

**EAS PTO Board Meeting Minutes**  
**Monday, January 10, 2011**  
**10:00 a.m. EAS**

In attendance: Jeff Grove, Amy Lofquist, Julie Olson, Judi Radloff, Lisa Boeggeman, Lynn Peterson, Nadine Ramstead, and Eileen McMackin.

**Welcome:** Amy and Jeff

**Teacher and Staff Report:** Eileen

- Storage space needs to be lined up to move items out of school for the summer. Items can be moved into the new building in August or September. Lisa explained that if we start a 6 month lease in March we can get a free month of storage. Help will be needed to pack and move boxes. Jeff suggested that he could act as the PTO move coordinator and work with the Office/Site Support Chair. They will start packing items that don't need to be used for several years.
- Parent night was well attended. Parents wanted to know in the future whether EAS will be 6<sup>th</sup>-8<sup>th</sup> grade or 6<sup>th</sup>-12<sup>th</sup>, but it has not yet been decided.
- EAS received an outdoor education grant of \$20,000.

**President Update:**

- The Nominating Committee needs to be formed and Amy requested volunteers for a committee Chair.
- This spring, Elaina is preparing to sell EAS sweats, and Jody will organize a book exchange.
- Jeff asked Ann Lund to check on status of storage shed and make sure there is no water damage.

**Information Support:** Nadine

- The Office Support position is working well with Cheryl.
- First Aid and Yearbook are going smoothly.

**Curriculum Support:** Judi

- Wednesday electives are going well.
- Health Fair is on schedule.
- Textbook scanning is done in the beginning and end of year by Aaron and Cheryl.

**Student Activities:** Lynn

- Bingo night final report from Karen via email: \$915 was spent from the \$1000 budget, with a net income of \$2500. There were roughly 250 attendees, plenty of prizes, and too much pizza. Karen will Chair again but would like help with procurement as well as a shadow role to take over in the future.
- Dances will be pursued if students express interest.
- Lynn will follow up regarding the status of Graduation.

- Hospitality is going well.

**Treasurer Report:** Lisa

- Family contributions have not been paid by about 25 families. Cheryl has notified them and requested payment.
- Scholarship funds are available for trips if needed.
- A larger yearbook deposit was paid this year.
- Wednesday Elective payments and invoices continue to be written and deposited through the EAS PTO account. It is running smoothly and is balancing. Marianne and Lisa are working together to insure the Wednesday Elective account is used minimally to maintain accurate record keeping. The Wednesday Elective checking account is for emergency purposes only.
- The audit was completed by a committee in October. They recommended giving more details explaining how Family Contributions are used. They also recommended looking into opening a CD to hold a high account balance. The Board discussed this and decided that because interest rates are so low it is better to have the money more accessible.
- The Scrip program has grown and is a large job for George.
- The main push for Matching Funds has been done at the beginning of the year. Eileen suggested making Matching Funds, Family Contributions, and Volunteer Matching a reoccurring reminder every few months. Jeff will obtain an updated list of Matching companies to send to families and put on the EAS website.
- Lisa received an IRS letter stating that PTO owes \$3,000. She sent a letter regarding non-profit status to clarify and resolve the issue.

**New Business:**

- Jeff reminded the Board to think about continuity of leadership. He encouraged everyone to meet and recruit incoming 5<sup>th</sup> and 6<sup>th</sup> grade parents.
- The Board meeting schedule will remain unchanged after discussing the new spring trips timeline.
- Lynn proposed the following motion: I move that the PTO endorse the proposed February 2011 Levy for Capital Expenditures. Amy seconded the motion, there was no discussion, and the motion was carried unanimously.
- Jeff requested all significant electronic PTO documents to be submitted to him for online storage, including: permanent documents, tax information, position descriptions and timelines, standing rules, meeting minutes, PTO vs PTA decision information, historical financial summaries.

**Meeting adjourned.**

**Minutes submitted by Julie Olson, EAS Secretary.**

Following the Board meeting, Nadine emailed this update:

Parent Organizer: is currently only being utilized by Marianne Spencer for Wed. electives, this continuation is by Marianne's request. The prospect/hope that the district will have something in place by the Fall should be determined by the Spring. This then avoiding the 3rd party program (P.O.), that has not been working well for EAS for some time. Colleen is tentative about whether this will come through, but it seems that the district is close to something, and Colleen is optimistic.

Volunteer tracking took on a different approach this Fall and parents seems to be accessing and putting in their hours appropriately.