

Douglass PTO/SIT Minutes
September 13, 2006
2:45 PM – 5:00 PM

- I. Welcome/Introductions and Sign-in (5)
 - Principal – Kelley King
 - President – Penny Tompkins
 - Vice President – Natalie Portman-Marsh
 - Secretary – Jen Patrick
 - Treasurer – Beth Ellis
 - Volunteer Coordinator – Beth Pulford
 - DAC Rep – LeNore Kerber
 - Teacher Rep – Lynn Twietmeyer
 - DPC Rep – Cathy Faughnan
 - Parent – Lena Michels
 - Teacher Rep – Esther Parson
 - Teacher Rep – Alisha Cohen

- II. Approval of June Minutes (5)

- III. Kelley King – CSAP Review (30)
 - See Kelley’s CSAP slide show. Will be posted on website.

- IV. President Comments-Penny Tompkins (30)
 - a. By-Law Requirements --table this until next meeting. Board will read and sign them.
 - i. Review and Signature of BOD
 - ii. Requirement for 5 faculty members -Kelley King, Esther Parsons, Alicia Cohen, Lynn Twietmeyer, and Loraine Trezek.

 - b. Website Update
 - i. Minutes for March, April, May and June 2006 - We are missing minutes from March-June. Jen P. will contact PJ to get them on the website
 - ii. Volunteer Section –Volunteer Coordinator’s will add in more info on PTO manager.
 - iii. Fundraising and Charity Events/Calendar-We need to build this with windows of time. Should not change from last year. There are a couple of events missing – ie. ‘Pony Express’. Need to reiterate it is just notes, not gifts.

- iv. DPC (District Parent Council) Purpose and Meeting Dates- Cathy Faughnan will forward updated notes to Pete Welter webmaster@douglasselementary.com. Info will be posted on website.
 - v. DAC Purpose and Meeting Dates- Lenore will fwd updated notes to Pete Welter webmaster@douglasselementary.com. Info will be posted on website.
 - vi. Income and Expense Summary -Beth Ellis will update.
- c. Bulletin Board -Natalie Portman-Marsh will update volunteer builder with those who volunteered for this.
- d. Directory –We have converted to PTO Manager to eliminate paper process. We have about 65-70% registered. Do we move forward without those parents or make an effort to include them? Penny feels it is their responsibility. Lena has an opposing view. There are about 100 families that would need to be contacted to get them in the directory. Lena feels kid's are paying the price if they are not listed in the directory, not the parents. For example, a child not getting invited to a birthday party because they're not in the directory. She feels the directory has value because people are in it. It won't have as much value if everyone is not in it. Since it is a new system we should help get people into it. Penny informed us that after this year, parents will not need to re-enter everything in, just update information like children's teachers. Penny said we have a spreadsheet of who is not in the directory. Natalie felt we should send out the targeted email and give people 2 weeks. Paper copies are available if you don't have access to a computer. Lena will make a flyer for the Friday folder of those who are not in the directory. They can always get into the online directory anytime the rest of the year. It was decided that those not in the directory now will have until September 29th to get into the Printed Directory. Penny will send an email this week.
- e. School Supply Ordering for Fall 2007- Emily McCourt is the chair this year. King Sooper's is selling prepackaged school supplies. She has been talking to King Sooper's about having

supplies. With King Sooper's we just tell them we want to do it. They take responsibility for how many they make. They can send back whatever is not sold. Emily is happy to work with King Sooper's for next year. We have never made any money on it, it has always been a service. We don't lose anything by using King Sooper's instead.

Voted on changing to King Sooper's. All in favor.

- f. Fundraising Committee / Survey -feedback about jog-a-thon. 30 people have expressed an interest in fundraising. Penny will send email and see who will be on a committee. Need the committee to decide on Spring fundraiser. Penny wants to do a survey. Goal is to have people tell us how they feel about fundraising. Some would prefer just to write a check for a lump sum. Need survey to determine what people want to do. What about alternating years- 1 year gift wrap, next year auction? Decided we really just need a committee who comes up with a survey and determine from that what our fundraising calendar will be for next year. We have an operating budget of \$100,000, do we really need that much? What are people willing to give up? These questions will be part of the survey. The goal is to get more of the parents involved in the process, so it is more parent driven than PTO/SIT driven. Beth suggested posting results of survey. Esther suggested we should ask the kids, too.

