

EAS PTO Board Meeting Minutes
Monday, September 26, 2011
10:00 a.m. EAS

In attendance: Victor Scarpelli, Nadine Ramstead, Kristin Adams, Jeanne Acutanza, Stacey Lampkin, Jeff Grove, Eileen McMackin, Judi Radloff, Lisa Boeggeman, Julie Olson

Welcome & Introductions

Teacher and Staff Report: Eileen

- School has started smoothly. Many parents helped with the move to the new school. Camp Hamilton went well. Students and parents were great.
- Jeff has placed shelves in the storage shed, and Ann Lund has organized supplies. Ann should be contacted if things are needed from the shed to maintain organization.
- The 7th / 8th grade meeting is tomorrow. Oct. 11th will be the 9th grade meeting. 8th grade transition plans have been sent to parents in the weekly bulletin, and a meeting was held with 8th grade students to address concerns. Eileen explained that 9th graders will not lose any leadership responsibilities or end of year events. 8th graders will also have some leadership opportunities throughout the year and will have the option of applying for a leadership role at Bowman Bay this year. A combined 8th/9th grade graduation dinner and dance and graduation will be held at the end of the year. 8th graders will receive all high school information along with the 9th graders. Eileen requested concerns with the 8th grade transition to be forwarded to her. Kristin noted that the budget will need to be larger to accommodate 2 classes in these end of year activities, however it was noted that this was factored into budget planning last year.
- Cheryl and Colleen are job sharing, so communication should be sent to the office email rather than to one of their individual accounts.

Principal Report: Victor Scarpelli

- The district will be holding a public open house of the new Finn Hill/EAS campus on October 25th. There will be a short program followed by tours. EAS would like to have a PTO presence for visitors to the EAS pod. Construction will be completed by the end of the year. Everything is going as planned, and EAS parents will be receiving a “Hard Hat Report” with progress updates.
- Mr. Scarpelli requested a copy of the year end PTO budget statement from Lisa.

Officer Updates

Co-President Update: Nadine and Jeff

- The October 25th open house and the 5th grade meeting need to be added to the PTO calendar.
- Nadine contacted all 6th grade parents to welcome them and answer questions. Eileen requested that new 7th graders be contacted as well. Eileen suggested contacting these students once per trimester for the first year.
- Bingo night will be October 21st. Karen Friend will be requesting volunteers at the upcoming parent meetings. Eileen explained that we hold our promise that there will be no school fund raisers, however Bingo is a PTO fund raiser. Amy Lofquist is working

with Buca de Bepo to provide a spaghetti dinner and is working to keep expenses down. Raffle tickets will be sold, and adult and student prizes will be separated. 6th grade parents need to be contacted for help.

VP Information Support Update: Jeanne

- The Emergency Prep Chairs are coordinating with Finn Hill. First aid kits are well stocked, the central kitchen at Finn Hill has 3-5 days of storage, and storage shelves are being installed for EAS emergency supplies.
- Directories have been distributed, and changes should be sent to Kristin Adams.

VP Curriculum Support Update: Judi

- Judi will send a thank you note to Ann Lund for her work on the storage unit and supplies. Jeff will coordinate emptying the rented storage unit and will let Ann know. They will try to have it vacated by Oct. 15th to avoid another month of storage charges, however the fee could bill day-to-day if the move is just slightly delayed.
- Health Fair Chairs are planning speakers and will meet with teachers for approval. Eileen explained that required health curriculum is covered in this conference, which will be held January 26th, 27th, and 30th. The week will include a Parent Ed session again this year. New Health Fair Chairs will be needed next year. Jeff suggested that Stacey send out a communication to the 6th grade parents to include requests for Bingo volunteers and Health Fair Chair shadows.

VP Student Activities Update: Stacey

- Parent Night went well with approximately 30 attendees.
- Laurel O'Hanlon, a 6th grade parent, has agreed to shadow Denise Vassallo as Yearbook Chair. Jody Sise is helping Kate Kloba with Student Socials, and Jody will schedule the gym for dances.

