

PLATTE RIVER ACADEMY  
PTO Board Minutes  
July13, 2009

Attendance: Nicole Cimbura, Pamela Carter, Crystal Lytle, Eric Bookman, Susan Klee, Debbie Montelli, Cindy Osoro, Shelly Torgerson, Dana Ulrich, Carrie Brill-Heim, Bob Barber

Meeting called to order at 6:39 pm.

1. Approve Minutes

Minutes were distributed for Part I and II of June 8, 2009 meeting. After review some items from treasurer's report were in question: part a. missing check was found from silent auction and part b. check from projectors has cleared. Nicole moved to approve the minutes for Part I. Pam seconded the motion, which unanimously passed. Debbie moved to approve the minutes for Part II. Pam seconded the motion, which also unanimously passed.

\*Following approval of minutes, 2 clarifications were brought to order.

- Nicole will follow up with Jackie and Dr. Steuven on the copier issue as to how much money PTO will need to donate.
- Pancake breakfast is on hold until budget is determined. Also, spaghetti dinner is a possibility.

2. Treasurer's Report

Carrie distributed financial report for June 1st thru June 30<sup>th</sup>. (her last report). She stated this was a very active June, more active than in years past. This due to more outstanding checks but most things were off the books at this point.

\*milk and hot lunch salaries billed twice a year, contracts are signed – no raises but are consistent with last year

\*silent auction committee bought gift cards to finish off outstanding owed so everything is done and cleared – final revenue of \$22,845

\*teacher grants were finalized – Dr. Steuven calculated by hours. Total went down from \$11,380 to \$9,905.

\* School supplies came in seamlessly - 1 deposit in and 1 check out

\* Eric asked about monthly audits from Chris Maul and Tamara for accounting.

Shelly moved to approve the Treasurer's report. Nicole seconded the motion, which unanimously passed.

3. New Business

- a. Nicole passed around sheets for the following:

- i. PTO Committee list – verify information and change anything necessary.
  - ii. Sign up sheets for Governing Board and snacks for upcoming year.
  - iii. Reminder that registration is the 30<sup>th</sup> and 31<sup>st</sup> and there are needs for the 31<sup>st</sup>.
- b. By Laws were passed out at previous meeting. Nicole discussed that her interpretation of By Laws were written as a guide. She gave copies to Dr. Steuven, Heidi, and other PRA families and they had the same consensus after reading By Laws. Crystal stated that after she read them she felt that people could interpret them in many ways depending on how they want to so we should be careful as to keep it simple. We need to remember that we are all doing this to volunteer and we are in this for our children. Nicole asked if there were others who had any opinions after reading it and most agreed to keep it as a guideline only. After this discussion, Cindy motioned to leave the By Laws as they are, Pam seconded the motion and all were in favor.
- c. Needs for current school year: will request in email blast.
  - i. Hospitality – Crystal said has possible chair, will know in few days.
  - ii. Social chairs – Dana needs possibly 4 chairs – one for each event.

#### 4 Committee Reports

- \*– Plan of work proposals were to be created by each liaison for their perspective committees. A worksheet was created by Nicole that everyone agreed to use to remain consistent. Some committees felt increased budget was necessary for their committees to be successful for upcoming year. It was decided that all Plan of Works were to be to Eric by August 3<sup>rd</sup> so he could complete his part of the budget.
- a. Bake Sale - Nicole did budget. Susan Kelly to take over.
  - b. Box Tops – Debbie reported PRA received \$3,218 for last school year, ranked 5<sup>th</sup> in state.
  - c. Grocery/Scrip - Pam will talk to Kris Alexander to replenish scrip for registration. If we order \$5,225 in KingSooper cards we receive a price break.
  - d. Hospitality – Crystal will hopefully have a chair person by next meeting.
  - e. Hot Lunch/Milk – Trying Revolutionary foods for month of October. They have complete food package with milk. Seems to have healthier menu – all natural with fruit and veggies, 2 different serving sizes. 1<sup>st</sup> Month will have caterer 1time a week and will have pizza café, sunny side, noodles, and a Chinese vendor. Issue is still with milk. Robinson is cheaper but Revolutionary has whole package. Cindy said we need to look at it fiscally since PTO is responsible. Bob suggested we talk with the Governing Board about the concerns.

