

## **EAS PTO Board Meeting Minutes**

**Monday, January 9th, 2012**

**10:00 a.m. EAS**

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

### **Co-President Update: Nadine and Jeff**

- Camping gear is in the storage unit off site but it is crowded and inconvenient. Eileen will check with teachers regarding storing surplus tables off site and moving more frequently used items to the storage area at the school
- Nadine called the new 2011 families in November. Overall, parents are very happy with their experiences at EAS. Eileen suggested following up with them each trimester. Nadine recommended having it be the same person all year to build rapport.

### **VP Information Support Update: Jeanne**

- Jeff noted that there is a PTO storage locker in the school which contains historical PTO records and other supplies.

### **VP Curriculum Support Update: Judi**

- Cecilia Soh will be returning as Health Fair Co-Chair next year and is looking for a new Co-Chair. Judi will have an announcement posted with this request.

### **VP Student Activities Update: Stacey**

- Yearbook is going well so far.
- The dance made a \$300 profit, and there is another one planned for Spring. The Board decided to use the profits to fund the year end BBQ lunches for all students.
- Karen Friend has lined up volunteers to head all of the Bingo committees for next year, and she will oversee them. She still needs a Co-Chair. Stacey will follow up to get names of all committee volunteers and ideas for a Co-Chair.

### **CFO/Treasurer Update: Lisa and Kristin**

- All available statements have been reconciled through November. Kristin distributed the current budget and highlighted the following:
  - Book keeping for Spirit Wear sales need to be settled once all orders are corrected. Jeff suggested that an overage of \$44 for water bottles could come out of the President's Fund.
  - Bingo netted a profit, although the cook still needs to be paid once district payroll issues are settled.
  - Wednesday Electives shows as a profit as payments are made at end of the session.
  - There is a \$3 monthly charge from the bank to receive check images. Kristin recommends keeping the fee for official record keeping and auditing purposes.
- Kristin encouraged teachers to submit refund requests for Teacher Funds.
- Only 2 families have not joined PTO.
- 3 families have not paid the Family Contribution. Jeff and Nadine will write a reminder email.
- Incoming 6<sup>th</sup> grade family contributions will be paid into this year's budget, and it will be a larger amount than last year because there will be more students accepted.

- Eileen and Victor would like to make PTO transfers into the EAS account clear and transparent. Therefore, it was decided that transfers will be made twice a year at predefined intervals. They will be tracked as “Family Contributions- Grant 1,” and “Family contributions - Grant 2.”
- Kristin would like to create a straightforward and uniform system for Chairs handling money. Julie suggested creating a Chair 101 document with financial as well as other protocols for Chairs. She will email a sample to the Board and suggested holding a Chair training meeting at the beginning of the year as well. Kristin noted that there is a Check Request/Reimbursement Form already on the school website which people need to use when submitting requests.
- The Board decided to include a link to the Amazon school reimbursement program on the EAS website. Personal scrip funds can be used through this link and will provide additional funds to the school. Lisa will complete paperwork for EAS to be included in other retail reimbursement programs as well such as Safeway and Bartell’s.

### **Teacher and Staff Report: Eileen**

- 220 applications were received at the EAS Information Night for 52 available openings. 7<sup>th</sup> grade openings will be filled from the wait list only. About half of the school population will be new next year. The Board discussed impacts this could have, and it was suggested that a “Board Member At Large” position(s) be added for a 6<sup>th</sup> grade parent(s) to join the Board and become familiar with responsibilities so they will be well prepared to transition into specific Board positions. Eileen suggested that if Board members think of other PTO suggestions pertaining to the 6<sup>th</sup>-8<sup>th</sup> grade shift they should email Nadine.
- We received a \$20,000 anonymous donor grant again this year, for which EAS students and parents are tremendously grateful.

### **Principal Report: Victor**

- Continued school construction is steady but slow to allow for quality work. Fields will not be ready for spring sports, so they will mainly be held off site.

### **Board Discussion**

- Nadine requested that a member of Board contact her to be the lead for the nominating committee.
- Scholarship money is available for Spring Trips, and students were told in the trip information materials to contact the office if assistance is needed.
- A general reminder to all families to complete their volunteer commitment will be done before March. Follow up with specific families will be done after March.

Meeting adjourned at 11:10.

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

Following the meeting, Kristin Adams sent the following update:

All,

Please find attached an updated financial statement through December. I received the December bank statement today so I thought I would do a full update. As you can see, many of the budgets we discussed today are close to being where we expect them to be.

The following changes/updates have been done:

1. Spreadsheet has been formulated to properly reflect variances
2. Storage Unit fees corrected
3. Wednesday elective income/expense recorded
4. T Shirt/water bottle income and expense closer - found another \$15.75 so we are within approx \$8.00

I am going to make a distribution to the school of \$30,000 at this time. In looking at the Financial Statement, please remember the variance will be larger, but it is because they didn't take as large of a draw last year and the funds have built up.

Thanks,  
Kristin Adams

*Note: The hard copy of the financial update will be included in the Secretary's Notebook with these minutes.*

#### **2012 PTO-EAS Calendar:**

- Monday, **Jan. 9** Board Meeting (10:00 – 11:00 AM) EAS
- Monday, **Jan. 16** No school - Martin Luther King Jr.
- Tuesday, **Jan. 24** Trimester 2 Block A ends
- Thu-Mon, **Jan. 26, 27, 30** EAS Health Fair
- Thu-Mon, **Feb. 16-17, 20** No school - Mid-Winter Break
- Wednesday, **Mar. 7** Trimester 2 Block B ends
- Thu-Tue, **Mar 8, 9, 12, 13** Stewardship Projects Session II
- Friday, **Mar. 16** No school - LEAP Day
- Monday, **Mar. 19** Board Meeting (10:00 – 11:00 AM) EAS
- Mon-Fri, **Apr. 2-6** No school - Spring Break
- Friday, **Apr. 20** Trimester 3 Block A ends
- Mon-Fri, **Apr. 23—27** Spring Trips
- Friday, **May 4** No school - LEAP Day
- Monday, **May 7** Board Meeting (10:00 – 11:00 AM) EAS
- Tuesday, **May 22** Board Meeting (6:00 – 7:00 PM) EAS
- Friday, **May 25** No school - LEAP Day
- Monday, **May 28** No school - Memorial Day
- Friday, **Jun. 1** Trimester 3 Block B ends
- Thu-Fri, **Jun. 7, 8** Stewardship Projects Session III
- Mon-Fri, **Jun. 11-15** All School Camp (Bowman Bay)
- Wednesday, **Jun. 20** EAS Celebration of Student Work
- Thursday, **Jun. 21** 9th Grade Graduation
- Friday, **Jun. 22** Half Day / Last Day of School for 6-8 graders