

Summary of Motions
Scanlan Oaks Elementary Board Meeting
May 28, 2012

A motion was made to approve the minutes from May 1, 2012. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

A motion was made to approve the Treasurer's Report through May 29, 2012. Motion by Kelly Seheult. Second by Christy Witt. Motion approved.

A motion was made to approve the following chairs:

Greater Giving Chair – Nikki Henderson

School Store – Peggy Nice / Jonette Cardwell

Motion by Kelly Wilson. Second Kristine Metcalf. Motion approved.

A motion was made to approve the following chairs:

Field Day – Shelly Stone

Reading / Writing – Kristi Merriman

Motion by Stephanie Northcutt. Second by Michelle Ruben. Motion approved.

A motion was made to reimburse Kim Thaman for \$12.09 in unreimbursed tax for an iPod for PPCD through GameStop. Motion by Kim Thaman. Second by Margaret Guzaldo. Motion approved.

A motion was made to approve Shelly Stone and Rachel Wallace as VIPS of the month for May. Motion by Heather McFarlain. Second by Kelly Wilson. Motion approved.

A motion was made to pay the yearbook publisher the balance due of \$2,342.82. Motion by Christy Witt. Second by Leslie Piwovar. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes
May 28, 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
Corresponding Secretary	Margaret Guzaldo
Publicity	Christy Witt
Parliamentarian	Laura Bond
Educational Enrichment	Stephanie Northcutt Kim Thaman Adria Morrison
VIPS	Heather McFarlain Kristine Metcalf
Staff Appreciation	Leslie Piwowar Val Holeman
Principal	Michael Hedjucek
Other Attendees	Rachel Rodwell Carolyn Flinn Kathleen Boettiger Deborah Tally Sabina Rasheed Deneen Dineen Maralou Billing

Principal's Update: Michael Hejducek

Field Day has just finished, and it was a great success. Kindergarten numbers are where they need to be, and all teacher positions are filled for next year. The awning for the outdoor classroom has been re-hung. They will be taking a look at working on areas where erosion has occurred.

A recommendation was made for a Care Committee / Angel Program for the PTO to send cards, encouragement, and/or flowers to families who are suffering a loss or going through difficult times. Two kids lost parents this year. The group agreed consistency would be important, so we will work on some basic guidelines.

President's Update: Sandy Lapp

A quote was received from Summit Integrations to install the SmartBoards for \$46,806. The Board will determine how much money is available in July and make the purchase decision at that time.

Parliamentarian Secretary: Laura Bond

The Board had previously approved to update bylaws to remove "resume" from the requirements for nomination, however we are having trouble locating the original document. We will check with Denise Mueller and Jennifer Finley. We are also looking for job descriptions.

Recording Secretary: Michelle Ruben

A motion was made to approve the minutes from May 1, 2012. Motion by Michelle Ruben. Second by Kristine Metcalf. Motion approved.

Treasurer: Kelly Seheult

The current balance is \$82,863.82. We will probably end up with a balance around \$75K – 78K by the end of June, after remaining expenses trickle through. The SmartBoard purchase should be very doable in July.

A motion was made to approve the Treasurer's Report through May 29, 2012. Motion by Kelly Seheult. Second by Christy Witt. Motion approved.

1st Vice President: Jennifer Finley

Board members were asked to pass their binders on to the new board members. Deneen will need copies of anything specific for your position that needs to be included in next year's binders (instructions, etc.).

2nd Vice President: Jen Freedman, Kelly Wilson

A motion was made to approve the following chairs:

Greater Giving Chair – Nikki Henderson

School Store – Peggy Nice / Jonette Cardwell

Motion by Kelly Wilson. Second Kristine Metcalf. Motion approved.

Two hundred sixty one school supply packs have been ordered to date. We want to increase the order by at least that many again by next week. A notice will be included in next e-blast.

The group discussed feedback received from the teachers about handling cash for various programs. Mr. Hejducek confirmed that they will need to continue to assist with this.

Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison

A motion was made to approve the following chairs:

Field Day – Shelly Stone

Reading / Writing – Kristi Merriman

Motion by Stephanie Northcutt. Second by Michelle Ruben. Motion approved.

Dates have been set for the following events: November 13/14 – Math / Science Nights (by last name); Feb 7 – Reading & Writing Night. Teachers will be encouraged to participate next year.

A motion was made to reimburse Kim Thaman for \$12.09 in unreimbursed tax for an iPod for PPCD through GameStop. Motion by Kim Thaman. Second by Margaret Guzaldo. Motion approved.

VIPS Coordinators: Kristine Metcalf, Heather McFarlain

A motion was made to approve Shelly Stone and Rachel Wallace as VIPS of the month for May. Motion by Heather McFarlain. Second by Kelly Wilson. Motion approved.

The efforts to support Ferndale Henry were very successfully and extremely well received.

Staff Appreciation Coordinators: Leslie Piwovar, Val Holeman

No updates.

Publicist: Christy Witt

The ABCs and 123s document has been updated with TBD dates. Next year's Board members were asked to take a look at the website to update their areas for next year, particularly any links that may need to be inactivated or updated. Also, think about any information that needs to be updated or communicated over the summer.

The yearbook overage sale is complete, and a few last issues are being resolved.

A motion was made to pay the yearbook publisher the balance due of \$2,342.82. Motion by Christy Witt. Second by Leslie Piwovar. Motion approved.

Corresponding Secretary: Margaret Guzaldo

Work is being done to transition to next year. The new membership software will be loaded on Maria Bologna's PC once they can get together.

Meeting adjourned at 11:00 am.

Next Meeting: July 10, 2012

Minutes submitted by: Michelle Ruben