

Douglass PTO/SIT Agenda

November 9, 2005

6:30-7:45PM

I. Welcome/Introductions and Sign-in (5)

Lori- Innsbruck \$44K of product needed to make fundraising goal Earnings should be about 20,200+. We budgeted \$22K.

Ideas on why funds are down – month later than usual. Jog-a-thon was timed for earlier. Katrina, etc.

Discussed the competition within the classrooms. Need better advertising earlier in the year. Lori to give us feedback earlier in the spring. Thank you for all your efforts
Lori!

II. Approval of October Minutes -

III. President Comments-Cyndy Swenson (10)

a. By-Law Requirements

Cyndy spoke about by-laws- need all to sign off on by-laws. Next month we will all be required to have read and sign off on by-laws, please review, Cyndy sent via email.

i. Review and Signature of BOD

ii. Requirement for 5 faculty members-Kelley to talk to teachers about another teacher representative joining the board.

b. Website Update-

Cyndy asked that everyone update website with responsible items, guidelines, minutes, etc.

i. Minutes for September/October

ii. Volunteer Job Description and Guidelines

iii. Fundraising and Charity Events/Calendar – Penny to complete and put on the website, upon review.

iv. DPC Purpose and Meeting Dates –Sue to send to Kelley and Cyndy to review and post to website and bulletin board.

v. DAC Purpose and Meeting Dates –Chitra to do the same for DAC.

c. Pictures for Bulletin Board – Stop by Swenson's and have picture taken for bulletin board.

VI. Treasurer's Report-Cyndy Swenson Linda Nehls (Treasurer) not present(10)

a. Financial Statement Review

Douglass Dough is doing great, Thanks Sherry Ellis we are at \$1700 for the year so far. That is above budget.

Playground revitalization. – Overage came in at \$11,500 instead of original \$8K. \$30K reserve will be used to make up for shortage in gift-wrap and playground Phase One.

We have anonymous donors who are willing to match up to 6K.

Can we revisit install costs for mosaic? See Diane and Cathy.

Cathy has created a letter to go out in FF regarding Matching program.

Get pictures of kids making the mosaic tiles to encourage donations as well.

Estimated cost is \$25K and if we don't get anymore than today, PTO is obligated to fund approximately \$12.5K OF THAT \$25K.

- b. Audit Requirement for PTO Bond Insurance – Must have your books audited in order to be eligible to make a claim, if necessary. Potentially set up a parent audit committee to review books to be sure we are compliant. Put in the next newsletter to find parents interested in being on the committee. Linda to put info together for the newsletter (per Cyndy).
- c. K-H Funding Mechanism – possible that district just keeps the 10% of the fund raised amount?

K- H - 10% Funds - Kelly suggested that we set up a revolving account to draw the funds (the 10% donation requirement) based on what we spend. Cyndy is under the impression that the district will take the 10% from the account of what we spend.

Chitra believes that 8 schools (free- and reduced lunch) will be beneficiaries of this. Principal's meeting Monday and Kelley will get a more clearly defined process from the district.

Account will be on the Operations side of the district.

Discussed concerns with how the money will be spent within the district. District budget office will have accounted for all the dollars spent and that will be of public record. Linda will need to make up funding to District for 10% each quarter.

VII. VP Comments-Penny Tompkins (5)

- a. PTO Manager (software application) – Purchased for \$140, Training is schedule for Volunteer Coords. next week. Penny will demonstrate at next meeting so PTO can get a feel for how product works.
- b. Entry Signs – Blew away in the wind. Signs are on hold to determine what we really need on the sign(s). (We need a great deal of flexibility).

VIII. VC Update-Stephanie Moore (5)

- a. Finalization of Guidelines – Guidelines have been sent to everyone to review. Please give input.
- b. Gift Wrap – discussed above
- c. Spirit Merchandise Approval – Reviewed the spreadsheet that was sent out by Pam Rahn for different companies that want to participate. We don't need additional cost/time of having to bag/tag all of the items. Cyndy

recommends that we go with JMK Ent. For spirit merchandise. Should we consider fundraiser? Yes, 10% of item will be donated. Cyndy to let Jim Kavar know (Douglass parent/Owner of JMK Ent.)

VIII. Mosaic Art Fundraiser Update-Cathy Faughnan (5)
Discussed above.

IX. DPC Update-Sue Inslee (5) – Last meeting on nutrition. DPS gave presentation on their program. Trying to include staff participation in cafeteria food. One member brought a lunch earlier the day of this meeting and shared with the group that it was really very awful. Trying to get more of the process of growth and food cycle. Need ideas/programs that do not compete with district food services. Previous Director left the district is looking for new director. Change will be slow. Next month “meet the board” – will try and address high priority issues.

X. DAC Update- Chitra Seshan (5) – DAC members reviewed the District Evaluations Reports. Very time consuming, and cumbersome. Chitra volunteered to review the format and redefine for the future. Grading seems “torturous”. The format begins at the state level and that gets translated to the district level. Needs improvement. Douglass scored 220 out of 220!!! Do the schools need this type of report? Is it functional in getting across the schools achievement? Will all be discussed as process is re-defined.

Also, discussed Charter schools and how that process works. Other committees formed were a Budget committee and an Accountability Committee to discuss student “happiness” specifically in High School.

DAC will send out a budget questionnaire regarding programs can PTO’s – SIT’s think about this a bit sooner. Put on agenda for January to discuss prior to questionnaire.

XI. Principal’s Action Item (20)

- a. Outdoor Education Intensive Experience – Kelley had a recommendation to have this program (Avid Adventures) come to Douglass to offer program. Kelley handed out info on the program. Approx. \$19/child. Let’s discuss at the December meeting. Kim Payes and Penny Tompkins have both experienced the program first hand with their children.
- b. Choices and Changes Funding Requirements – Kelley addressed that the faculty made a decision regarding this program; they decided that it is a program that Douglass wants to continue. Anti-bully, Anti-racism, Healthy interpersonal relationships are a part of this program. Safehouse wanted \$10/session donation for each session. (approx. budget would be \$1000). Actual cost will be determined by what parts of the curriculum teachers chose. Sue Inslee was concerned that the program should be reviewed if is

going to be funded by PTO – SIT. Kelley indicated that there is more upfront decision making by the teachers prior to just having the program “roll along”. Staff has had extensive conversations on what program pieces/parts of the program should be used. Weighing the best “net benefit” for the students. CAP vs. Choices and Changes, CAP occurred every 3rd year. Kelley will re-address the CC curriculum in the December meeting to more clearly define the program. Need to revisit minutes regarding funding this program. Faculty will be defining what areas they feel each grade level should cover. Student snapshot was big factor in choosing C & C. Student’s response regarding knowing what to do in a bullying situation went up significantly after the C & C program.

On a separate note Read to End Racism needs to increase budget to \$250.

- c. Open Enrollment/School Tours/Kindergarten Registration – We will probably only take in siblings in kindergarten for 2006-07 school year. There will be factor, i.e. class size reduction that will affect this. Kelley tried to illustrate how this will “play out”. Deadline will be end of January. Registration will be in January. PJ will give Garvin Property plat to Kelley to get to PTO.

Snack for December 7th Alisha Cohen.

Next Meeting December 7, 2005 @ 2:45