

**Summary of Motions**  
**Scanlan Oaks Elementary Board Meeting**  
**May 1, 2012**

A motion was made to approve the minutes from the April meeting. Motion by Michelle Ruben. Second by Heather McFarlain. Motion approved.

A motion was made to approve the Treasurer's Report for April 30, 2012. Motion by Kelly Seheult. Second by Heather McFarlain. Motion approved.

A motion was made to approve Laura Michalik and Melissa Dunn as committee chairs for the 5<sup>th</sup> grade party. Motion by Stephanie Northcutt. Second by Kristine Metcalf. Motion approved.

A motion was made to approve Terrice Stanley and Andie Saucedo as April VIPS of the Month. Motion by Heather McFarlain. Second by Christy Witt. Motion approved.

A motion was made to approve the identified GLCs. Motion by Kristine Metcalf. Second by Kim Thaman. Motion approved.

- K – Jennifer McNally
- 1 – Stephanie Northcutt
- 2 – Brandi Jordan
- 3 – Jennifer Finley (with possible second person)
- 4 – Deanna Martin
- 5 – Emily McMinn

A motion was made to increase the budget for staff appreciation by \$500, taken from Other Projects. The money will be used to buy larger gifts during Staff Appreciation week. Motion by Leslie Piwowar. Second by Stephanie Northcutt. Motion approved.

A motion was made to approve Terrice Stanley as committee chair for the Yearbook next year. Motion by Christy Witt. Second by Jennifer Finley. Motion approved.

**EMAIL MOTION:**

4/14/2012

A motion was made to approve the purchase of 3<sup>rd</sup> Grade MSRW & Classroom Setup Supplies not to exceed their budget of \$3,702.50. This includes a combination of MSRW \$2,500 & Classroom Setup Supplies \$1,202.50. Requests include the following: Jeopardy game system (4 @ \$500 each), markers, construction paper, labels, and various other supplies. Motion by Kim Thaman. Second by Michelle Ruben. Motion approved.

**Scanlan Oaks Elementary PTO Board Meeting – Minutes  
May 1, 2012**

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

Those present were as follows:

<b>President</b>	<b>Sandy Lapp</b>
<b>1<sup>st</sup> Vice President</b>	<b>Jennifer Finley</b>
<b>2nd Vice President</b>	<b>Jen Freedman Kelly Wilson</b>
<b>Treasurer</b>	<b>Kelly Seheult</b>
<b>Recording Secretary</b>	<b>Michelle Ruben</b>
<b>Publicity</b>	<b>Christy Witt</b>
<b>Educational Enrichment</b>	<b>Stephanie Northcutt Kim Thaman Adria Morrison</b>
<b>VIPS</b>	<b>Kristine Metcalf Heather McFarlain</b>
<b>Staff Appreciation</b>	<b>Leslie Piwowar</b>
<b>Principal</b>	<b>Michael Hejducek</b>
<b>Other Attendees</b>	<b>Rachael Rodwell Charmoin Tatum Carolyn Flynn Kathleen Boettiger Trina Padilla-Mata</b>

**Principal's Update:**

Katrice Lowe is a finalist for FBISD Elementary Teacher of the Year. Next year there will be a few new staff and some leaving: Mrs. Albritton (5<sup>th</sup> grade), Mrs. Abraham (3<sup>rd</sup> grade) and Mrs. Sukup (2<sup>nd</sup> grade). Replacements have been identified and will be announced at a future date. Two teachers within district will be transferring to us. Mrs. Patel will be moving to 4<sup>th</sup> grade. Enrollment numbers are about the same overall next year.

The SmartBoard inventory has been completed.

**President's Update: Sandy Lapp**

The draft 2012 – 2013 budget was reviewed.

Current net income is much higher than where we have projected to be at year end. Even with all projected expenses, we're still expected to be about \$40,000 positive in net income. The plan is to carry forward excess funds to next year and adjust next year's budget to incorporate planned special projects such as SmartBoards.

The draft committee roster was reviewed. Please send any updates to Michelle Ruben. The need to communicate open committee positions was discussed. If you have a committee position to fill, please send Sandy a brief write-up of responsibilities, and she will start advertising for them. We will also consider using a "help wanted" page.

