

PLATTE RIVER ACADEMY
PTO Board Minutes
October 12, 2009

Attendance:

Board Members: Pamala Carter, Crystal Lytle, Eric Bookman, Debbie Montelli, Cindy Osoro, Shelly Torgerson

Visitors: Marcia Brauchler, Pamela Garlenski, Bob Barber, Matthew Sauter, Shannon Wehr

Meeting called to order at 6:36 pm.

note: Nicole Cimbura, President not in attendance- Vice President Pamala Carter to run meeting. Marcia Brauchler acting facilitator for meeting

1. Approve Minutes

Minutes were distributed for September 14, 2009 meeting. After review, Mr. Barber noted spelling name change for Mr. Willsea. Eric moved to approve the minutes. Cindy seconded the motion, which unanimously passed.

2. Treasurer's Report

Eric distributed financial report for September 1st through September 30th. He pointed out that he amended the student proceed and lowered the teacher donation to balance the entry correctly. Also, there was a deposit made for \$45.44 in September which he has no clue what it is for. He will check with Chris Maul to see if she has any idea where to apply it correctly. Eric then addressed the statement of funds. He would like to change this report somehow because he feels this report is not accurate. It does not take into account the income producing events (i.e. Income comes in before expense or vice versa, expenses come in before the event occurs). There fore this report shows PTO having available funds that may or may not be true, depending on what maybe earmarked for certain events. So he cautioned everyone to read into this report with some discretion. Eric also reported that the money which was transferred to the high yield savings account made more on the interest this month than in the past. Also, the 5k Run/Walk will have its own line on the budget for the next month and will not be part of the Social committee's budget. The adjustment will show \$1,200 being deducted out of the Social line making the total \$2,300. This will give the run walk its own budget line at \$1,200. Finally, due to Nicole's absence, Eric has a check for Sally Foster which needs to be signed. All checks \$5,000 and over need 2 authorized signatures (Eric and Nicole) to be valid. Eric asked the board if he should sign and have Pam sign as VP or if he should sign the check with one signature. After discussion, the board felt it was best that Eric was the only signature since his and Nicole's signatures were the only ones on file with the bank. The board felt the protocol for this should be discussed when a more complete board was in attendance. Cindy moved to approve the Treasurer's report. Crystal seconded the motion, which unanimously passed.

3 New Business

a. Fund Requests:

i. Mr. Duque sent a fund request for \$1,500 for the Staff Holiday party. The board looked at the teacher donations from the budget, and thus far is only \$81, which is down from last year. Much of the discussion was that although everyone wants to support the teachers, the funds are down from previous years and the budget is also down from previous years. Eric made a suggestion to donate half to \$1,000 of the request to keep the budget a bit safer. Most of the attendees agreed. Mr. Barber said in years past, the spouses would pay for themselves or they would find a less expensive place. Eric moved to approve \$1,000, Cindy seconded the motion and all were in favor. Mr. Barber said he would respond to the staff with the PTO's decision.

b. Casino Night Update: Debbie asked to postpone this update until next month due to the fact she has many events going on.

c. Holiday Photo Fundraiser: Eric spoke with the photographer and both felt that there was not enough time this year to properly put this fundraiser together. More details would need to be worked out to get proper pricing to ensure profitability. Some other schools are already doing similar fundraisers and it was suggested that PRA could get pricing models from those other schools. This fundraiser is being tabled until next year.

d. Cosa Bella Handcrafts: Ana Yacaman sent PTO a request to do a fundraiser by selling her personal handcrafts and then giving PRA a 30% contribution of her profits. Most felt that this was a conflict of interest for the PTO and the school. If the PTO did this for one person or business, then the PTO would have to do it for all persons or businesses. It was then suggested that maybe the PTO have a Holiday Bazaar next year so all whom would like to participate in this type of capacity would have the opportunity. Another suggestion was the bulletin board for business cards to be displayed in PRA foyer discussed in the previous month's meeting. Pam said she would let Nicole know of the Board's decision.

4 Committee Reports

a. Bake Sale – Pam reported on behalf of Nicole. There has been an issue of people working bake sale giving away left over bake sale item to kids

without money. Parents are getting upset because they do not want their kids to have these items or certain kids who did pay are not getting them for free. It has been asked by administration to stop the free give a ways on all bakes sale items, popsicles, or any food items for sale at lunch – effective immediately. Cindy suggested that the extra bake sale items could be sold at carpool pick up. Many agreed this was a great idea if the man power was available. Pam said she would suggest the idea to Susan Kelly.

