discussions will begin next week. Sandy Lapp, Jennifer Finley, and Kelly Seheult will begin preliminary discussion. On Thursday May 3rd the general membership will vote on the new board and the proposed budget. Meetings will begin to start formulating the budget in advance of that date. The PTO Board will review the budget at the May 1st board meeting.

2nd Vice President: Jen Freedman, Kelly Wilson

Kona Ice Dinner Night is currently being held at the Train Depot, but participation is dwindling. The board discussed possibly moving the event closer to school at dismissal time. Mr. Hejducek voiced concerns about the timing at dismissal. The group agreed to keep Kona Ice in the same location due to safety, but to encourage him to provide stickers to put on the kids at dismissal. The Board also discussed what potential there was for Kona Ice to be involved in Field Day again. One possibility would be increasing the price of student shirts by a little, and including the price of Kona Ice. We will need to find out from Kona Ice what the per student price would be, and pass on this recommendation to the field day planning group.

School Supply Packs will be handled through the PTO again, but the vendor will be Staples instead of EPI, due to better pricing. We will do 100% online ordering, and the delivery date will be about 1 week prior to school starting. We will need to confirm the final FBISD supply list.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison

Most of the chairs for next year have already been identified. A motion was made to approve the following committee chairs for Educational Enrichment: Math & Science Night – Smita Parikh, In-school field trips – Emily McMinn & Robin Yovan, Teacher Orders – Kim Thaman & Stephanie Northcutt. Motion by Adria Morrison. Second by Kelly Wilson. Motion approved. Committee chairs that are still pending or deferred include Equations League, Reading & Writing Night, and 5th Grade Party.

A motion was made to pay School Specialty an amount not to exceed \$1,300 for kindergarten classroom setup supplies. This is within their overall budget. Motion by Kim Thaman. Second by Kelly Seheult. Motion approved.

VIPS Coordinators: Kristine Metcalf, Heather McFarlain

A motion was made to approve Renata Codianne and Rebecca Stepp as VIPS of the Month for March. Motion by Kristine Metcalf. Seconded by Stephanie Northcutt. Motion approved.

A recommendation was made to get the teachers, room parents, and class volunteers more involved in laminating particularly at the beginning of the school year. There would be an issue with training, as having untrained individuals using the machine can be problematic. Mr. Hejducek will discuss with the team leads how to better organize and prioritize this work.

Staff Appreciation Coordinators: Leslie Piowar, Val Holeman

Work for the Staff Appreciation week has begun. The committee is again looking for gift card donations from parents to award to the teachers and staff. There is a dinner scheduled for Lupe Tortilla. Plans are being made to also try to incorporate the kids more, such as asking kids to bring in something small each day for the teacher (homemade card, a small snack, etc.). Participation will be entirely optional.

There is an individual who has volunteered to come in and take pictures for an event. They will forward his name for remaining events this year.

Also Staff Appreciation is proposing a PTO Board mixer for the old and new board. It would occur the first week in May.

Publicist: Christy Witt

The yearbook has gone to the publisher. The PTO mission statement and any opportunity to incorporate it into our publications was discussed. Please send any recommendations to Christy. Work on the website and Tuesday Newsday continues, and traffic continues to increase.

Corresponding Secretary: Margaret Guzaldo

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

A recommendation was made to purchase "Mydirectory.com" to use for next year, which costs about \$300. This recommendation was previously discussed and includes an online directory with the option to print with a code. You can advertise with a ticker option on the bottom. We will investigate this option in more detail. The Board agreed that this would be a worthwhile purchase and the required \$300 will fall under Membership – Directory expense.

Final Items

- May 1st – next board meeting
- May 3rd – general membership

A quorum is needed at the General Membership meeting, so please encourage your friends and neighbors to attend. The possibility of a proxy vote was mentioned, but this had been discussed before and creates multiple problems.

Meeting adjourned at 12:00 pm.

Next Meeting: May 1, 2012

Minutes submitted by: Michelle Ruben