

## HOUGHTON PTO BOARD TRANSITION MEETING

JUNE 12, 2008

Attendees: Nancy Kuemin – President, Kathy Baars – 1<sup>st</sup> VP, Andrea Kilbane – 2<sup>nd</sup> VP, Katie Graves – Treasurer, Tammie Wotton – Secretary, Laurie Dawson – Pleasant Ridge Board Liaison, Greg Martin – Harvest Board Liaison, Melissa Pelletier – Woodland Meadows Board Liaison

Members Present: Jesse Stevenson, Principal

The meeting was convened at 9:00 a.m. The previous minutes were reviewed and no objections were noted.

1. It was agreed that Board Meetings during the school year would be held at 6:30 p.m. at Houghton School (or other location to be agreed prior) on the second Monday of each month (see attached schedule). These meetings would be open to any members from the school.
2. It was also agreed that General Meetings would be held three times during the school year, specifically on October 13<sup>th</sup>, 2008, February 9<sup>th</sup>, 2009 and May 11<sup>th</sup>, 2009. These meetings would commence at 6:30 p.m. and open with a Board Meeting, followed by the General Meeting at 7:00 p.m. The material for these General Meetings is yet to be decided but it was suggested that some of the teachers could make presentations concerning the curriculum or learning methods being employed at the school or cover topics pertinent to current school events.
3. In July, it was agreed that a Board Meeting should be held at Kathy's house at 6:00 p.m. on the 21<sup>st</sup>. Kids are welcome. Bring their swimsuits if the weather is hot. ACTION: Kathy to e-mail directions to board members.
4. It was decided that the Board Liaisons would attend the three General Meetings and, with prior notice, could be available for assistance if needed for other Board Meetings.
5. Greg and Katie are to meet separately to arrange hand-over of the Treasury tasks. Budget to be drafted around the time of 1<sup>st</sup> Day Folder collation which is tentatively set for August 22<sup>nd</sup>, 2008 with budget approval to follow.

6. It was agreed that Tammie would prepare the Student Directory and arrange for it to be printed through McNaughton & Gunn at 960 Woodland Drive, Saline. ACTION: Laurie to e-mail first two pages of layout to Tammie.
7. Kathy agreed to create CD's for the volunteer coordinators and volunteers.
8. Kathy asked that some thought be given to providing incentives to parents for the upcoming fall fundraiser to try to generate some momentum since this is the first large event of the year and it occurs so early in the school year.
9. Reminders and notices that the Board wishes to pass along to parents can be included in the Weekly Teacher Newsletter.
10. Zero the Hero volunteers are needed.
11. Members of the outgoing Board suggested that more contact needs to be maintained with the Room Parents to assist with communication and class based PTO activities.
12. Nancy requested a meeting with Kathy, and Tammie asked to be included in that, in order to clarify duties and responsibilities and further understand the lead-up to the fundraiser and other events being held early in the school year. ACTION: Kathy to confirm a date, time and place.

## HOUGHTON PTO BOARD MEETINGS & HOUGHTON SCHOOL DATES SCHEDULE\*

DATE	TIME	LOCATION	TYPE
July 21 <sup>st</sup> , 2008	6:00pm	Kathy Baar's House	Board Meeting
August 11 <sup>th</sup> , 2008	TBA	TBA	Board Meeting
August 22 <sup>nd</sup> , 2008	9:00am	Houghton School	First Day Folders
September 2 <sup>nd</sup> , 2008		Houghton School	School starts - orientation
September 8 <sup>th</sup> , 2008	6:30pm	Houghton School	Board Meeting
September 18 <sup>th</sup> , 2008	6:00pm to 7:00pm	Houghton School	Open House
October 13 <sup>th</sup> , 2008	6:30pm	Houghton School	General Meeting & Budget Approval
October 17 <sup>th</sup> , 2008		NO SCHOOL	
November 10 <sup>th</sup> , 2008	6:30pm	Houghton School	Board Meeting
November 24 <sup>th</sup> , 2008		AM students attend PM students do not attend	PM & Eve Conferences
November 25 <sup>th</sup> , 2008		AM students do not attend PM students attend AM	PM & Eve Conferences
November 26 <sup>th</sup> , 2008		NO SCHOOL	
November 27 <sup>th</sup> and 28 <sup>th</sup> , 2008		NO SCHOOL - THANKSGIVING HOLIDAY	
December 8 <sup>th</sup> , 2008	6:30pm	Houghton School	Board Meeting
December 19 <sup>th</sup> , 2008		Last day before Winter Recess	
December 22 <sup>nd</sup> , 2008 to January 2 <sup>nd</sup> , 2009		NO SCHOOL	
January 5 <sup>th</sup> , 2009		School Resumes	
January 12 <sup>th</sup> , 2009	6:30pm	Houghton School	Board Meeting
January 16 <sup>th</sup> , 2009		NO SCHOOL	
January 19 <sup>th</sup> , 2009		NO SCHOOL – MARTIN LUTHER KING JR. DAY	
February 9 <sup>th</sup> , 2009	6:30pm	Houghton School	General Meeting

February 13 <sup>th</sup> and 16 <sup>th</sup> , 2009		NO SCHOOL – GREAT AMERICANS HOLIDAY	
February 17 <sup>th</sup> , 2009		NO SCHOOL	
March 5 <sup>th</sup> , 2009		AM students attend PM students do not attend	PM & Eve Conferences
March 6 <sup>th</sup> , 2009		NO SCHOOL	
March 9 <sup>th</sup> , 2009	6:30pm	Houghton School	General Meeting
April 3 <sup>rd</sup> , 2009		Last Day Before Spring Break	
April 6 <sup>th</sup> to 10 <sup>th</sup> , 2009		NO SCHOOL	
April 13 <sup>th</sup> , 2009		School resumes	
April 13 <sup>th</sup> , 2009	6:30pm	Houghton School	Board Meeting
April 24 <sup>th</sup> , 2009		NO SCHOOL	
May 11 <sup>th</sup> , 2009	6:30pm	Houghton School	General Meeting
May 25 <sup>th</sup> , 2009		NO SCHOOL – MEMORIAL DAY HOLIDAY	
June 8 <sup>th</sup> , 2009	6:30pm	Houghton School	Board Meeting & Potential New Board Intro
June 10 <sup>th</sup> , 2009		AM students do not attend PM students attend AM	

[Houghton PTO Board Meeting and General Meeting Dates](#)

[Houghton PTO Calendar Dates](#)

[Saline Area School Dates](#)

[No School Dates](#)

\*PTO Calendar yet to be included as dates not yet determined