

PLATTE RIVER ACADEMY
PTO Board Minutes
December 14, 2009

Attendance:

Board Members: Nicole Cimbura, Pamala Carter, Crystal Lytle, Eric Bookman, Susan Klee, Debbie Montelli, Cindy Osoro, Shelly Torgerson, Dana Ulrich

Visitors: Dr.Stueven, Angela Bond, Lisa Olson, Joellen Camden, Diane Simpson, Pamela Garlenski

Meeting called to order at 6:36 pm.

1. Approve Minutes

Minutes were distributed for November 9th meeting. Eric moved to approve the minutes. Shelly seconded the motion, which unanimously passed.

2. Treasurer's Report

Eric distributed financial report for November 1st through November 30th. He stated that the reports looked pretty good over all. He said he received a stop payment notice for the Edukit check because they had a new address and claimed they had not received the check yet. However, when Eric looked into the check, it had already been cashed and cleared. He said he was not going to issue another check and then he asked Cindy to follow up with the company. He also wanted to remind everyone that on disbursements they must attach back up documents (spreadsheets, receipts, etc.) and have 2 signatures. The liaison must also check the documents, not just sign the disbursements since it is a "double check system", especially when taking deposits. Deposits are currently being taken with only one signature, which is causing some problems. So, Eric discussed talking with Chris Maul and having her NOT take any future deposits without 2 signatures (chair person and liaison). Most felt this was a good idea. Pam moved to approve the treasures report, Susan seconded the motion, which unanimously passed.

3. New Business

a. Credit Card Usage Surveys :

- i. PRA sent out a 5 question survey inquiring the use of credit cards for the PTO. 124 families participated with 148 families visiting the survey. The survey showed appeal to the use of credit cards with a stronger dislike in the % rate and fees. Most of the discussion agreed in line with the survey and were concerned with the "only credit option." Angela Bond, representative from the Tech committee, stated the fee % may come down closer to around 2% by using a check routing number and would not have as high a

fee and gives families another option besides credit only. Most everyone felt this was a great option. Dr. Stueven stated that in his past experience, convenience will over trump cost. He also said the fees were very minimal and that we should look at doing what most businesses do and imbed the fee cost into the products (i.e. Spirit wear, hot lunches, etc). Angela then said they were going to try and go online for this next year and have a trial period for 2 hot lunch cycles. They would like to be online before Spring Break. Crystal moved to approve the online credit services, Susan seconded the motion. All were in favor, no were opposed.

- b. Inventory and Organization of PTO supplies: Dana suggested that in all of her frustration of looking for supplies as well as storage in her personal garage, we as a PTO find a way to consolidate supplies. She would like to expense tubs for storage so things don't get ruined and possibly keep them all in one place. Nicole and Eric agreed that it would be fine to do so but there is an issue of where to put the storage. Then it was suggested that maybe someone could put a blurb in the newsletter asking for tubs and/or if any one wanted to be the storage for PTO supplies. Finally after brief discussion, it was decided that everyone would come to the next meeting with a list of what supplies they have and a master list would be compiled. Crystal would compile the list and if anyone had something they needed they could check it out from the list. The supplies would remain with the individual until a storage area becomes available.

*as a side note from this discussion, Debbie in the past donated 10 boxes of white Christmas lights to the Middle School for dances, she would like to have them replaced. Everyone said they would check into this and follow up at the next meeting.

- c. SAC Committee Discussion Questions: Nicole emailed the board members the proposed SAC survey questions with a response from SAC. They felt the PTO has too many questions and were too in depth. They wanted to keep the questions more global, much like last year's survey questions. The PTO felt like the questions should be more in depth and open ended in order to improve and get answers of value. Most felt that asking a question about one specific fundraiser should not take precedent over another fundraiser. Since the survey does not come out until February, Nicole then asked all of the board to come prepared to the next meeting with questions for the SAC survey.
- d. Thunder Ridge Casino Night: Nicole was contacted by Thunder Ridge. They were planning on having a casino night fundraiser and had already paid a \$750 deposit on Lone Tree County Club for the space and the

gaming tables. They were unable to do the fundraiser and were offering the spot to us. After brief discussion, most felt we were still not in the position to put together a big fundraiser in a short time and did not want to participate. Cindy moved to not have the Thunder Ridge Casino night, Susan seconded the motion and it passed unanimously.

