

DOUGLASS PTO/SIT BOARD MEETING MINUTES

January 14, 2004

MEMBERS PRESENT:

Traci Hoops, Chair
Christa Tourault, Co-Chair
Carole Carroll, Secretary
Vicky Mayfield, Treasurer
Laura Burke, Volunteer Coordinator
Lorraine Trezek, Volunteer Coordinator

Kelley King, Principal
Nancy Chiu, Faculty Member
Elaine Schwenker, Faculty Member
Lynn Twietmeyer, Faculty Member

ABSENT:

Lisa Sobieniak, Faculty Member

GUESTS:

Kathy Ransom, K Teacher; Donna Parsons, Chile Committee; Pam Rahn, parent

WELCOME/INTRODUCTIONS:

Traci opened the meeting by having board members introduce themselves with a brief description of their position on the board. Guests then introduced themselves.

APPROVAL OF MINUTES:

Carole announced that Dec. minutes are not yet typed. She will email them to board members for approval before next meeting.

DAC REPORT AND TREASURER'S REPORT:

Vicky reported that there will be a meeting in February on the 4th at 7pm at Platt, which PTO/SIT members are encouraged to attend. It is an informational meeting about the current budget. The format will include a speaker as well as Q & A time. Kelley shared that Douglass staff will get a presentation on the budget and she will do a power point presentation in Feb. January's DAC meeting was on district goals and diversity.

Vicky then passed out the current Profit & Loss vs. Actual and Balance sheets. She reported that:

- The Douglass Dough amount under current assets is not accurate because she hasn't received the latest information from Lisa Pellman yet.
- Mini-grants continue to be dispersed in bits and pieces.
- She would like to know about Mr. C's gym mats—have they been ordered for this year yet? Kelley responded that she will look into it.

Traci shared that Kelley secured \$750 to put towards bully-proof training. Therefore, PTO's contribution will be decreased. \$8,712 was budgeted, only \$6,100 will be spent. Vicky had a different figure--\$6,867.90

Traci then questioned the timing of the mini-grants; do they have to be in the fall or would it make more sense to grant them in the spring? Kelley responded that a problem occurs with waiting until spring when they have new staff starting employment in the fall. Often times they need things sooner than spring.

Traci next asked for an overview of the budget; what we've spent so far and how much we have left. Vicky directed her to look at the Balance Sheet. It shows \$53,895.53 is present in our checking & money market accounts. Page three shows we've spent about \$50,000 in expenses so far of the \$75,000 we have budgeted to spend. So, \$25,000 of the \$53,895.53 still needs to be spent before year end, however if we raise \$25,000 at the spring fundraiser, then we won't need to transfer it.

Christa asked if Vicky has a protocol for end of the school year budgeting for next year. Kelley responded that some things remain constant from year to year, some get deleted, and others get added. She and Vicky work together on those decisions and share the changes with the board.

OLD BUSINESS:

- Child Care Pay

After some discussion the following pay structure was suggested: base rate of \$7/hr; if the ratio of kids to caregiver goes over 5/1, then we add \$1/child/hr. We will also put out a parent tip jar. Carole motioned to approve this pay structure; Traci seconded; all approved.

- Teachers Extra Duty Pay

Kelley reported that she has talked with a couple of principals to find out what's happening in other schools. Choir & Student Council are very common. The schools use the district extra duty pay, but typically they don't have many teachers participating in extra duty activities and so it is not as spread out as it is at Douglass.

Christa offered to type up the answers to our questions from last month's meeting and email them to everyone.

Traci said she wants to get a handle on the bigger picture of how many evergreen projects the budget already has before she adds another one. She feels she can't vote until then.

Vicky asked what our timeline is. When must Kelley have an answer? And have we even determined if PTO/SIT *can* fund extra duty pay.

Kelley responded that extra duty pay is typically dispersed in June. She needs a decision by the May meeting. PTO/SIT organizations can not pay FTEs, but they can purchase the services of adults to work with kids on a consulting basis. Extra duty pay would fall under this category and typically pays at \$7/hr.

- Teacher Wish Book

Traci reminded the teachers that the wish book goes along with strategic planning for the budget. She wondered if there's been any feedback from the teachers yet. She is interested in presenting the book to the faculty to tell them how to use it.

