

Summary of Motions
Scanlan Oaks Elementary Board Meeting
August 14, 2012

A motion was made to approve the minutes from July 12, 2012. Motion by Elaine Dubec. Second by Trina Padilla-Mata. Motion approved.

A motion was made to approve the Treasurer's Report through August, 2012. Motion was made by Kelly Sehult. Second Kathleen Boettiger. Motion approved.

Scanlan Oaks Elementary PTO Board Meeting – Minutes
August 14, 2012

The meeting was called to order by Sandy Lapp at 10:00 am.

Those present were as follows:

President	Sandy Lapp
1 st Vice President	Deneen Dineen
2 nd Vice President	Kathleen Boettiger
Corresponding Secretary	Maria Bologna
Treasurer	Kelly Seheult
Publicist	Trina Padilla Mata
Parliamentarian	Debbie Tally
VIPS	Maralou Billig Elaine Dubec
Educational Enrichment	Carolyn Flinn Sabina Rasheed
Staff Appreciation	Val Holeman Kristine Metcalf Leslie Piwowar
Principal	Michael Hedjucek

Principal's Update: Michael Hedjucek

- Parent night will be held on September 20, 2012, and will include a PTO meeting.
- The school will not be sending home Friday folders this year. Instead Tuesday folders will be sent home. Scanlan Oaks was one of the only schools in the district to send home Friday folders.
- It was discussed that Tuesday Newsday should include LAMPPS updates and happenings. Some teachers were concerned Tuesday Newsday was becoming too repetitive, so adding information about LAMPPS would help keep a variety of information going home to the parents each week.
- Parents will no longer be able to park in the back of the school during normal school hours. The back parking is reserved for teachers only. Teachers will not

park in the front of the school unless they have a designated parking spot. A few handicapped spots will remain in the back lot. Exceptions would be after school events, but that is outside of regular school hours. This is for safety reasons, so only school personnel can enter through the back door.

- The drop off and pick up car flow has changed for the back of the school. A map will go home to all of the parents and will be discussed at Kinder Camp and Meet and Greet.
- There will no longer be parking on the street in front of the school during school hours. This will help children get home safely from school and help with the flow of traffic during drop off and pick up hours.
- There will be exceptions to the parking restriction during school events like Thanksgiving parties, Valentine's parties, etc.
- Temporary buildings have been re-locked and re-keyed.
- Special approval is still in the works to move the marquee to the other side of the street.
- The new Smart Boards should arrive soon and be installed before school starts . Some of the boards already in place in certain classrooms were moved to different walls, etc. The existing boards were also lowered to allow for smaller children to be able to interact better with the board. Mr. Hedjucek is strongly encouraging teachers to use the Smart Boards and holding training for them.
- Scanlan Oaks has added 4 new staff members.
 - Mrs. Brown – 5th grade
 - Mrs. Salazar – 5th grade
 - Mrs. Earnest - 3rd grade
 - Mrs. DeLeon – Kindergarten
- The theme this year is TEAMWORK.
- May add classes to grades K, 1st, 2nd depending on enrollment.
- The school currently has 920 registered students.
- A new superintendent should be named by January. The school board is naming an interim soon.
- The new cafeteria manager's name is Cheryl.
- Mr. Hedjucek would like to see the Angel Committee up and running this school year. People on this committee will help send sympathy cards, flowers, make a donation in a person's name on behalf of the PTO to those in the school who suffer losses in their immediate families. This committee would also acknowledge a child that becomes very ill or breaks their arm, etc. by giving them a stuffed animal or something of the like. It was discussed and agreed to set aside \$75.00 per instance in the case of a death out of the PTO budget to cover the cost of flowers or to make a donation.
- Mr. Thompson will be at Lake Olympia Middle School for a couple of weeks helping them as an Assistant Principal. He should be returning the second week of school.

President's Update: Sandy Lapp

- Current Baines spirit wear sizes fit middle school sized children. They have agreed to place a special order for our students provided we have a large enough order we will plan a special sale in the later part of September.
- Target is offering a great promotion right now. If you go to their page and like it and vote on our school we could receive up to \$10,000 in gift cards for books and supplies if we win. The link and information about this promotion went out in Tuesday Newsday and we need to encourage everyone at the school and that we know to vote often so we can win!
- Sandy discovered an awesome app called Google Drive/Google Chrome. This app is free and great to put all of our documents into in order to save and be able to pass on to the next board member taking over our positions. This will eliminate having to save documents on a flash drive and pass the flash drive on to the next board member. Each board position should create their own file. We will make one PTO file per position and put everything in it. Make sure to use your SOE PTO email.
- The new Google Docs. link will be used this school year to allow parents to volunteer on line. The link will combine all volunteers into a spreadsheet with columns for each category.
- All PTO members need to check the ABC 123 to make sure all of their positions are discussed and covered.