4 Committee Reports

- a. Bake Sale –No report
- b. Box Tops – Joellen reported that \$900 check was coming in this week and that things were great.
- c. Coca-Cola – Nicole reported that Carrie will continue to chair.
- d. Grocery/Scrip – Pam reported that Chris put in a special holiday scrip order that seemed to do well.
- e. Hospitality – Crystal reported that Veterans Day was amazing. The Veterans from the Hyatt came for the 2 year. It was a great turn out. Also, kindergarten registration is in February.
- f. Hot Lunch/Milk –Nicole reported that added January 4th to the calendar and May 28th for lunch and milk.
- g. Middle School – No report.
- h. Peach Sales – no report
- i. Panther Run/Walk – Cindy reported that the Run/Walk made about \$1,500. Mr. Sewell issued a verbal fund request for \$1,164.25 and the Run/Walk committee would like the money raised to be used for his fund request. The discussion was whether or not the uniforms benefitted the entire school and that the PTO had already paid for a 1/3 of the uniforms to date. Some felt the money could be used for other fitness type equipment that the entire school could use and that is should be discussed. Diane Simpson made the point that having sports in the school helps to keep Middle School enrollment up and therefore impacts the entire school. Dr. Stueven said that all kids may not be using the uniforms but it has provided school support and unity amongst PRA. Eric then said he did not have a true invoice to pay off of and that it was unclear what it was the PTO was being asked to pay for. It was then decided that the fund request would be tabled until detailed invoice and correct fund request was provided.
- j. Restaurants –Nicole stated that Red Robin is January 26th. Cheryl purchased \$1,400 in corporation gift cards and will be selling them in carpool.
- k. Sally Foster – Shelly reported that the contract has not been signed yet and that they were maybe looking at a competing company.
- l. School Supplies –No report.
- m. Silent Auction/pavilion – Eric said he believed all the payments have been made on the pavilion and is still under budget. Diane said she believes that Debbie is still waiting on the permits.

- n. Social –Dana reported that movie night was a success. She did have a conflict with the Barnes and Noble night but still had a good turn out. She said the sound was great and only spent \$160. She will now get the next event going.
 - o. Spirit Wear – Crystal reported there Chris Hovater placed the holiday order and will be here before break. Pamela Garlinski will co-chair with Chris next year to eventually take over the following year.
 - p. Student Directories – Still looking for someone to shadow Donnell to co-chair for next year.
 - q. Used Uniforms –Jamie No Report
 - r. Teacher Grants –Mrs. Klee reported that Mr. Duque turned in the disbursement form for the Staff Holiday party. The total came to \$1,170.48. Originally, the PTO agreed to give the Staff \$1,000 for the party and anything over would be the staff's responsibility. Mrs. Klee explained that Mr. Duque was going to collect \$10 a person for those attending to cover the costs, but that cost deterred some of the staff from attending the party. The discussion was whether the PTO should just cover the entire \$1,170.48 or have the staff be responsible for the overage. After some discussion the board agreed to only pay the original \$1,000 since some of the staff did not attend due to the costs.
 - s. Teacher Appreciation – Shelly reported that the teacher appreciation week theme is set and is going well.
 - t. Bulletin Board –no report
5. Principal Report – Dr. Stueven reported that the Apple Awards voting closes the 15th of December and encouraged everyone to vote for a teacher. He mentioned that the Staff enjoyed the Birthday Breakfast provided. He also said a new sound system was going in over break. The Church was covering about 75% of the cost of the equipment and the school was paying for the installation and it is a great deal for PRA. Dr. Stueven then spoke briefly about the district and said they are expecting a \$225-\$300 revenue loss for the next year. PRA is budgeting well and should hopefully be fine. He finally noted that the January 4th and May 28th days were officially added on the calendar.
6. Governing Board Report – Diane Simpson reported that the Governing Board is working on the Charter renewal. Also, the Board will be hosting the appreciation breakfast for Wednesday.

The next meeting is scheduled for January 14, 2009 at 6:30pm. Meeting adjourned at 8:29 pm.