Thursday is the General Membership meeting. We will be voting on budget and new PTO Board.

The \$75,000 amount of the budget for the Express Fund campaign was discussed. Also discussed was the use of Paypal for SuperExpress fund campaign, and possibly other activities. Most agreed this was a good idea, as the non-profit rate is fairly low, about 2.5%.

We are also looking for someone to videotape the Fourth grade performance. It was suggested the High School program might be willing to help.

**Recording Secretary: Michelle Ruben**

A motion was made to approve the minutes from the April meeting. Motion by Michelle Ruben. Second by Heather McFarlain. Motion approved.

**Treasurer: Kelly Seheult**

Total year-to-date income is \$172,038.19, and year-to-date expenses are \$140,518.67. Net income is approximately \$31,500, which is over budget by \$73,435.52.

A motion was made to approve the Treasurer's Report for April 30, 2012. Motion by Kelly Seheult. Second by Heather McFarlain. Motion approved.

**1st Vice President: Jennifer Finley (absent)**

Budget meetings were completed last week with assistance from Kelly Seheult.

**2<sup>nd</sup> Vice President: Jen Freedman, Kelly Wilson**

School supply packs are available to order online. We will look into lawn signs for advertising school supply packs.

The fire sale got rid of much of the inventory for spirit wear. Spiritwear will be done with a pre-order at the beginning of the year, and a standard t-shirt carried throughout the year for mid-year needs.

The school board approved a movement of the marquee to a new location. The new location was not known by anyone at the meeting.

**Educational Enrichment: Stephanie Northcutt, Kim Thaman, Adria Morrison**

A motion was made to approve Laura Michalik and Melissa Dunn as committee chairs for the 5<sup>th</sup> grade party. Motion by Stephanie Northcutt. Second by Kristine Metcalf. Motion approved.

**VIPS Coordinators: Kristine Metcalf, Heather McFarlain**

A motion was made to approve Terrice Stanley and Andie Saucedo as April VIPS of the Month. Motion by Heather McFarlain. Second by Christy Witt. Motion approved.

Grade Level Coordinators (GLCs) have been identified for every grade, with a possible addition still to be made for 3<sup>rd</sup>.

- K – Jennifer McNally
- 1 – Stephanie Northcutt
- 2 – Brandi Jordan
- 3 – Jennifer Finley (with possible second person)
- 4 – Deanna Martin
- 5 – Emily McMinn

A motion was made to approve the identified GLCs. Motion by Kristine Metcalf. Second by Kim Thaman. Motion approved.

Our PTO will be supporting Staff Appreciation for Ferndell Henry Center for Learning on May 15th. Please consider signing-up to help if you haven't already.

**Staff Appreciation Coordinators: Leslie Piwowar, Val Holeman (absent)**

A motion was made to increase the budget for staff appreciation by \$500, taken from Other Projects. The money will be used to buy larger gifts during Staff Appreciation week. Motion by Leslie Piwowar. Second by Stephanie Northcutt. Motion approved.

A letter went out to parents requesting gift card donations for Staff Appreciation week. Over 100 cards valued at over \$1000 were received. A flyer will also go out giving suggestions on what kids can do daily to participate. Help is needed for picnic on Wednesday, so please consider signing up on the sign-up genius. There is also a dinner night at Lupe Tortilla on Thursday.

Work has begun to design the PTO Board t-shirt for next year. If you have an idea, talk to Leslie or Val. Plans are still being made for a mixer for the incoming and out-going board members.

**Publicist: Christy Witt**

The yearbook went to publisher the first week in April. We should receive them the second week in May so they can be distributed the week of May 22<sup>nd</sup>.

The e-blasts and website are going well.

A motion was made to approve Terrice Stanley as committee chair for the Yearbook next year. Motion by Christy Witt. Second by Jennifer Finley. Motion approved.

**Corresponding Secretary: Margaret Guzaldo (absent)**

No updates

**Final Items**

Everyone is reminded there is a General Membership meeting on Thursday. Please wear your PTO shirts.

Also note that the next PTO Board meeting has been moved up a week to May 29<sup>th</sup>.

**Meeting adjourned at 11:40 pm.**

**Next Meeting: May 29, 2012**

**Minutes submitted by: Michelle Ruben**