Lynn & Nancy both said that the teachers really haven't discussed the book yet. Kelley said that she has mentioned the book at a faculty meeting, but agreed it would be helpful for Traci to present it to the faculty herself. Their next meeting is Thurs 1/22 at 7:50 am.

- Grant Approval

Traci announced that Sue Inslee's grant was approved by BVFS.

- CAP vs. Choices & Changes

Traci wanted to recap the decision that was made about these two programs. This year we will do both programs. K-1 will have CAP; the whole school will get Choices and Changes. Vicky reminded us that CAP is already in the budget this year so it feels like a good compromise. Kelley commented that she likes Choices & Changes because the students will get classes on these topics every year. Choices & Changes has also agreed to add a parent training component. Next year we will vote on whether to keep CAP in the budget or not.

- Fundraising Survey

Traci asked if we want to share the results of the survey in the school newsletter or the Friday Folders. Kelley suggested putting an abridged version in the newsletter, and then refer families to the website for the full version. Christa said she will condense it for the newsletter. Traci will post the full survey on the website as well as on the PTO bulletin board.

NEW BUSINESS:

- College Planning Series

Christa has a contact with CU Federal Credit Union who would be willing to do a presentation at our school on the topic of financial planning for college. There is no charge and the presentation last for 30-45 minutes. Traci asked if there is any interest in this topic. All present agreed they'd like to hear it and felt the parent population at Douglass would be interested too. Traci suggested we keep this in mind when planning our meetings for next year. It might increase participation if we have a speaker attached to the business meeting.

- Chile Update

Kelley reported that the committee still has no information on the Chilean teacher coming next month. She said they tend to do things at the last minute. She'll let us know when she knows.

PRINCIPAL ACTION ITEMS:

Kelley reported that she is meeting with the district tomorrow on the topic of projected number of students for 2004-05. Don Orr is the District Planner. His job is to figure out how many seats will be available in each school. Open Enrollment deadline is next week.

Currently, we have 5 kindergarten siblings wanting to OE next year, one family of which has already bought property in the neighborhood. Kelley shared the following chart which shows the '04-'05 enrollment picture as of 1-14-04. She reminded us that this changes daily.

Grade	# students we know of right now	# of rounds	Total # students we can have, including OE
K	46	4	68
1	73	4	68
2	70	3	78
3	105	4	104
4	74	3	84
5	79	3	84

Right now it looks like the five siblings will get in under OE, but clearly the gap is closing. Traci asked what will happen when we reach maximum school capacity. Kelley responded that the district does have a mechanism in place for how to handle overflow situations.

OFFICER RECRUITMENT PLAN:

Christa announced that she has to withdraw from her position as co-chair because her job is demanding more time. She is willing to continue to assist in a background role e.g. compiling surveys, etc.

This would mean 100% turnover of the parent portion of the board for the '04-'05 school year. All present agreed that this is not ideal.

Traci said she would be willing to keep the chair position for one more year if necessary and Vicky said she would be treasurer for another year as well. However, the by-laws have stipulations about term lengths. A quick perusal of them indicated there is a provision for the Chair to continue. We would need to communicate to the parents that we are amending the by-laws for one year to get a better stagger of parent turnover.

Laura & Lorraine pointed out that there is a good article in the PTO magazine on the topic of recruiting new officers.

Kelley said we can recruit through the school newsletter.

The by-laws also have stipulations about resignation. Christa will need to submit a written notice. Christa decided she could stay on through the end of this school year. She will submit a written resignation at that time.

Bottom line: we need to make the parent population aware of all the openings on the board for next year via the school newsletter. After we see what response we get from that, we can decide if one or more of the current members needs to stay on board via by-law amendment.

STRATEGIC PLANNING FOR BUDGET/FUNDRAISING:

Discussion postponed until next meeting.

MISCELLANEOUS:

Traci shared a marketing tool the Auction Committee is handing out. It looks promising for getting major sponsors.

Laura passed out a handout to update us on the Family Dance. She is particularly hoping for increased teacher attendance/participation this year.

Carole motioned to adjourn the meeting. Vicky seconded. Meeting adjourned at 5:25 p.m.