

OAES PTO Board Meeting Minutes

August 10, 2010

Members Present:

6 (see PTO Bulletin Board for more info)

Dates:

- **Next Board Meeting** – 13 September @ 4PM @ OAES Cafeteria
- **Monthly Board Meetings** – First Monday of the month @ 2:45 @ OAES Cafeteria
- **PTO Meetings for General Population** – Prior to Family Fun Nights
- **Spouse Orientation (Noon @ OClub)** – 13 August, 31 August
- **New Parent/Student Orientation** – 17 August @ 1PM @ OAES Cafeteria; *Need as many Board Members attend as possible.* President speaks, TShirt Sales, Popcorn Sales & Volunteer Sign up, PTO Email Routing Sign up, Pass out Newsletter, Help serve Ice cream, water, & cookies. *Need to get cookie donations.*
- **Meet & Greet** – 27 August from 130-230 – *Need Board Members to help (sign up for 30 minute shift with at least 3 per shift).* 1PM set up. TShirt Sales, Popcorn Sales & Volunteer Sign up, PTO Email Routing Sign up, Pass out Newsletter.
- **School Open House** – 13 September from 5-6PM – *Need as many Board Members as possible to help.* Set up at 4:30. TShirt Sales, Popcorn Sales & Volunteer Sign up, PTO Email Routing Sign up, Pass out Newsletter.
- **Elections for PTO Officers** – 13 September @ Open House – Nomination Committee will present slate of candidates running for elected positions (President, Vice President, Secretary, Treasurer)
- **First Popcorn Popping Day** – 3 September (first Friday of school). Pop for entire school this day (free). *Need as many helpers as possible.*
- **PTO Pastries for Parents** – 29 September @ 7:30AM (replaces Donuts for Dads & Muffins for Moms). Changing it for all parents and moving to beginning of school with hopes of attracting more volunteers at the start of the year.

Treasurer's Report

Balance in checking @ May 31, 2010 = \$28,175.58

Current Balance @ August 10, 2010 = \$25,567.70

Secretary's Report

We have a PTO email address: oaespto@gmail.com

An email routing list will be created for sending out monthly newsletters, PTO events, & volunteer opportunities. The PTO signup sheets distributed with re-registration packets have been entered into the email routing. Sign Up sheets will be available at Spouse Orientation, New Parent/Student Orientation, Meet & Greet, & Open House. *Need to see if we can get a place to have these available at the front office desk. Need to make sure these are included in new student registration packets (don't believe these were included for those who registered this summer).*

Popcorn/Spirit Shirt Fridays

Need regular Popcorn Poppers. Will have sign ups at New Parent/Student Orientation, Meet & Greet, Open House, & email sent to PTO Email routing. will check popcorn supplies and purchase what is needed to be able to start popping the first Friday of school (3 September). Spirit Shirt Fridays occur same days as Popcorn Fridays. Classrooms submit their count of those students wearing their spirit shirts (school tshirts or shirt of same color). In the past, a quarterly ice cream party was given to the classroom with the most participation. Need to determine if we will continue this or make changes.

Spirit Shop

Took inventory of what is on hand. Order will be made to bring stock level up. Still have jackets that can be marked down for quick sale. Polos – usually only parents purchase these. Debbie McGuire suggested donating a polo to all the new teachers. Sales will occur at New Parent/Student Orientation, Meet & Greet, Open House, Family Fun Nights, & possibly Book Fairs.

Teacher Liaison

Suggested having a Homeroom Parent Coordinator position on the Board. This person would serve as a liaison between PTO & the classrooms with regard to smoother planning for improved classroom participation in PTO activities. This person can help obtain needed volunteers for activities, as well. Debbie will be pushing for an assigned homeroom parent for each classroom. PTO send out request for volunteer to fill Homeroom Parent Coordinator position.

Last year PTO offered \$75 to teachers for classroom set up. Teachers submitted receipts to PTO to be reimbursed. We will offer \$100 this year. Asked Teacher Liason & Principal to pass on to the teaching staff.

Old Business:

Turf Tote w/Playground Equipment: This was approved for \$939.50 at the 6/7/10 meeting. Melissa discovered that shipping costs were not added into the total. We approved the added shipping costs, so total should be \$1087.50. M. will order.

