

# Douglass PTO/SIT Meeting Minutes

April 11, 2007

6:30pm-9:20pm

- I. Welcome/Introductions and Sign-In
  - a. Principal – Kelley King
  - b. Vice President – Natalie Portman-Marsh
  - c. Secretary – Jen Patrick
  - d. Treasurer – Beth Ellis
  - e. DAC Rep – LeNore Kerber
  - f. DPC Rep – Cathy Faughnan
  - g. Teacher Rep – Alisha Cohen
  - h. Volunteer Coordinator – Hillary Wallace
  - i. Teacher Rep- Lynn Twietmeyer
  
- II. Principal Update – Kelley King
  - a. Early Assessment Days – August 16<sup>th</sup> and 17<sup>th</sup> – staff is working on a plan for these. Purpose is to meet students and assess students abilities. Considering having K and 1<sup>st</sup> come in 2 shifts on the 16<sup>th</sup> or 17<sup>th</sup>. 8:15-11:00am or 12:00-2:45. 5<sup>th</sup> grade would come the 1<sup>st</sup> shift only on the 17<sup>th</sup>. 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grade would come in 90- minute slots – 8-9:30, 9:40-11:10, 11:50-1:20 and 1:30-3:00pm. Kids and parents would meet teachers, drop off supplies and do some assessments. Parents will sign up for slots online. Class lists will be posted the 15<sup>th</sup>. Discussed possibility of childcare provided by PTO. 2<sup>nd</sup> and 3<sup>rd</sup> will have helpers in the classroom. Discussed having coffee/donuts for parents in cafeteria and forms to fill out possibly in the gym. Supervisors on the playground.
  - b. Budget information - have been gathering input from teachers on PTO budget. Teachers ranked most important fund raising items. Literacy and classroom materials were in top 2 of every grade level.
  - c. Preliminary staffing/student enrollment info and update. We have had some attrition in Kindergarten. Read to achieve may be kept in place for a couple more years, but will probably be less than before.
  
- III. President Update – Penny Tompkins
  - a. Jog-a-thon Update – committee is together and moving fwd. Thursday, May 17<sup>th</sup>. Similar look and feel to last year. Online piece and pledge forms. Should be a lot less work for the committee this year. Survey feedback said people liked it but some felt the fundraising prizes focused too much around how

much money each child raised. This year for every hundred dollars raised by a child, their name will go into the raffle for a trip for 2 to Disneyland. We will still do prizes for most laps, etc. Every classroom will have a party of some kind. Bolder Boulder has agreed to give Douglass Elementary a wave if we have 300 people registered for the race. All info will go out April 27<sup>th</sup> in the Friday folder. Starting to look for sponsorships next week.

- b. Gift Wrap feedback was negative around the prizes. Discussed not doing the gift wrap fundraiser next year.
- c. PTO Manager – wondering if community is happy with the emails or if parents feel like we are sending too many. We all felt it was very positive, not too much.
- d. Impact on Education fundraiser – we should require our liaison to come to our meetings next year. We need a better level of communication btw Impact and the PTO boards. We discussed making this a Board position. We will request her to come in May. Discussed having separate fundraising board member.
- e. PTO get together – Thursday, May 3<sup>rd</sup> 6pm. We will invite any potential new board members.

#### IV. Vice President Update – Natalie Portman-Marsh

- a. Passed around Parent Survey Results. The Board felt we should summarize the survey a little bit more before sending it to the parent community. A group of Board members will work on that summary.

#### V. Treasurer Update – Beth Ellis –See Beth for detailed budget.

- a. Teacher Auction and Family Dance – made \$2,857 on the dance, \$8,900 on the auction.
- b. YTD Budget vs. Actual – discussed difference. Kelley will look into it further. Should have \$40,000 when we start in September.
- c. Discussed adding in the \$5,000 from the Lowe’s grant back onto the budget. Need to spend that on the kiosk, that is what we told Lowe’s we would use it on.
- d. Tax Return – Linda got all the materials to Cindy about a month ago. We have been continuing to get extensions.
- e. Audit- Stephanie Moore’s husband is supposed to do this. Need to have this done for the insurance. Discussed possibly having a different plan. Penny will ask Cindy Swenson about how to do the audit. She will see if she can recommend someone.

#### VI. DPC and Playground Update – Cathy Faughnan

- a. We are on hold with the playground waiting for site survey . Need to get grading and drainage completed and then start the basketball court. Could be feasible to have it in place by next year.
- b. Talked about no child left behind, diversity.

VII. Secretary – Jen Patrick

- a. approval of last month's minutes- All in favor.

VIII. VC update – Hillary Wallace

- a. Officer Recruitment – Need a Vice-President. Talked about only having 2 VC's for next year.
- b. Chair Recruitment - Discussed some ideas around contacting each chair personally, ie. phone call, getting together with all the chairs at beginning of the year for a coffee/get-together. Removed Writers Rag from chairperson list, we haven't done that in a few years. Need Grocery certificate chair for next year asap so we can start to train them.

XI. DAC Meeting – this month's is scheduled for next week. No report for now.

Discussed getting Teacher wish lists for next year, now.