

**Summary of Motions  
Scanlan Oaks Elementary Board Meeting  
September 18, 2012**

A motion was made to approve the suggested revisions to the budget. Sandy Lapp made the motion. It was seconded by Elaine Dubec. The motion was approved.

Scanlan Oaks Elementary PTO Board Meeting – Minutes  
September 18, 2012

The meeting was called to order by Sandy Lapp at 10:07am.

Those present were as follows:

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

Principal's Update: Michael Hejducek

**President's Update: Sandy Lapp**

This emergency meeting was called to discuss the budget shortfall. The budget was based on an income of \$75,000.00 from the Super Express Fund. The actual income to date \$57,715.00. The Super Express Fund was extremely successful. In hindsight, we probably were mistaken in setting an unrealistic goal. In the future we need to budget based on the income from the past two years. Close to 75% of SOE families participated in the drive which is exceptional.

Sandy asked each area to evaluate their areas and suggest places we could possibly make cuts. The following are areas that were discussed.

**MSRW – Math, Science, Reading and Writing**

Originally budgeted at \$12,000. Suggested budget \$8,000. Savings would be \$4,000. Mr. Hejducek would like to see teams request funds for additional projects and supplies instead of being given a lump sum. Now that SOE is an established school, most of the teachers have the supplies they need and such a large amount is not needed.

**Fifth Grade Shirts**

Estimated savings would be \$1,100.

PTO has always paid for these shirts in the past. We also pay for a 5<sup>th</sup> grade party. It was suggested that this be an optional t-shirt that can be purchased if desired.

**Nurse**

Entire amount not needed per nurse. Estimated savings of \$400.

**PPCD**

No longer located at SOE. Now at Heritage Rose.

Estimated savings of \$500.

**Computer Specialist**

No longer on campus – district removed from Elementary campuses.

Estimated savings of \$600.

**Super Express**

Did not need the entire amount

Estimated savings of \$1,500.

**Landscaping**

Estimated savings of \$2,300.

**Sales Tax**

Estimated savings of \$1,000.

**Special Projects**

Originally budgeted at \$8,000. After much discussion it was decided to leave the money in this budget area. The intent is to use this money to improve and maintain the playground, including providing mulch.

**Resources**

Estimated savings of \$5,000.

Mr. Hejducek feels this budget item is unnecessary.

**Smart Boards**

Savings of \$9,944.

The actual cost of the smart boards came in under budget.

**Family Events**

Estimated Savings of \$600.

Discussion was held to do a "Pastries with Parents" instead of both "Moms and Muffins" and "Dads and Donuts."

**Staff Appreciation Dinner and Gift**

Estimated savings of \$1,811.25

**Support Staff Gifts**

Estimated savings of \$225

**Wagons and Door Pencils**

Estimated savings of \$400

It was suggested to ask parents to donate any gently used wagons.

**VIPS Breakfast and Lunch**

Estimated savings of \$500

**VIPS Coffee**

Estimated savings of \$200

**VIPS of the Month**

Estimated savings of \$250

It was suggested to just recognize 1 VIP for month

**Fourth Grade Field Trip**

Estimated savings of \$450

**In House Field Trips**

Estimated savings of \$300

**There are some areas of shortage that were discussed.**

**School Supply Packs**

**Estimated shortage is \$214.55**

**Sprit Wear**

**Estimated shortage is \$5,000**

**Super Express**

**Estimated shortage is \$16,785**

A motion was made to approve the suggested revisions to the budget. Sandy Lapp made the motion. It was seconded by Elaine Dubec. Motion was approved.

**Next Meeting:October 2, 2012**

**Minutes submitted by: Charmoin H. Tatum, Recording Secretary**