

**EAS PTO Board Meeting Minutes**  
**Monday, May 2, 2011**  
**10:00 a.m. EAS**

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

**Teacher/Principal Report- Eileen McMackin and Victor Scarpelli**

- Spring trips went well. Summary presentations will be given at the student celebration.
- Eileen introduced Victor Scarpelli, Finn Hill Jr. High principal, who will be the new EAS principal next year.
- Bowman Bay campsites are being reserved, which will be in a different location than usual due to construction.
- Next year's calendar is being finalized.
- The move to the new building is on schedule. Parent volunteers will be needed during the last few days of school to help with packing.

**President Report- Amy and Jeff**

- The date of the final PTO Board and General meetings has been changed to May 31<sup>st</sup>, due to a conflict with the 9<sup>th</sup> grade graduation dinner on May 24<sup>th</sup>. The Board meeting will be at 6:00 pm, and the General meeting will begin at 7:00.
- Gift cards will be purchased through Scrip to thank the committee chairs.
- Eileen will send the list of parents who have volunteered over 200 hours to the Presidents to check for inclusiveness.
- PTO meeting dates for next year will be determined once the school calendar is finalized.
- There was discussion regarding adding a Chief Financial Officer or Co-Treasurer position to the Board to help ensure a smooth transition of financial information. After reviewing the options, the following positions were defined:
  - **Chief Financial Officer**
    - (a) Oversees treasurer
    - (b) Coordinate annual financial audit
    - (c) Oversee scrip and matching funds activities
    - (d) Disseminate/communicate information pertinent to PTO finances
  - **Treasurer**
    - (a) Act as custodian for PTO funds (bank deposits, write checks, etc.)
    - (b) Coordinate and prepare annual PTO budget
    - (c) Maintain financial records and prepare financial statements for PTO
- Nadine made the following motion:
  - *I move that we add a Chief Financial Officer as a Board position with responsibilities as described, and amend the Standing Rules to reflect this addition.*
- Judi seconded the motion and all voted in favor.
- After reviewing the Standing Rules, the Board updated the Chair positions. Judi made the following motion:
  - *I move that we make the following updates to the Standing Rules: remove PO, Transportation, Volunteer Tasks/Tracking Hours, and Membership Chair positions, change Disaster to Emergency Prep Chair, and add Bingo Chair.*

- Nadine seconded the motion and all voted in favor. The Board agreed to provide a copy of the Standing Rules with changes indicated to the General membership for a vote.
- Revisions were made to the Organization Chart as follows: Wednesday electives will move under the Treasurer, the Emergency Prep Chair will move under Information Support, Yearbook will move under Student Activities, the Nominating Committee will report to the President.
- Chair job descriptions are being obtained.
- Presidents will go to the 6<sup>th</sup> grade parent meeting to recruit new Chairs and volunteers.

### **Treasurer Report- Lisa**

- Copies of the current budget were distributed.
- Input was gathered regarding next year's budget:
  - Lynn suggested adding a "Graduation" expense line item for \$300, and she will request that the Chair turn in receipts quickly before the end of the year. Graduation expenses can then be removed from the "9<sup>th</sup> grade events" line item. Eileen will talk to the staff regarding graduation budget needs for next year since two grades will be graduating.
  - Lynn noted that although only \$144 was spent for classroom emergency prep buckets this year, after the move next year the water in storage will need to be replenished. Some supplies will be split with Finn Hill. It was noted that first aid supplies should come out of the school budget, as will \$90 for the student directories. Lisa will check with Cheryl to make sure that funds have come out of the appropriate budgets. Eileen reminded everyone that school budget receipts must be submitted in a timely manner with the item(s) needing reimbursement being the only thing(s) listed on the receipt.
  - Judi commented that most of Healthy Choices expenses are paid out of school funds.
  - Because 6<sup>th</sup> grade families will now be asked to make their family contribution payment when they return their acceptance paperwork, a line item for "6<sup>th</sup> grade family contributions" will be added for contributions received prior to the end of the fiscal year on June 30<sup>th</sup>.
- Lisa will make budget changes and send out a proposal to the board prior to the final board meeting.
- Letters will be sent out to families who owe for incomplete volunteer hours.
- Presidents will contact the 12 families who still owe Family Contributions.

### **VP Information Support- Nadine**

- Nadine read the nominating committee report with the following proposed slate:
  - Co-President – Jeff Grove
  - Co-President – Nadine Ramstead
  - VP Information Support – Jeanne Acutanza
  - VP Curriculum Support – Judi Radloff
  - VP Student Activities – Stacey Lampkin

- Chief Financial Officer – Lisa Boeggeman
- Treasurer – Kristen Adams
- Secretary – Julie Olson
- Lynn made the following motion:
  - *I move that we recommend the proposed slate for 2011-2012 to the General Membership.*
- Judi seconded the motion and all voted in favor. Proposed new officers will be invited to the PTO board meeting on May 31<sup>st</sup>.
- The yearbook is done. Nadine is searching for Yearbook Chairs for next year. Yearbook signing will be on Wed, June 15<sup>th</sup>. The PTO will provide ice cream from yearbook fund.

### **VP Curriculum Support- Judi**

- Equipment clean up went well after the spring trips.

### **VPs Student Activities- Lynn**

- The Bingo Chair would like to hold Bingo Night on October 21<sup>st</sup>. Julie will call to reserve the Finn Hill cafeteria, but the date cannot be confirmed until the beginning of the school year.

### **2010-11 PTO Calendar:**

- Tuesday, May 31, 2011: PTO Board Meeting (6:00-7:00 pm) at EAS.
- Tuesday, May 31, 2011: General Membership Meeting (7:00-8:00 pm)
  - Approve budget, elect new officers, and approve standing rules.
- Meeting adjourned at 11:20.

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