PE Equipment: Approved at 6/7/10 meeting and check payable to Gopher was given PE Teacher for ordering equipment. Need to follow up that equipment was ordered & received.

Brainpop.com Annual Renewal: Renewal in the amount of \$1320.00 was approved at 6/7/10 meeting. Check payable to Brainpop was given to Mr. R for renewal. Need to follow up that renewal was purchased.

Battle of the Books: Program approved & \$516.35 approved for purchase of books at the 6/7/10 meeting. Program has been advertised on school website & flyers at school. Books were ordered and received. Mrs. M needs to submit receipts for payment.

Peer Mediation Team: Program was approved at a previous meeting (can't find minutes). Mrs. L has purchased the equipment/supplies. Once candidates are chosen, a training/team-building will be planned. Mrs. L needs to submit receipts for payment.

Sure Start Equipment: Old Business from a few meetings ago. Can't find info on whether this was approved or not and what it involved. Anyone with info, please advise.

New Business/Other:

Snacks in Teacher's Lounge: Suggested that we provide snacks in the Teacher's Lounge on the first day of school. After discussion, we decided to do it the first day that Teachers return for school (25 Aug), instead of the first day (too busy that day/first week for teachers to leave classrooms). Final suggestion – provide snacks for the Teacher's Lounge on Thursday, 26 August. Need to determine what will be provided and who is handling. Email will be sent to the Board.

Recess Equipment/Space: The last Board meeting it was discussed to re-paint the street that is used for recess. In the past there were hopscotch, 4-square games, & a map of the US. Discussion at this meeting resulted in decision to not re-paint the street. Didn't feel the children used it.

It was assessed there is not much equipment available for use for recess time. Mrs. P (office staff) purchased balls last year (out of her own pocket because there were no school funds available for this purpose). A Turf Tote (cage with wheels) with playground equipment (buddy walkers, scoop ball sets, ball sets) is being purchased by PTO for use on the Turf Field (Cost: \$1,087.50). Mrs. P suggested new jump ropes and balls for the Street Recess Area. It was suggested that we conduct an assessment during the first week of school to see what the kids are using and/or what they would like to use during recess time. A fixed basketball hoop was suggested – not sure if there is a place to put one, but will check out the area. Possible outdoor storage for the equipment, so it's more readily available, instead of bringing it from the lunch room. Also need to see what was ordered through Campbell's Labels, so as not to double-purchase equipment. Will need to work with Mrs. P to make sure what will be ordered is within required safety standards. Need a Chair to head up this effort.

Fundraising Suggestions:

1. Art Auction – Each classroom creates a piece of artwork. Past examples: platter, pitcher with all the children's fingerprints/names.
2. Personal Art Creations – Students create a piece of art (on paper) that can be transformed onto mugs, tiles, magnets, etc. Some companies provide a percentage back as profit to the school. Website suggested: <http://www.originalworks.com/about/>
3. Basket Raffles – Each classroom creates a themed basket to raffle off at a Family Fun Night

School Pictures: Chair needs to get started in planning. Last year they were taken mid-October.

Board Positions still needing filled: VP, Box Tops, Publicity, Fundraising, Homeroom Parent Coordinator.

Elections for PTO Exec positions: Elections for the PTO Elected Positions (President, Vice President, Secretary, Treasurer) will occur at the school Open House on 13 September. A Nomination Committee needs to be formed (3 members from general membership). Nomination Ballots need to be created and made available. Advertising of election must occur no later than the first day of school (30 August, 2010).

Tentative PTO Event Schedule for the Year:

- September – Pastries for Parents (29 Sept)
- October – Fall Festival
- November – Book Fair & Reading Themed Family Fun Night (Thurs eve event w/book fair open before & after, book fair open all day Friday)
- December – Free movie @ Base Theatre; Music Concert (Music teacher prepared & performed, PTO serves refreshments following)
- January – BINGO
- February – Family Fun Night (maybe art themed – art show w/art fundraiser??)
- March – Dr Seuss Week; Terra Nova Testing
- April/May – Book Fair & Battle of the Books
- May – Field Day
- Other FFN ideas: Science Night, Math Night