

**Summary of Motions  
Scanlan Oaks Elementary Board Meeting  
September 4, 2012**

A motion was made to approve the Treasurer's Report through August 31, 2012. Motion was made by Kelly Seheult. It was seconded by Kathleen Boettiger. Motion approved.

A motion was made to approve the minutes from August 14, 2012. Motion was made by Charmoin Tatum. It was seconded by Val Holman. Motion approved.

A motion was made to approve payment to Scholastic Books in an amount not to exceed \$1,500 (6 grade levels - \$250 each) for prizes awarded to the classes that won the Super Express Contest. The check will be issued prior to Book Fair in October. Motion was seconded by Kristine Metcalf. Motion approved.

A motion was made by Kathleen Boettiger to approve the following chair positions:

- Greater Giving Set Up: Nikki Henderson
- Box Tops: Amy Groen
- Reindeer Run Volunteers: Kristi Kohl
- Reindeer Run Class Projects: Heather Meador
- Reindeer Run Publicity: Kristi Bradley
- Reindeer Run Silent Auction: Deanna Martin
- Holiday Shoppe: Leslie Morrison

The motion was seconded by Deneen Dineen. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes  
September 4, 2012**

The meeting was called to order by Sandy Lapp at 10:06 am.

**Those present were as follows:**

<b>President</b>	<b>Sandy Lapp</b>
<b>1<sup>st</sup> Vice President</b>	<b>Deneen Dineen</b>
<b>2nd Vice President</b>	<b>Kathleen Boettiger</b>
<b>Recording Secretary</b>	<b>Charmoin Tatum</b>
<b>Corresponding Secretary</b>	<del><b>Maria Bologna</b></del>
<b>Treasurer</b>	<b>Kelly Seheult</b>
<b>Publicist</b>	<b>Trina Padilla Mata</b>
<b>Parliamentarian</b>	<b>Debbie Tally</b>
<b>VIPS</b>	<del><b>Maralou Billig</b></del> <b>Elaine Dubec</b> <b>Rachel Rodwell</b>
<b>Educational Enrichment</b>	<b>Carolyn Flinn</b> <b>Sabina Rasheed</b>
<b>Staff Appreciation</b>	<b>Val Holeman</b> <b>Kristine Metcalf</b> <b>Leslie Piwowar</b>
<b>Teacher Liaison</b>	<b>Kelly Simpson</b>
<b>Principal</b>	<b>Michael Hedjucek</b>

**Others in attendance included:**

Kelly Matte with HEB  
Brandi Jordan – Grade Level Coordinator  
Emily McMinn – Grade Level Coordinator  
Jennifer McNally – Grade Level Coordinator

Special Guest Speaker: Kelly Matte

Kelly Matte spoke about the HEB Community Challenge and the Ready, Set, Move Program. She also encouraged our participation in the HEB Excellence in Education awards program and the HEB Healthy Campus Grant Program. More information and other programs Kelly highlighted can be found at [www.HEB.com/communityinvolvement](http://www.HEB.com/communityinvolvement). The HEB Book drive will be held September 12-25, 2012. If you would like to request donations for Reindeer Run and other school events – please complete the request form at least 2 weeks in advance. Leave form at the Business Center for Kelly Matte. Or the forms can be faxed to 281-778-1026. For large events please have paperwork in at least 90 days in advance. Paperwork for large events can be submitted online but make sure Kelly is aware so she can help us track the progress. Kelly's email address is [S110cc@HEB.com](mailto:S110cc@HEB.com).

**Principal's Update: Michael Hedjucek**

All SMART Boards have been installed. All teachers have been trained on the SMART Boards. Training will continue every 6 weeks for teachers.

We are looking into purchasing a new laminating machine. It may be more cost effective to get a new laminator and service agreement than to continue with the current service contract on the old machine.

He is looking into using the money in his budget to repair the holes in the playground and get new mulch. He would like for us to consider using fundraising dollars to repair and upgrade the playground equipment and basketball courts. Trees that have died will be removed soon. His goal is to get the playground area up to par and safe for the children.

Open House is on September 20<sup>th</sup>.

We will be adding another teacher to First grade. There is classroom space available. Total enrollment is around 980.

Mr. Hedjucek's goal is to have many GT certified teachers. If parents would like to see a guided reading lesson please let the teacher know. There was a suggestion to have a training session for reading mentors. It was also suggested to hold a Strategy Session for Parents during Reading and Writing Night.