CFO/Treasurer Update: Lisa and Kristin

- Nadine, Jeff, Kristin, and Lisa have registered as signers on the bank account. Julie has been removed, and she will now review the monthly statements.
- PTO Membership contributions were budgeted for \$3000 and are currently at \$3025. Family Contributions have already exceeded the budget expectations as well, but some of the funds are from last year. These have been noted separately, and only 12 families have not paid for this year. Jeff will make phone calls to those families if payment is not received before the end of the year and encourage them to submit funds to for a tax deduction. Matching donations are also over-budget. Most expenses have not yet been paid yet, so the budget is trending well ahead so far.
- The Charitable Registration fee is over-budget at \$90 due to a late fee. To avoid future late fees, Lisa requested that the renewal registration be sent by email to the EAS office rather than a postcard to Finn Hill, since she did not receive it this year. Lisa suggested taking the late fee from the Treasure Expense line item rather than having Charitable Registration go over-budget. Taxes are done.
- Five audit volunteers have been identified: Sheilagh Conklin, Brenda Jensen, Bodil Bjorner, Amy McElfresh, Anna Bluvstein. They will meet on October 14th.
- Due to new bank policies, the Wednesday Elective account will start accruing fees due to low balance since it is an in-and-out account. Mr. Scarpelli made the following motion:
 - *I moved that we close the Wednesday Elective account with Bank of America and merge the funds into the PTO account.*

- Lisa seconded the motion and all voted in favor. Jeff will contact Marianne to let her know about this change.
- Kristin and Lisa are investigating other new bank options for the PTO account.
- The first Scrip order is complete. Lisa is creating a Scrip team of distributing and accounting volunteers. She is changing Scrip tracking from a spreadsheet to Quicken. Scrip account signers at Wells Fargo Bank are Amy Lofquist, Kristin Adams, and Lisa Boeggeman. Lisa would like a Scrip shadow to train in the spring.

Old Business:

- 2010/11 monies due from families contributing less than 25 hours- Cheryl contacted Nadine to tell her that 10 families did not pay for their volunteer time last year, which would equate to payments of over \$1000. Jeff suggested emailing families with students still at EAS to request payment and encourage accountability. Eileen suggested that in the future this needs to be taken care of during the current school year.

Agenda items for the next Board meeting:

- Scrip shadow, 6th grade/ new 7th grade phone calls

Meeting adjourned at 11:20.

Minutes submitted by Julie Olson, EAS PTO Secretary

CALENDAR

General PTO Schedule

- Thursday, September 8th, 2011 from 5:30 – 7:00 PM at EAS: 6th Grade Meeting
- Thursday, September 15th, 2011 from 7:30 – 9:00 PM at Stacey Lampkin's House: PTO Parent Meet and Greet
- Tuesday, September 27th, 2011 from 5:30 – 7:00 PM at EAS: 7th - 8th Grade Parent Meeting
- Tuesday, October 11th, 2011 from 5:30 – 7:00 PM at EAS: 9th Grade Student/Parent Meeting
- Friday, October 21st, 2011 from 6:00 – 9:00 PM at EAS: Bingo Night
- Tuesday, October 25th, 2011 District sponsored public Open House of new Finn Hill/EAS Campus
- Tuesday, May 22nd, 2012 from 7:00 – 8:00 PM at EAS: General PTO Membership Meeting

PTO Board Meeting Schedule

- Monday, September 26th 2011: Board Meeting, 10:00 – 11:00 AM at EAS
- Monday, January 9th, 2012: Board Meeting, 10:00 – 11:00 AM at EAS
- Monday, March 19th, 2012: Board Meeting, 10:00 – 11:00 AM at EAS
- Monday, May 7th, 2012: Board Meeting, 10:00 – 11:00 AM at EAS
- Tuesday, May 22nd, 2012: Board Meeting, 6:00 – 7:00 PM at EAS