

Summary of Motions
Scanlan Oaks Elementary Board Meeting
November 29, 2011

A motion was made to approve the minutes from the November 1, 2011 PTO Board Meeting. Motion by Michelle Ruben. Second by Jen Freedman. Motion approved.

A motion was made to approve the budget for the month of November. Motion by Kelly Seheult. Second by Margaret Guzaldo. Motion approved.

A motion was made to pay Affordable Moonwalks an amount of \$1500 for moonwalk rental at Reindeer Run. Motion by Kelly Wilson. Second by Margaret Guzaldo. Motion approved.

A motion was made to approve Beth Shields and Smita Parikh as VIPS of the month for November. Motion by Kelly Wilson. Second by Jen Finley. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
November 29, 2011**

The meeting was called to order by Sandy Lapp at 10:08 am.

Those present were as follows:

President	Sandy Lapp
1st Vice President	Jennifer Finley
2nd Vice President	Jen Freedman Kelly Wilson
Treasurer	Kelly Seheult
Recording Secretary	Michelle Ruben
Corresponding Secretary	Margaret Guzaldo
Publicity	Christy Witt
Educational Enrichment	Stephanie Northcutt Kim Thaman Adria Morrison
Staff Appreciation	Leslie Piwowar Val Holeman MiMi Julian

Principal's Update: Pamela Browning (absent)

There are no updates on recruitments.

President's Update: Sandy Lapp

Plans are being made for going-away activities for Mrs. Browning.

Reindeer Run is this weekend, December 3rd. We need all hands on deck, so Board members should ensure they are volunteering and keeping things running.

Assistance is needed distributing the Art to Remember packets. This will most likely be moved to Monday due to Reindeer Run activities.

We need a contractor to mount the Joe Jaramilla plaque on the side of the riser in the outdoor classroom. Any suggestions for appropriate contractors should be sent to Sandy.

An external timer has been installed on the marquee.

Parliamentarian Secretary: Laura Bond (absent)

The PTO had to file the full form 990 this year since we were over the \$200,000 limit, which has increased our accounting costs significantly over budget. We will need to determine whether a motion is needed at a general meeting, or if the budget overage can be addressed at the end of the year.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from the November 1, 2011 PTO Board Meeting. Motion by Michelle Ruben. Second by Jen Freedman. Motion approved.

Treasurer: Kelly Seheult

The current balance as of November 28th is \$101,671.16. Year to date net income is \$40,212.00. A motion was made to approve the budget for the month of November. Motion by Kelly Seheult. Second by Margaret Guzaldo. Motion approved.

The group was reminded that we need to raise at least \$60,000 this weekend to meet our budget for the year.

1st Vice President: Jennifer Finley

A timer has been installed to cut power to the sign at planned intervals. This allows the message to be run constantly with the external timer managing when it shows on the marquee. Some details are still being worked on. It appears that FBISD has added firewall software that is prohibiting some access.

There are no additional updates on the sound system. We are waiting for the equipment to be shipped.

2nd Vice President: Jen Freedman, Kelly Wilson

It was requested that the Board assist with selling raffle tickets. Ten tickets were distributed to each board member.

A motion was made to pay Affordable Moonwalks an amount of \$1500 for moonwalk rental at Reindeer Run. Motion by Kelly Wilson. Second by Margaret Guzaldo. Motion approved.

There are still many volunteer needs for Reindeer Run activities. Needs for several positions were discussed, and everyone should be encouraged to use sign-up genius to fill positions.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison

Overall, Science Night went well. Opportunities for improvement next year were discussed, including increasing the level of teacher involvement. Work for Reading and Writing Night continues.

MSRW (math, science, reading, and writing) money is not being spent quickly. Only a small portion of the \$15,000 budget has been spent.

VIPS Coordinators: Kristine Metcalf (absent), Heather McFarlain (absent)

A motion was made to approve Beth Shields and Smita Parikh as VIPS of the month for November. Motion by Kelly Wilson. Second by Jen Finley. Motion approved.

There was discussion about funding for Express Day. Sandy will follow-up with the VIPS Coordinators to clarify and resolve any issues.

Staff Appreciation Coordinators: Leslie Piwowar, Val Holeman, MiMi Julian

Nacho average Monday went well. Next week is birthday bakers.

Publicist: Christy Witt

Teacher wishlists are posted on the website. The early-bird special has ended for the yearbook. Sales for the yearbooks end on December 16th. This deadline will be communicated in the Friday folders by December 9th.

Information summarizing PTO expenses will be shared at Thursday's PTO General Membership meeting and followed-up with additional information in an upcoming Tuesday Newsday. The PTO Board should wear their black Reindeer Run t-shirts to the General Membership meeting on Thursday at 6pm.

We are still working on getting access the full school distribution for an "opt-in" email to the PTO Tuesday Newsday.

Corresponding Secretary: Margaret Guzaldo

Directories were distributed yesterday. Also, a directory management software was discussed that costs \$200 plus \$179/year for on-line access. The software is transferrable, and parents would be able to access the directory on-line and mobile. There was a large amount of support for pursuing this option.

Meeting adjourned at 11:55 pm.

Next Meeting: January 3, 2011

Minutes submitted by: Michelle Ruben