- f. Middle School - Debbie reported that middle school is working hard on their fundraising and that if they get 42 kids their trip will cost under \$1000 and they will have an extra day included in that cost.
- g. Peach Sales – Shelly reported that the farmers lost 45% of the crops which brings down the bushels to 160 boxes to sell this year. This means there will be a cap on the amount of boxes each family will be able to purchase. Also, Susan Robinson will take over as committee chair next year.
- h. Restaurants – Baskin Robins is scheduled for Sept. 14 but conflicts with PTO meeting. Nicole will see if date can be switched. Also looking at Red Robin in January. Other possibilities include Chick-fil-a, Sweet Tomatoes, and Five Guys. Debbie pointed out that corporate gives higher % back on gift cards than script so we should look into that before our events.
- i. Sally Foster – Received bonus check for \$500 for prizes (i.e. Last years iPod) \$2 per day for goodies, Shelly thinks an additional \$100 may be needed. Shelly said we needed to decide where the money is going to promote Sally Foster. Debbie motioned for money to go to school improvement as the PRA wish list: Sound system, Kiln, and Permanent Outdoor storage. Cindy seconded the motion and all were in favor.
- j. School Supplies – Cindy had no report.
- k. Silent Auction- Debbie had update on the pavilion. Metro district wants a bathroom installed (at their cost) so all is on hold – maybe until fall break. Looking at putting money in reserves for now. Some discussion by members to republish what the money is going towards and what the money has gone to in the newsletter. Eric also suggested that a sign be hung “paid for by PRA parents” so parents know where there money has gone. Debbie is also looking at temporary umbrellas as well.
  - a. Debbie also noted that she wants to do some kind of Spring Fundraiser in April
- l. Social –Dana looking for more chair people. She also wants to increase her budget from \$1600 to \$5000 due to the fact she will have 4 events and had more school involvement last year. She is looking at possibly a pancake breakfast, panther run/walk, movie night, and spring event. There was also discussion of the budget for the run/walk. No budget has been approved. Some felt her asking budget was too high and asked her to rethink for next meeting. She said she will email for volunteers for event and for chair people.
- m. Spirit Wear – Crystal reported that Chris will have samples by registration and order forms as well. The designs will be one of them shown at the previous meetings. Nicole brought up the teacher shirts we give as gifts every year. Susan said the spirit shirts would be nice but they love any and all of the gifts they have received in the past. Crystal moved to give the teachers PRA clothing gift. Cindy seconded the motion and all approved.
- n. Student Directories – Nicole reported that advertising will be left up to the committee chair for next year. Donelle will be stepping down and will

need to find someone after this year. Emails were eliminated from the directory because of abuse, but it is possible to look at adding back in next year.

- o. Used Uniforms – Cindy had no report.
- p. Teacher Grants – Susan had no report.
- q. Teacher Appreciation – Shelly reported that her committee chair asked for \$4,025 for in-service days, appreciation week, grab bags, and birthdays, which is about the same as last year. The Holiday party is considered a fund request but falls under “staff meals” in the budget to cover expenses but skews the budget. Carrie cautioned that we need to be careful about how we plan the budget or we will be expected every year to do certain things.
- r. Bulletin Board – Pam had no report.
- s. Coca Cola – Carrie reported that she needs to get a pin in order to start getting points for PRA.

5. Vice Principal's Report – Bob said he didn't have much to report but that they did hire Pam Brown, a new music teacher from New Vision in Fort Collins. Also, that the Governing Board did not have a budget set yet.

The next meeting is scheduled for August 17, 2009 at 6:30pm. No further business to be discussed. Meeting adjourned at 9:18pm.