Parliamentarian: Debbie Tally

- Debbie removed the requirement for a resume to be provided by any future potential PTO Board members.

Recording Secretary: Charmoin Tatum – Elaine Dubec took minutes

A motion was made to approve the minutes from July 12, 2012. Motion by Elaine Dubec. Second by Trina Padilla-Mata. Motion approved.

Treasurer: Kelly Seheult

The current balance is \$76,426.89

The net income for the year to date is -\$1,583.64

Income:

Dinner Nights Income \$65.45

School Supply Packs Income \$286.37

Expense:

Landscaping/Butterfly Garden \$600.00

Management & General Exp. \$1,335.13
(Storage, sales tax, insurance)

A motion was made to approve the Treasurer's Report through August, 2012. Motion was made by Kelly Seheult. Second Kathleen Boettiger. Motion approved.

If a board member needs reimbursement for an expense, the reimbursement form can be found in the VIPS Room.

If you are making a deposit, please fill out the Cash/Checks Receipts Journal. If using petty cash out of the cash box you need to fill out the Petty Cash Worksheet. Both forms can be found in the VIPS Room.

1st Vice President: Deneen Dineen

The sponsorship form is ready to give out for Reindeer Run.

2nd Vice President: Kathleen Boettiger

- Emergency and transportation cards will be the only things sent home in the first Tuesday folder.
- When is the playground going to be fixed? Mr. Hedjucek hasn't heard back yet from the canopy company. Mr. Hedjucek would like to put money aside in the budget to upgrade the playground, (i.e., basketball courts, playground, etc).
- We have to choose what our major fundraiser will be this year.
- School supplies are in. We need a lot of help passing them out. Meet up at the school on Friday at 10:00 if you can help. We need as many people as possible!
- We need one person to help Laura Bond with pre-sales for spirit wear during Kinder Camp and Meet & Greet.
- We would like to find a Dasher Sponsor for Reindeer Run this year. That would be a sponsor who donates @2,500.00.

Educational Enrichment: Carolyn Flinn and Sabina Rasheed

- Sabina was able to get the \$200.00 teacher's choice approved and put letters in the teacher's boxes yesterday.
- The Houston Museum of Natural Science will be a major presenter for Science Night. They have a new program that they have been working on all summer. We will still have Mad Science for the younger kids.
- Not sure yet when the Baines Bound shirts will go out. They are working with the 5th grade group that is heading that up. Still working on design but the shirts will go out some time in September. We will be able to tell 5th grade parents they can wear them on Spirit Day.

VIPS Coordinators: Maralou Billig, Elaine Dubec & Rachel Rodwell

- Hand out the flyer for Tea and Tears at both Kinder Camp and Meet & Greet. We will be able to cover parents who are new to the school this way.
- VIPS will make name tags for KC and MG for the board members. They will be printed on the computer.

- Revisions were made to the Volunteer Form. Categories added are Room Parent, 2 Hour Power Hour, and Equations League. Categories changed are Stuff Tuesday Folders, and Staff Appreciation Week.
- QR code will be added to the top front of the form.
- Setting up for Kinder Camp on Tuesday, August 21st at 1:00. We will be able to leave the room set up for M&G. New balloons will be purchased for each event.
- JoBeth Lira will be our monogram person at KC and M&G. She will have backpacks and lunch boxes for sale and monogramming as well.
- We will not have big posters in each classroom this year for volunteers to sign up on. The only form will be the VIPS Volunteer Form. Each classroom will have a box to place the form in so the sign up for room parent can remain more anonymous. The other way parents can sign up to volunteer will be through the Google link we send out. We are going to encourage parents to use it.
- The large packet that has the volunteer descriptions will NOT be given out to parents. We will have a packet at each table during KC and M&G. Please tell parents to go the PTO website for more information about the volunteer positions.
- We will send home the VIPS volunteer form in the Tuesday folder.
- Need more laminators! Especially next week when all of the teachers are back! Please sign up on the Sign-Up Genius or contact the VIPS Coordinators.

Staff Appreciation Coordinators: Val Holeman, Kristine Metcalf & Leslie Piwowar

- Birthday gifts for the teachers will be candy jars that say “You’re SOE Sweet.” Each teacher will get one on their birthday.
- They are getting with Ms. Moats about movie night.

Publicist: Trina Padilla Mata

- Yearbook pre-sales will be offered at KC and M&G.
- Everyone will be in the yearbook this year.
- The cover and theme will tie in to the shirts and that SOE is a Big Deal.

Corresponding Secretary: Maria Bologna

- Directory will be on line this year.

Meeting adjourned at 12:00 p.m.

Next Meeting: September 4, 2012

Minutes submitted by: Elaine Dubec