

Douglass PTO/SIT Meeting Minutes
January 10 , 2007
2:45-4:45pm

- I. Welcome/Introductions and Sign-In
 - Principal – Kelley King
 - Vice President – Natalie Portman-Marsh
 - Secretary – Jen Patrick
 - Treasurer – Beth Ellis
 - DAC Rep – LeNore Kerber
 - DPC Rep – Cathy Faughnan
 - Teacher Rep – Lynn Twietmeyer
 - Teacher Rep – Alisha Cohen
 - Teacher Rep – Esther Parson
 - Teacher- Tim Spear
 - Parent – Jo Shanks

- II. Approval of November Minutes – All in favor.

- III. Principal - Kelley King
 - a. Open enrollment - Deadline is next Friday, Jan. 19th. We take no more than what we are allowed. It is the rule that we fill each of these spots minus 3 for kids who move in to the district. We will not take open enrollment in the 5th grade group. Preference is given to siblings.
 - b. Snapshot survey- Douglass may be a pilot school for doing these surveys online. The district is trying to increase response rate for the surveys.
 - c. Art project to benefit EFAA- Students make house pins and sell them for charity at local art center. We need to get approval to participate. All in Favor.
 - d. Kidz Art – proceeds go back to the art program. For 2 years the money has not gone to the art program. We will correct that.

- IV. President Comments – Natalie Portman-Marsh (for Penny Tompkins)
 - a. Parenting Safe Children – We are bringing this program to Douglass January 31. Only 6 people are signed up for this program, so far. What can we do to encourage families to participate? Discussed using PTO Manager to email everyone in the school and opening it to other school communities. We all agreed on opening it to all of the Elementary schools. Decided we need to make a decision by the 24th on whether or not to cancel the program. We will give people that deadline. Need a minimum of 10 people signed up to move forward.

V. Treasurer's Reports – Beth Ellis

Beth met with Linda and closed the books for last year. She is transferring everything to Quickbooks. Douglass Dough – we made _ of what we budgeted for the year. Gift wrap- we made a little over our goal. We made \$90 on the Crawdaddy's sale. Gift cards are higher than the budget for the fee we had to pay on them. We spent money on the ampitheater. Spent \$700 on substitutes. Paid insurance. Spent money on Volunteer Thank you's. Now paying \$20 per month for Quickbooks online. When we become a 501c3 the cost will go down to \$15/month. We paid \$149 for PTO manager software. Spent \$800 on busses. \$800 to Caught Being Good parties for the entire year. Outdoor Ed – we spent \$913. See Beth for detailed budget.

Working on Lowe's Grant. Issues with check being made out to Douglass Elementary vs. Douglass PTO/SIT. There is \$116 in the liability fund we are not sure what that is for. Discussed it might have been for a 5th grade gift of some kind.

VI. VP Comments – Natalie Portman-Marsh

- a. Fundraising Survey – Discussed wording of survey, possibly listing each of the fundraisers we do and 'Yes' or 'No' on whether or not they support it. We discussed creating a cover letter listing in general what expenses PTO covers. Beth will help create this. Natalie will send Jen a rough draft of the survey and Jen will send it to the rest of the group.
- b. Spring Fundraiser- We decided to do the Jog-A-thon for the Spring Fundraiser. We are in need of chairpersons. Natalie will put it in the newsletter that we are looking for chairs for the jog-a-thon.
- c. Family Dance/Teacher Auction- Jacqui Davie is heading up Teacher auction. We were unsure if Anna Coppolla and Laura Burke were chairing the Family Dance. Jen Patrick agreed to consult with whoever wants to head it up.

Special note: Mr. Weingast passed away, he was a former Douglass dad. Douglass will send a card.

VII. VC Update – Beth Pulford had a baby boy! (*obviously, not present!*)

VIII. DPC Update – Cathy Faughnan

Cindy Swenson was supposed to go in place of Cathy for the last meeting, but was unable to attend due to illness.

- a. Calendar change - Passed around the minutes from the DPC meeting. Printed out results on survey for the school calendar. 2/3 found the calendar change acceptable. The next step is for the school board to discuss and vote on it. School Board meetings are the 2nd and 4th Tuesday's of the month. If

people would like to make public comments, they can attend and be given a few minutes to speak.

- b. Superintendent Search- The district is still working on the Superintendent search. Go to BVSD website for more info. Their next meeting is Jan. 24th.
- c. Platt Principal Search- On Tuesday, Jan. 16th there is a meeting at Platt to discuss the new principal search for Platt Middle School.
- d. Playground Committee update – Since we have a plan in place, we should be a priority to get money from the bond to get started on playground plan.
- e. Mural Kiosk- Still working on establishing the kiosk with the rest of the mural tiles. Cathy will follow up with Traci Hoops.

IX. DAC Update – Lenore Kerber

The committee is doing a budget review for district budget. Questionnaires are going out to each school regarding their input. It is an optional survey. The Head of Environmental services talked about school safety. Discussed the difference between safety vs. security. The bond was specifically for safety (ie. on the playground) not security, which is a different issue. In terms of security, we talked about being able to get a hold of parents. We should make a mid-year request for phone number updates from parents. Lynn suggested putting it in the Friday newsletter/classroom letters. Lenore is on the Accountability subcommittee. They are reviewing the math curriculum. Their goal is to advise on this curriculum.

X. Book Swap – Jo Shanks and Tim Spear

Jo and Tim talked about doing a book swap in the spring right before conferences. Children could swap a book or bring 25 cents to buy a book. Parents could contribute old books not being used anymore. All the books would come to the library. Mr. Spear would set up a schedule for kids to rotate through. We will need volunteers to help. This is to take place March 21 and 22.

Wish Lists- Teacher's feel we need to advertise a little more. Not very many received things from it. We agreed to put information in the school newsletter. We decided it's a good idea but we need to do a better job advertising it.

Briefly had a security update. Keeping doors locked etc. Kids' have been great. Came right in when there was the stranger on the playground. Lynn Twietmeyer is the most affected by the locked doors. Natalie suggested putting something in the newsletter giving parents an update on how well security measures are going and thank everyone for being a part of the solution.

Jill Maxwell would like to increase her time at Douglass for 2 hours per week. This would put her at 20 hours and she would be eligible for benefits. It would cost the PTO about \$2,000. Jill would offer a 2-day a week lego class for about 15 kids in 3rd-5th grade after school.