

Douglass Elementary PTO / SIT Board Meeting
Wednesday, June 6, 2007
3:30- 6:30pm Penny Tompkin's House

I. Welcome/Introductions and Sign-In

1. Principal – Kelley King
2. Vice President – Natalie Portman-Marsh
3. Secretary – Jen Patrick
4. Treasurer – Beth Ellis
5. DAC Rep – LeNore Kerber
6. DPC Rep – Cathy Faughnan
7. Volunteer Coordinator – Beth Pulford
8. Teacher Rep- Alisha Cohen
9. Office Staff- Paula

II. Principal – Kelley King

1. Yearbooks – corrected them today in a couple of hours.
2. Interviewing for a 2nd grade teacher Monday. 8 different candidates. All have master's degrees. Monica Draper will be sitting in on those interviews. Traci Hoops and Amy Smith will be parent representatives. Mrs. Rickert will be moving to 1st grade, which leaves this opening for 2nd grade.
3. Media Specialist – 2 retired teachers will be job sharing this position for next year. Elaine Schwenker and Mrs. Merriman. It is a one year contract, in the event Mr Spears returns next year.
4. Kelley and Monica – Kelley feels Monica is on the same page as her. They have been working together by phone on the transition. Monica has participated in some interviews of future candidates over the phone.
5. Paula is working on the calendar. Added everything from the last meeting.

III. Paula

1. Paula passed around the 07-08 School Calendar. Track and Field Days have been moved from May to September due to the busy time in May and change in school calendar. K and 3rd grade conferences will be earlier in October this year. They will not have report cards and will talk more about goal setting for the year. Discussed possibility of doing Fall Auction on Nov. 10th instead of Oct. 27th. Talked about family dance and finding ways to make it more family oriented. Will call it Family Night and put together a committee to brainstorm new ideas. Discussed possibility of Spaghetti dinner and Bingo in place of Family Dance.
2. Staff and hours –Discussed staff hour increases and cost of living increases of 3 1/2% for staff. Dawn Mangus- \$15,500 –22 Hours. Jill Maxwell TAG – 20 hours a week next year. \$5,000 to \$7,000. funded by Lego Robotics class. Literacy tutors - \$22,000-\$24,000. Clerical – 7 hours/week - \$4,900 to \$5,050.
3. Early assessment days- info will be in this week's newsletter. Forms will be available on line for people to print out and fill out at home and bring in to the early assessment days. Discussed setting up a Douglass Dough table there. Discussed having Fundraiser calendar available to review with people. Paula looking at getting more laptops from the district. Penny will contact PTO with more info on these days.
4. Yearbooks – Paula was wondering if teachers were going to receive a Yearbook. Penny suggested putting it on the Yearbook form asking if people would like to donate to a Teacher Yearbook donation fund.
5. Talked about School Pictures with Steven Hoffer and doing ordering online. Natalie will talk to him.

IV. Penny Tompkins

1. \$47,000 net profit on Jog-a-thon. Diana Gatti working on the sponsor Thank-You's.
2. Doing RFP for Spirit Merchandise. Many have responded to this. Penny will have some people sit in with her on Spirit Merchandise RFP review.
3. Early Assessment days – working on that.
4. Fundraising – we are looking for a ‘soft’ fundraising chair.
5. Impact on Education- staff donated toys for the auction. We have a Douglass Table and a few more. There will be 500 people there. We voted on adding a Board Position for an Impact on Education liaison.

V. Beth Ellis

1. Discussed current budget and forecasted budget for next year. See Beth for details.
 Douglass Dough made \$6,500. We typically make \$8,000-\$10,000. We will increase that in the budget for next year, as we think we will make that next year. Family Dance made \$3,000, had only budgeted for \$1,000. We will leave it at \$1,000 for next year since we may be changing the format. Gift Wrap made \$22,000 last year we will change it to 0 for next year since we are eliminating it. Will still offer online piece, but not counting on it. Jog-a-thon made \$47,000 looking at budget for next year of \$45,000. Teacher auction made \$9,000, was budgeted for \$6,000. Will bump it up for next year.
 Basketball court – will move it to Accounts Payable for next year, since we are planning on using it. Subs- spent less than budgeted. Will decrease it in the budget for next year from \$5,200 to \$4,000.
 Decreasing Teacher Appreciation from \$1,000 to \$500 for next year. PTO/SIT Misc. – budgeting \$1500 for next year. Will add Quickbooks expense to next year's budget - \$100.00. Bus Trips budget will remain the same - \$3,300. ‘Caught Being Good’ pizza parties will increase from \$800-\$1,000. Decreasing Literacy in services for tutors from \$500 to \$250. Removing School Supply kits - \$100, since we are moving to the King Sooper's kits. Will remove \$100 for Science Fair. TAG supplies was budgeted for \$750, used \$256. Kelley will talk to Jill about next years' projection. Yearbook – went way over budget of \$100. We have spent \$3,423. Beth will talk to her about next years' projection. Our total expenditures is \$104,000 we are projecting to make \$111,000.
2. Taxes from last year are done!
3. Audit – supposed to be done for insurance purposes. Insurance needs to be paid Nov. 15th. Audit committee will be added to the PTO Manager.

VI. Cathy Faughnan - Need 50% of the \$5,000 to Mike Davis for the kiosk. Looking at getting it in this Fall. Will cost an additional \$2,000 for powder coating and permanent Douglass Elementary sign over fence of North lot.

VII. Secretary – Jen Patrick

Approval of last month's minutes – All in favor.

VIII. VC – Beth Pulford

1. Back to School Folders – need to have them available at assessment days. Need to get them stuffed Wed. August 15th. Beth will send emails beginning of August to get volunteers to help with folder assembly. We will put the fundraising folder in the Back to School folders.
2. Folders for chairs will be given out at a chair meeting, not at Early Assessment days.
3. Discussed having someone who welcomes new families to the school, possibly Jo Shanks.
4. Alisha will put together a photo board of all of the chairs and on the website.
5. Discussed having Chairs attend the PTO meeting before and after their event. Beth will add to the folders for the chairs.
6. Gift Wrap- still need a point person for online deliveries to the school being distributed.

XI.VP- Natalie

1. Approached Jenny Kemp about VP position. She is considering it.