

Douglass PTO Agenda
Tuesday September 25, 2007

- I. Welcome and Introductions (Natalie Portman-Marsh)
 - a. Principal – Monica Draper
 - b. 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- Nancy Chiu
 - h. Teacher Rep- Lynn Twietmeyer
 - i. Parent- Diana Gatti
 - j. Parent/PEN Rep- Lena Michels
 - k. Lafayette Clothes Closet- Lynn Jones
 - l. Student Teacher- Laura Kretke
 - m. School Secretary – Paula Miller
 - n. Music Teacher – Adrienne Terenzoni

- II. Approval of previous month’s meeting minutes (Jen Patrick) –All in favor.

- III. Lafayette Clothes Drive-
 - a. We will be having a clothing drive for Lafayette Elementary, our sister school, for mostly outerwear-coats, sweatshirts, hats mittens, and shoes. Lynn will be putting a couple of boxes in the front of the school. Volunteers will take turns bringing it over to Lafayette Elementary. Anything leftover from sports swap will go to them. Also, we will have mittens hanging on the bulletin board where parents can pick one to purchase the indicated items to donate. The mittens benefit Lafayette Elementary and Douglass Elementary students. We will get those in the hallway right before Thanksgiving. Lynn will need people who will put the items on the mittens, will need people to pick up items from the office and bring to her garage. She will get it started earlier this year and will be contacting Elaine from Lafayette Elementary. The difference this year will be 1 item per mitten instead of 3, so there will be an opportunity for more families to participate. Also, we will ask for more names of needy families. Lynn will need the email addresses of people who have volunteered for this program. Someone will show her how to get into PTO manager and find these names.

- III. Paula – Vending Machine -
 - a. Looking at getting a snack machine for the teacher lounge. A parent contacted Paula about actually purchasing the snack machine. The cost is

\$4,761 and we would make up the money within one year. PTO agreed we should front the money and they will also add that to the auction in the Winter.

- IV. PEN Presentation- Betsy Fox – Boulder County Healthy Youth Alliance
Michelle Hamernik, Lena Michels – PEN Rep
 - a. Next presentation – Resiliency In Action at the Lafayette Public Library on October 3 from 12-1pm. Presenter – Nan
 - b. Focusing on diversity. Sending out Pen info in both English and Spanish. Strong focus on Middle School.
 - c. Love and Logic coming next March.
 - d. There will be a PEN celebration at the end of the year.
 - e. Michelle’s main focus is to get the information distributed here at Douglass. Michelle and Lena would like to get a speaker here either in the Fall or the Spring. Talked about getting something put together with the other Elementary schools who feed into Platt.

- V. Auction Chair – Diana Gatti
 - a. The auction is February 23rd and will have an Oscar theme. Diana wanted to nail down what specific things this auction fundraiser will go towards. We have secured an auctioneer and it will take place at Boulder Country Club. Discussed adopt a classroom idea and specials. Nancy Chiu said she would bring it up at the next faculty meeting to get wish list ideas and auction ideas. Diana is, also, going to be asking for services and items to be donated. Diana got some ideas to take away.

- VI. Principal – Monica Draper
 - a. Safety – Monica passed around the Crisis Response Plan Overview. Explained the different Levels. Level 1 being Code Yellow,-Potential danger exists in surrounding community. Level II being Code Red- Acute danger in the immediate vicinity of the school. Intruder in the Building – Acute Danger within the building. Evacuations. Drills are practiced approximately once a month. Agreed to send this out to the parent community along with daily safety procedures. Monica will get this out to the parents via Friday folders. Decided not to post on the internet. We will add something in on the safety sheet about the Campus Messenger email notifications and when we will be conducting a test.
 - b. Peanut Butter Players want to perform for our school. It is a \$250 fee. Do we pay for this or not? Decided not to support this.

- VII. Treasurer’s Report – Beth Ellis
 - a. Budget report- Reviewed the month’s expenses. Made \$1,858 on Pizza Party. Made \$111 in interest. Had a bank service charge, Quickbooks monthly fee, \$300 for Reading to end Racism. Paid PTO Manager fee \$150. etc. See Beth for detailed budget.

- b. Talked about issues around having the Visa gift cards for Teacher's. Discussed going back to Teacher's turning in receipts and being reimbursed.
 - c. 501c3 is expired and we need to get it reinstated. Need to provide info to prove our status.
 - d. Discussed having Thank You letters to donors who donate to any event to use for Tax purposes. Decided this should be for the chairs to distribute. Need to have Beth Pulford add this to the Chair's info packet.
- VIII. Gift Wrap Fundraiser-Jen will follow up with Innisbrook Rep to figure out confusion around inputting orders. Need to send another email to parents. Have only raised \$1,300 so far. Budgeted for \$10,000.
- IX. Family Fun Night – The committee had a meeting. There will be Bingo, Teacher Talent, Carnival games. Beth P. has put together volunteer time slots for the night of the event. There will be prizes for the Bingo winners –prizes will cost around \$10 per person. Discussed giving raffle tickets for prizes.
- X. Spirit Merchandise-Jen Patrick will talk to Natalie about taking this on. Natalie will send email to parent community on RFP's.
- XI. DPC-PTO's shouldn't be purchasing cooling systems as they might be part of the bond issue if your school is due for some upgrades. Discussed Governor's Education agenda. They are still in the formulating phase of developing the plan for education. Next meeting is October 16th.
- XII. DAC-Doing school reviews. Ours is October 30th. Monica will need to attend, she hadn't heard anything as of yet. It is typically a principal, teacher and SIT representative.