

## Douglass Elementary PTO / SIT Board Meeting

Wednesday, April 12, 2007  
2:45-4:45PM Library

### 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. Parent – Jo Shanks
- h. Volunteer Coordinator – Beth Pulford
- i. Teacher Rep- Lynn Twietmeyer

### II. Parent -Jo Shanks

- a. talked about doing a ‘Sports Swap’. Bear Creek does this type of thing. We would also include Halloween costumes. Idea is to do it on a Saturday morning in the gym. We would have a set price on items. Maybe    of the price would go to the school and    to the seller. PTO was in favor of this. We will add it to volunteer builder and schedule it for September 22nd. We also talked about doing the Book Swap again in March of 2008 before Spring Break.

### III. Principal Update - Kelley King:

- a. Review draft 07-08 school calendar; Add PTO/SIT dates- Kelley passed out rough draft of next years’ calendar. Discussed date for Fall Auction fundraiser –October 27<sup>th</sup> tentatively. Gift Wrap will be gone. May do a small online version of gift wrap. Kelley brought up an idea of doing a House Tour fundraiser. Definitely still keeping the jog-a-thon in the spring –May 9th. Pizza Party tentatively scheduled for September 6<sup>th</sup>. Family Dance in February-talked about making it a Leap Day party on Feb. 29<sup>th</sup>.
- b. What are the implications of the fundraising survey for scheduling events in 07-08? Natalie noted the only thing that stood out was eliminating the Gift Wrap fundraiser.
- c. Are we going to put advertisements in the family handbook/calendar again? Yes.
- d. Could proceeds from advertisements be used to pay for the cost of the handbook/calendar (approx. \$800 expense)? Decided not to do this for 07-08 but will do it the following school year. Penny will add that to the Volunteer Builder.
- e. Does PTO/SIT want to provide the refrigerator magnets with the school calendar to parents (approx. \$300 cost)? (Parents really like them)- PTO agreed to consider taking over that expense.
- f. 07-08 budget development, including estimated cost of literacy programs and other classified for next year. Cost to PTO is about \$26,000. Equates to hiring a part-time teacher. Beth mentioned we will be getting \$5,000 back from Read to

Achieve. She also noted we made \$5,000 from the Lego class. If we keep the same level of service for next year we will figure out the amount with Cost Of Living increases. Beth and Kelley will have the numbers pulled together for the next meeting.

- g. Latest revisions on the “early assessment days” plan (August 16 & 17) – we will get this online where parents can sign-up for a spot. All 450 kids are a link to the schedule on each teacher’s list. Parents will not see teacher’s names.
- h. Yearbook- students profiles got mismatched. Need to figure out what to do. Options include: color inserts, stickers covering the incorrect profiles, OR sticky pages-cost is \$600. Redoing all of the books was \$3500. Kelley felt the sticky pages were the best option. Yearbooks would not be ready until after June. Discussed possibility of doing it locally to get them done in time. Noticed some additional errors in the book. Decided we need to ask the classes to proofread the pages further. Talked about doing the stickers over each individual mistake.

#### IV. President Update - Penny Tompkins:

- a. Jog A Thon Update – we netted about \$48,000!!! We had more kids contribute this year- 250 out of 450 kids gave some kind of contribution. Online total was around \$11,000. We were up in sponsorships by a couple thousand dollars. A couple families gave large anonymous donations.
- b. PTO Manager for next year-Penny and Kelley are working on engaging new Kindergarten parents and getting them in the system. We are also working on getting the graduating 5<sup>th</sup> graders out of the system.
- c. Impact On Education fundraiser in June / Impact Liaison to come to board meetings –we will fill one table with parents and Mrs. Barbeau will be going. Penny will send an email out to parents and say what the money from Impact directly affects.
- d. Early Assessment days- need to think about having PTO there. Setting up a Douglass Dough table. We will discuss further at next meeting.
- e. Need for Fundraising Chair- we discussed adding a Fundraising Chair to the Board.
- f. Board Get Together-will do with our last meeting -scheduled for June 6<sup>th</sup>.

#### V. Vice President Update – Natalie Portman Marsh

- a. Fundraising for 2007 – 2008 – had their meeting. Decided on continuing with the Jog-a-thon and adding the Fall Auction. Keeping the Pizza Party and Family Dance. Getting rid of gift wrap, although will keep it online for those who would like to order. People didn’t like the gift wrap fundraiser. Issues around Pony Express for next year. Trying to keep it to just cards. No big gifts.
- b. We still need a VP for next year. Natalie will send an email and follow up with some names she was given.

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

- a. Cathy and Tracy are working with a someone to build the kiosk. We have been given permission to go ahead with the basketball court. Cathy felt we needed to get the site survey first and have a master plan. Kelley said once we get the site survey, and we are ok with the plan, we should move forward. Cathy wants the Fall auction to be focused on the playground. It will take a total of \$147,000 we are getting \$85,000 from the district. Need to raise \$40,000 more at

the auction to get this done. Cathy is going to call the City of Louisville to find out who did the playground there. Not sure if we are happy with the current contractor.

b. DPC – Cathy will miss this last meeting. Last month there was a big discussion on adding transgender language to the discrimination policy.

#### VII. Treasurer Update – Beth Ellis

a. YTD Budget vs. Actual-Passed around current Budget.

See Beth or website for detailed budget.

Total balance to date is \$62,322.80. Need to start thinking about Basketball court.

There was \$5,000 given from Lowe's. \$8,000 was expensed last year. Not sure what it was for. Need to get our audit done

b. Tax Return -Need to get tax forms signed.

c. Audit- Need to get our audit done. Hard to track through quickbooks. Penny will call Cindy Swenson about all of this. We should be in good shape for next year!

#### VIII. Secretary Update - Jen Patrick

a. Approved last month's minutes.

#### IX. Volunteer Coordinator Update – Hilary Wallace or Beth Pulford

a. Office Recruitment – need a VP. Natalie is handling that.

b. Chair Recruitment – good for the Fall. Still several things we need chairs for.

c. PTO Manager for next year

d. Show sample of “chair packet” we are putting together – working on putting these together for distribution during early assessment days with thanks and instructions on use of volunteer builder, job description, guidelines for chairpersons – set of standards to follow. Check request/reimbursement form. Extra notes page.

e. Tula, etc. reception budget item- May 25<sup>th</sup>. Cameron Riddle is making the cake. She wants to charge \$35. We agreed that was fine. We are getting flowers for Tula, Jackie, and Kay.

f. Hillary and Beth will be the VC's for next year. Kelly will help out with Volunteer Builder in the Fall, but that is all. Penny and Beth talked about having a training VC for next year who would stay on for the following year. Penny mentioned we should have someone in training for Treasurer, as well.

g. Lafayette Clothes Closet - Lynn Jones would like to start the mitten drive sooner. We agreed that was fine.

#### X. DAC Update – Lenore Kerber

a. Passed around BVSD Parent Survey Results. See Lenore.

b. Focused on getting committee reports in. Accountability committee focus on Math curriculum. Recommended 3 elementary schools who have Math night in place to mentor other schools in bringing it there. Discussed possibly developing a package of information and to advertise it as something that is available.