

2013-2014 PTO Executive Board Meeting

AGENDA

Date: September 12, 2013

Time: 3pm – 4:10pm

Attendees: Kelley Brunner, Heather Smith, Linda Meder, Jill Rees, Kristie Allen, Julie Grimshaw, Orfe Kelly, Laura Wintemute,



<p>Fun run fundraiser</p> <p>Boosterthon Fun Run. It is a fundraiser for schools that partners with PTOs to raise funds and at the same time promote leadership and character programs. They currently serve more than 1000 schools.</p> <p>They have over 50 schools doing this program now. It is new to the Valley among the schools they serve in Kyrene it includes Milenio and Brisas.</p> <p>Students run for a flat donation or a pledge per run. Every kid can participate even if they do not bring a donation.</p> <p>It is a 9 day program. The fun run team comes to the school and gives an introduction to the students in a Pep Talk. Students get their pledge book and individual website. Website only has the students' name.</p> <p>Huddles are 6 days in a row and teaches them fitness lessons. They bring their screens. This year's theme is Team Camp 5 and they ask the teachers to join if the like as "coaches". They also send something home every day with "a character badge" and hopefully discuss what they have learned with their parents.</p> <p>They want to teach kids that by doing little things, Then also get an incentive per kid and per charity.</p> <p>The Boosterthoon needs \$2000 deposit.</p> <p>In a school of 563 students the revenue is around \$11,000</p> <p>PTO needs to help promote in creative ways, banner.</p> <p>Volunteers to pour water.</p> <p>Volunteers to enter runs in the system.</p> <p>Running is 2 grades at the time.</p> <p>January and February is packed but March is open</p>	<p>JT Boostherton Representative</p>
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<p>Beautification ideas and library furniture</p> <p>Kelley is still researching chairs and will inform the board as soon as she has a definite number.</p> <p>Jill said she talked to the Mural Painter and that she'll come to the school and discuss scope and quotes.</p>	<p>Kelley Brunner School Principal</p>
<p>5th Grade promotion party</p> <p>Jill Rees said that Mr. Sykes sent her an e mail requesting that PTO includes \$450 for 5th grade end of the year party.</p> <p>Orfe Kelly motions to approve inclusion of \$ 450 in the budged for 5th grade party Kristie Allen seconds Motion passed</p>	<p>Jill Rees President</p>
<p>July Financial Report</p> <p>Julie Grimshaw presented the Financial Report and current budget to the Executive Board.</p>	<p>Julie Grimshaw Treasurer</p>
<p>Committee Guidelines</p> <p>Orfe Kelly presented the following guidelines that need to be shared with committee chairs:</p> <p>1. Plans.</p> <p>Our PTO believes that committee chairs should have the opportunity to be creative and innovate in the different committees they chair. However, per bylaws it is required that committee chairs present their plan at an Executive Board Meeting. This should take no more than 15 minutes of your time but will ensure that you get the adequate support from the Board and the school. Also, it will make sure that the plans are consistent with school policies and PTO objectives. The Secretary of the Board will contact you to remind you of the meeting.</p> <p>If you are unable to attend a meeting, please contact the PTO Vice-President with the corresponding information and he/she will present it at the meeting for you.</p> <p>2. Budget</p> <p>Colina PTO sponsors a great amount of events and programs. It is imperative that all committees stick to their allotted budgets.</p> <p>We understand that occasionally there will be a need to purchase something that will need a budget increase. If you believe that there is a possibility that you'll go over budget please send an e mail to the Vice-President and he/she'll present it to the board for approval.</p>	<p>Orfe Kelly Secretary</p>

<p>3. Copies</p> <p>Colina PTO has an account with the UPS store located at 3145 E. Chandler Blvd, Phoenix, AZ 85048. You can send your flyers after being approved by the PTO President and Principal to store3800@theupsstore.com Please note that PTO only pays for black and white copies. You can order them delivered in sets of 25 to make it easier to distribute.</p> <p>4. Flyer Distribution.</p> <p>Each committee chair is in charge of flyer distributions for their own committee. Please bring flyers to school and request the front office for number of kids per classroom. Sign in the office according to office procedures and go to teachers cubbies area. Leave number of flyers corresponding to number of kids in each classroom cubbies.</p> <p>Julie Grimshaw said that she doesn't agree with the current system as committee chairs go over budget.</p> <p>Jill Rees replied that committee chairs consistently come under budget and proof of that is the fact that it is the Kyrene school with more money.</p> <p>Julie said that her issue is the fact that at some point the chair spends more than the allotted amount.</p> <p>Orfe Kelly explained that committee chairs take in consideration when planning an event not only the PTO allotted budget but also contributions from vendors at events and sales of miscellaneous items.</p> <p>Julie said that then we should increase the budget accordingly for that event. Orfe mentioned that she worried that if you give more money to the committees it reduces the incentive to negotiate with vendors to contribute towards the event.</p> <p>One particular event that is difficult to predict is the Basket Auction as they need to invest some money in prizes and other raffle items in order to make more money. The Basket Auction decides closer to the time what is popular and invests in those items.</p> <p>Julie mentions that we need to give them an amount and if they need more then they can come and ask for it to the Board.</p> <p>Due to time restrictions the Board decided to work on this item and bring ideas to the future meeting.</p>	
<p>Items not included in the Budget.</p> <p>Julie says that she is concerned by the fact that at the moment we do not have an item in the budget associated with the expenses of Jamba Juice and Box Tops. Jill Rees mentioned that this items always comes out from the profit of the committees.</p> <p>Julie request that we include in the budget \$100 for supplies for the Box tops</p>	<p>Julie Grimshaw Treasurer</p>

<p>committee and \$100 for the Jamba Juice committee. This proposal is accepted by all committee members.</p>	
<p>Mommies and Muffins date</p> <p>Kristie Allen proposed to change the Mommies and Muffins date to a Tuesday February 18, 2014. This motion is approved by all members</p>	<p>Kristie Allen Vice-President</p>
<p>Supply Drive</p> <p>School Budget with supplies. This will be school initiated and not PTO. Kelley will email a list with needed items. She just asks if PTO could pay for Otter Pops to incentivize the drive. This is approved by all members.</p>	<p>Kelley Brunner School Principal</p>
<p>Literacy Coach</p> <p>Jill Rees mentioned that the Literacy coach asked for a reimbursement of \$123.87. Orfe Kelly mentioned that this item was not in the budget as we had approved a line to support Math Coaching. The Literacy Coach is welcome to come and present a proposal if she needs support from PTO</p> <p>Kelley Brunner said that the school will take care of this item.</p>	<p>Jill Rees President</p>
<p>Increase Direct Donations</p> <p>Kelley Brunner said that Kyrene de los Cerritos in order to increase Direct Donations advertise that if the PTO is able to reach certain amount of donations the Principal could do something funny. Kelley Brunner said she would be happy to help in the same way. We could send an e mail closer to the time advertising the "prize" and periodical updated on "where we are" .</p>	<p>Kelley Brunner School Principal</p>
<p>Magazine subscriptions</p> <p>Motion to approve \$140 for magazine w no more than 25 per grade level. After a brief discussion the Board decided that we need clarification on amounts needed and which grades. Voting for this decision will be done online.</p>	<p>Jill Rees President</p>
<p>General meeting times and contents for next meeting</p> <p>Jill Rees mentioned that at a different school they have two meetings the day of the General PTO Meeting, one in the morning and one in the Evening and that this would be a good way to give the PTO more exposure.</p>	<p>Jill Rees President</p>