- g. DAC Position- Lenore Kerber taking on this position.

VI. Treasurer's Report-Penny Tompkins and Beth Ellis (10)
Beth still training for this position from Linda Nehls. Linda will be helping with October.

- a. Financial Statement Review - See attached.

PTO/SIT Budget for this year is \$103,000. We need to raise \$76,000.

Douglass Dough we made alot more than usual -\$11,000.

Hoping to meet and beat that this year.

Spring Fundraiser needs to make \$40,000-\$50,000 to carry us over to the next year.

In terms of expenses –playground revitalization was put into the budget for the *possibility* of doing that. Other expenses include: TAG, Computer lab, clerical, Para-Educator time and administrative expenses associated with having these employees on the payroll.

Some of the things PTO/SIT helps pay for: substitute teachers, bus trips, teacher appreciation, volunteer thank you's, There is a description of each of these Budget line items online at the

Mini-grants for teachers' have been given up. Lynn Twietmeyer feels it's something teachers' would like to have back. Like Writer's Express books. The problem with getting \$ from Impact on Education is so many are applying for the grants, it makes it hard to receive. If we add it in to our budget, what does it come out of? Do we set fundraising higher, or take something out of the budget? Lynn wants us to think about this in the Spring for next year. Beth suggested teachers putting out a wish list would be helpful. We've done this before, but had trouble trying to figure out what to do with wish list items. Penny would like to add Teacher's Wish List's to the website, teachers would be responsible for sending wish lists to webmaster to post. If it's targeted to specific classrooms people would be more apt to contribute or fundraise for these items. Everyone felt this was a great idea.

Kelley will take this to their meeting. Penny will follow up with Pete (Douglass webmaster). Teachers will be responsible for getting info to Pete for the web.

- b. Audit Requirement for Bond Insurance -Insurance renewal due this fall. Beth and Penny will follow up with Linda Nehls. Linda will do that piece this year.

VII. VP Comments-Natalie Portman-Marsh (5) -Natalie will be taking on Bulletin Board coordination. Penny would like Natalie to help take over fundraising. Kelley would like VP to be the keeper of communication. Newsletter, web, etc.

VIII. VC Update-Beth Pulford (15)

- a. Roles and Responsibilities - Kelly Close is in charge of implementation of Volunteer Builder website/communication of it and Hilary Wallace is in charge of info for the newsletter. All 3 will be working together on thank you's and recognizing chairs of events. Trying to figure out if we are appropriately recognizing chairs. Trying to keep track of how many hours people are putting in. All chair positions have been filled at this time.
- b. Gift Wrap-chair,Lori Winsor, had things she still needed help on. Louise Garrels will be making posters in Esther's class Thursday. Beth will talk with Lori to see how she is doing. Timing with gift wrap is better this year. Hoping it will be better than last year. Info went out in newsletter last Friday.
- c. PTO Manager- Need to clarify to parents that we can communicate with event coordinators through volunteer builder. Kelly Close is working on some documents on educating people on how to use it. Volunteer Coordinator's will send another email

full cycle of using Volunteer Builder for an event to better understand how to best use it. We will have someone come do a presentation on how it works.

- VIII. Mosaic Art Fundraiser Update-Cathy Faughnan (5) -dedication ceremony Tuesday Sept 26th 2pm. Susan will be coming in. Kids will read some letters to Susan Wink. Need to put out another email to teachers to confirm thank you notes for her. Cathy met with Tracy Hoops they are designing an information kiosk where parents can post flyers and communicate. We will use the rest of the tiles to do the base of this kiosk. Kiosk will be located near seat wall and Quonset hut. It is a walk-up kiosk. We received a \$5,000 grant from Lowe's for funding this. There will be a plaque at the kiosk for those who donated to the seat wall.
- IX. DPC Update-Cathy Faughnan (5) first meeting is Sept 27 she will give report at next meeting. She will also be the Platt representative. DPC is District Parent Council.
- X. DAC Update- (5) -Lenore Kerber. No meetings as of yet.

Next Meeting October 11 @ 6:30 PM