Another crossing guard is being added to the Secret Forest crossing. A flag will not be raised this year to signify rainy day dismissal. A call will be made by 2:00 p.m. for rainy day dismissal. School Messenger will notify parents at 2:00 p.m. if a rainy day dismissal has been called. This will not change after 2:00 p.m. even if the weather clears. Indicate the phone number you want School Messenger to call by going on Family Access.

The marquee has been moved and should be turned on this week.

**President's Update: Sandy Lapp**

Thank you for helping sort the school supply packs. Thanks to the VIPS Team for a great Kinder Camp and Meet and Greet.

Please encourage everyone you know to turn in their Super Express packets by Friday, September 7<sup>th</sup>.

Planning for Reindeer Run is underway. Sandy asked for teacher input and ideas to help make it great.

**Teacher Liaison: Kelly Simpson**

Thank you for the help with the start of school and school supply packs and the teacher luncheon. All teachers are bragging about the SMART boards, they are being used in many creative ways.

**Parliamentarian: Debbie Tally**

No Report

**Recording Secretary: Charmoin Tatum**

A motion was made to approve the minutes from August 14, 2012. Motion was made by Charmoin Tatum. It was seconded by Val Holman. Motion approved.

**Treasurer: Kelly Seheult**

The current balance is \$77,768.52. Total income \$5310.09 so far this year. Most of this income is from spirit wear. Expenses are a little over \$5500, which results in a loss of \$242.

A motion was made to approve the Treasurer's Report through August 31, 2012. Motion was made by Kelly Seheult. It was seconded by Kathleen Boettiger. Motion approved.

**1st Vice President: Deneen Dineen**

Name tags for mailboxes are complete. Please remember to check your mailboxes.

Audit was completed last week. Everything went smoothly.

Deneen has started to get donations for Reindeer Run. There are several pending donations she is working on.

**2<sup>nd</sup> Vice President: Kathleen Boettiger**

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Express Contest. The check will be issued prior to Book Fair in October. Motion was seconded by Kristine Metcalf. Motion was approved.

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The motion was seconded by Deneen Dineen. Motion approved.

There was discussion regarding spirit wear. An orange shirt will be mandatory for class field trips – it is preferable that it is an SOE orange shirt but it can be any orange shirt. There may be a reorder of orange SOE t-shirts before the spring field trips.

#### **Educational Enrichment: Carolyn Flinn and Sabina Rasheed**

Math and Science Nights are November 13<sup>th</sup> & 14<sup>th</sup>. The Houston Museum of Natural Science is going to do a stage show and possibly additional stations. We will have the Crocodile Encounter, Mad Scientists, and other hands on experiment stations.

The Educational Enrichment Team is in need of Mentoring Volunteers. Please encourage people to volunteer. Information is updated on the website. They will work on expanding the training for volunteers. Mr. Hedjucek will offer suggested techniques based on grade levels.

It was suggested that we look into using PALS or other older student groups to help at Math and Science Night.

It was suggested to review the when, where, why and how of field trips.

They do have a parent sponsor for the Equations League. This is a 4<sup>th</sup> and 5<sup>th</sup> grade math club that meets after school once per month. We now need a teacher sponsor.

They are working on 5<sup>th</sup> grade t-shirts.

#### **VIPS Coordinators: Maralou Billig, Elaine Dubec & Rachel Rodwell**

Tea and Tears did not have a good turn out this year. Elaine suggested either eliminating or changing it for next year. Meet the Principal was suggested as a possible replacement. Mr. Hedjucek suggested revamping Kinder Camp for next year. Possibly having them go to teacher

rooms first then to the cafeteria to meet the principal. Campus tours were also suggested for next year.

Please remember to report your volunteer hours to the VIPS team. They are working on a new form for reporting.

There are a number of teachers who did not have Room Parent volunteers.

They had a great response overall to the volunteer drive, with the exception of the Room Parents, possibly due to the change in format this year for gathering those volunteers (prior years had seen a sign-up poster in each classroom, but it was felt last year that people were concerned with privacy and that required addressing this year). Efforts are being made to fill all of these spots. Then they will recruit LAMPS chairs

**Staff Appreciation Coordinators: Val Holeman, Kristine Metcalf & Leslie Piowar**

Birthday Bakers is September 11<sup>th</sup> for August and September birthdays.

New PTO Board t-shirts are ready. Please give Leslie your old t-shirt or discard it yourself so you don't get them confused.

Remember to submit a FBISD *Request for Food Sales or Service* Form if you will be serving food at your events.

**Publicist: Trina Padilla Mata**

No report.

**Meeting adjourned at 12:08 p.m.**

**Next Meeting: October 2, 2012**

**Minutes submitted by: Charmoin H. Tatum**