- b. Box Tops – Debbie reported that box tops were going well and that she need to get the request from Mrs. Klee on what the money was going to be earmarked for. Eric commented that he was unaware that box top money was earmarked for the teachers and he pointed out that the budget did not reflect that. After brief discussion, Debbie explained that the box top money is for teacher purposes. Eric then stated he must be made aware of any other earmarked funds.
- c. Coca-Cola – no report
- d. Grocery/Scrip – Pam notified everyone that the Safeway portion of escrip ended and that Karen O’Keefe is now the new chair for everything else that has to do with escrip.
- e. Hospitality – Crystal reported that Veterans Day is going well, this year PRA will not be asking for any money donations per Mr. Barber; it will just be a celebration and presentation.
- f. Hot Lunch/Milk –Café de France is the new vendor, all seems to be going well. A flier went out to entire school providing the deadlines for the hot lunch ordering periods.
- g. Middle School – no report
- h. Peach Sales – Shelly reported that peach sales made \$1,362 in profit.
Restaurants – Pam reported on behalf of Nicole that Red Robin is in January and will double dip with the gift cards.
- i. Sally Foster – Shelly reported that Sally Foster came out pretty good in the end. There is a deposit still outstanding and a small expense for prizes. Overall profit is around \$9,500.
- j. School Supplies –Cindy reported that she had a question about the bill. She thought it was paid but has been questioned about it. Also, 3 more deposits have been made. Eric said he would look into this.
- k. Silent Auction/pavilion - Debbie reported that the shipments for the pavilion were coming in but she was still waiting on permits. She is hoping that installation will be done over fall break.
- l. Social –Dana reported via email that movie night is scheduled for December 4th at 5:00pm. She is looking for a chair and will put something in the newsletter.
- m. Panther Run/Walk – Cindy reported that the Run/Walk fliers went home. Shirts will be for wear only the Friday before due to the sponsorships on the shirt. The cost is determined by date of sign up. The incremental bump ups are denoted on the fliers. The committee is hoping to make \$1,000 - \$2,000 profit on the event and would like to earmark the money

for sport uniforms. There was board discussion about this because in the previous meeting the board decided the Run/Walk would become a general fundraiser because Sally foster numbers were down and the loss of the Breckenridge fundraiser. The understanding was the money raised was for the general PTO budget fund. Mr. Barber made the point that since sponsors were involved the money should have a designation so, in the future the PTO should have a procedure for fundraisers with sponsors versus general fundraisers.

- n. Spirit Wear – Crystal reported there was an issue with the adult hoodies and the sizing of them. Chris Hovarter was working with the company to get a new hoodie vendor to remedy the problem. Also, a new order will be placed before the holidays. She also would like to find someone to co-chair with next year to eventually take over the following year since she will not have any more kids at PRA.
- o. Student Directories – Pam reported on behalf of Nicole that the directories will be out the following week and that Donnell is also looking for a co-chair for next year.
- p. Used Uniforms –no report.
- q. Teacher Grants –no report.
- r. Teacher Appreciation – Shelly reported that Parent/Teacher conferences were up-coming and that there were requests for potluck donations. Fliers and email blast were sent out as well as in the newsletter.
- s. Bulletin Board –Pam reported that she and Marcia have created a PTO money in/money out board that shows what PTO does throughout the year. It will be complete following the meeting.

5. Vice Principal's Report – Mr. Barber reported that the sports fee was increased to \$50 and that students will have options of uniform purchase. The school is looking at a student logo design for the uniform. Also at looking at adding dodge ball for another sport.

6. Governing Board Report – Matt Sauter reported that the Board is working on the sports program with the administration and more so the field possibilities. He stated that the school comes before the district and they are keeping all this in mind. He said anyone who would like to get involved should contact Stacey Stephens. He also spoke about the Tech committee. He said the response for participation was great. Many people have volunteered and they will narrow down to a 7 person committee. He said the website update will be their first priority.

The next meeting is scheduled for November 9, 2009 at 6:30pm. No further business to be discussed. Meeting adjourned at 8:02pm.

