

# 2013-2014 PTO Executive Board Meeting

# MINUTES

Date: November 14, 2013

Time: 3pm – 4pm

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



|  |                                     |
|--|-------------------------------------|
| <p>Mural and Tables Update</p> <p>Kelley Brunner met with the muralist. If the mural is approved by at the General meeting she would like to work over winter break.</p> <p>Kelley mentioned that after talking to the district it seems that taking down the current wall paper is quite difficult but that facilities have agreed to remove it if the new mural is approved. Facilities will scrape it down, mud it and texture it.</p> <p>The cost of 1 mural is \$3000.00. As per bylaws this still needs to be approved. Jill Rees will print out the designs to show at the General Meeting.</p> <p>Kelley said that the chairs for the library have been chosen. Each chair costs 156.62 so in total we'll spend \$6893.96 in chairs.</p> <p>She said that it would be wonderful to have tables to match the chairs as our tables are original. This is the heart of the school. These tables are used by everyone. For 6 tables the cost would be \$3081.83</p> <p>The Board agrees to present this motion at the General Meeting.</p> <p>Kelley Brunner said that she will bring a picture of tables and chairs. Orfe Kelly asked what we are doing with existing ones. Could we sell them on Craig's list? Kelley says she doesn't think so because they were District purchased but she'll ask.</p> | <p>Kelley Brunner<br/>Principal</p> |
| <p>Budget Review</p> <p>Julie Grimshaw asked if there were any questions regarding the budget.</p> <p>Orfe Kelly mentioned that during General PTO Meetings are used to the simplified report about 2 pages long where the high level information appears. The treasurer then proceeds to read the main items that have changed liked Jamba Juice, Direct Donations and also how we netted on the events.</p>  | <p>Julie Grimshaw<br/>Treasurer</p> |

|   |                                     |
|---|-------------------------------------|
| <p>District Financial guidelines</p> <p>Kelley asked Jackie Mattinen from the District to clarify certain questions to make sure we are in the same page.</p> <ul style="list-style-type: none"> <li>a) At the end of the event, if we are under budget, we are just fine. The board just needs to understand and agree to the idea that if the event does go over budget during the process of the event, we have money in reserves to back the committee in the event that it remains over budget. Julie Grimshaw mentioned it is very important to have plans for the events so we know what the committee is doing and what is our financial responsibility. This also needs to be done to comply with the bylaws.</li> <li>b) When people donate items, there is documentation required to be completed and sent to the donor. This is outlined on page 18 of our bylaws.</li> <li>c) Receipts from vendors needed. Julie Grimshaw said that to have good accountability we need a receipt of what we paid to companies like Carrabbas or the DJ. Also if somebody gives us money like Cassey's shaved ice it is important to have him sign just a small receipt stating how much money is donated. In this way we are protected in case of an audit.</li> <li>d) At the end of event and we need to count the money. Seal it and put it in the school safe. There is no reason to take money home.</li> </ul> |                                     |
| <p>PTO Library Donations</p> <p>Julie Grimshaw said she doesn't know what is the policy regarding the distribution of the Library's allocated \$3000</p> <p>Jill Rees mentioned that last year Camie Bailey put the money in gifts and donations so that the Librarian could order items approved by the district.</p> <p>Orfe Kelly said that it is her understanding that PTO can't put money into "Gifts and Donations" due to new District Policy.</p> <p>Kelley Brunner said she was going to look into it but that she believes this year the Librarian would rather order things herself and then ask for reimbursement.</p> <p>Magazines</p> <p>All 3<sup>rd</sup> grade classes decided to order magazines. Some classes were short but there were also parents that donated more than the amount requested to compensate.</p> <p>Jill says that she has a problem with bounced checks. Some of those checks are just for a few dollars but then they bounce and we have to pay a big fine.</p> <p>Jill also explains that the agreed amount for magazines is \$25 per class.</p>  | <p>Julie Grimshaw<br/>Treasurer</p> |

|   |                                 |
|---|---------------------------------|
| <p>Turkey Trot</p> <p>Turkey trot is coming up. This event will be organized by the PE teachers. They do ask that PTO help with volunteers. Jill Rees said that she will email the school distribution list for volunteers for the different shifts. The event will take place on Wednesday before Thanksgiving.</p> <p>Also Jill said that she saw clementines in Costco so she will just buy them and bring them to the event.</p>  | <p>Jill Rees<br/>President</p>  |
| <p>Barnes and Noble</p> <p>Jill Rees mentioned that the Barnes and Noble Holiday event will take place on December 4, 2013.</p> <p>She said that hopefully we can make some money but that the most important thing for this event is spend time together for the holidays.</p> <p>Heather Smith mentioned that she enjoyed reading to the kids the prior year.</p> <p>Kelley Brunner said she will post a sign up for teachers so that they can come and read</p> <p>Jill Rees said that she is hoping to get Chick Fil-A to sponsor a family dinner night before the event.</p> <p>Also she needs a Santa Claus. A few names are considered and then Mr. Daniels is suggested. Everyone thinks that would be a great idea and Kelley Brunner said she will ask.</p> | <p>Jill Rees<br/>President</p>  |
| <p>General PTO Meeting Brainstorm</p> <p>Orfe Kelly wants to make sure we have everything we need for the General Meeting next week. So far the items in the agenda are:</p> <p>Murals<br/>Budget Update<br/>Tables<br/>Ms. Jocelyn Sims<br/>Upcoming events</p> <p>It is important to bring a lot of pizza and have enough babysitters because there would be a lot of people interested in this meeting because Jocelyn is coming. Janet Schwertley said that her daughter and her friend can come and help. Orfe Kelly asked to please remind the babysitters not to talk on the phone or text while kids are there.</p>   | <p>Orfe Kelly<br/>Secretary</p> |