

HOUGHTON PTO BOARD MEETING

September 8, 2008

ATTENDEES:

Board: Nancy Kuemin – President, Kathy Baars – 1st VP, Katie Graves – Treasurer,
Tammie Wotton – Secretary

Members: Jesse Stevenson (Principal), Amanda Moore (Teacher Rep), Trisha Raft (Teacher Rep), Darcy Berwick, Jeneen McNally, Dawn Kulczynski, Katrina Boulter, Mary Grant, Claudia Hambleton, Joanna Day, Terri Pickett, Michelle Socha, Shelli Wildfong, Clare Harris

The meeting was convened at 6:30 p.m.

1. The minutes for the meeting held on May 20th, 2008 were reviewed with motion to accept proposed by Nancy and seconded by Tammie, and those for August 4th, 2008 were reviewed with motion to accept proposed by Kathy, seconded by Nancy; votes to accept both sets of minutes were unanimous.
2. The balanced budget was reviewed and a motion to accept it was proposed by Tammie and seconded by Kathy. The vote to accept the budget with some adjustments was unanimous. Those changes were:
 - a. The visiting author, Kristine Petrell Kallevig with her “Storigami” presentation, should be invited to Houghton School at a cost of \$926.20 for three assemblies (2 morning, 1 afternoon). The budget line item for March is Reading Month, which includes the Visiting Author Assemblies, stood originally at \$2,000 so it was agreed that this would be reduced to \$1,000 and the remaining \$1,000 be allocated to the “Principal’s Fund”,
 - b. The PTO subscription should be allowed to lapse, providing a saving of \$199 which is to be added to the “Principal’s Fund”. This item originally appeared in “Operational Costs”.
 - c. There is an over-spend of \$80 for Jim Basketball Jones, presenter at the first Assembly, which needs to be pulled from the “Principal’s Fund” and added to the “Basketball Jones” line item

The total for the “Principal’s Fund” now stands at \$3,494. **[ACTION: KATIE]**

3. A description of the passive fundraising activities was provided by the associated Officer Liaison as follows:
 - a. Boxtops – Kathy described where and how to collect these and asked attending members to spread the word about the program so that the most effective use could be made of it.
 - b. Campbell Labels – Kathy also described where and how to collect these and again asked attending members to speak with all their Houghton parent friends and contacts to encourage participation in this program too.
 - c. Scrip – Nancy explained the use of Scrip and updated the members present on Busch’s further change to its rechargeable cards in that they will now provide 5% on all recharges, regardless of value, as long as those recharges are made via cash or debit card. For any recharges made using a credit card, the school will earn 3%. A discussion took place about the best way to fan this information out to parents since their last communication on this showed vastly reduced percentages for recharges and encouraged people to purchase new cards as often as possible. It was agreed that Open House would be the best option for this.
 - d. We were asked whether we would be open to other passive fundraising activities, specifically the advertising through the school of Arbonne Cosmetics, with a % of sales given back to the school. Initially

receptive, it was pointed out that this might open the school up to a number of enquiries of this nature and such approaches had been declined at other schools for this reason. Jesse agreed to take the offer on board and look into it and then provide feedback at a later date. **[ACTION: JESSE]**

4. Committee Reports on Past Events

- a. First Day Folders Report (Tammie) – The First Day Folder event went well. Copies were done the day before and Luana had everything laid out in the Cafeteria ready for the 9:00am start. We had 14 volunteers who spent 2 hours stuffing 475 folders. We ran out of some third party flyers but otherwise, everything went extremely well. Many thanks to Kathy for the provision of snacks and water for the volunteers and those children able to be there. And, of course, grateful thanks to those willing helpers who took the time to support us in this first event of the new school year.
- b. Bus Greeters Report (Tammie – A.M., Nancy – P.M.) – Everything seems to have gone smoothly for the two sessions. We have each had approximately 5 or 6 volunteers attend each session and assist the teachers and staff in getting the children to their classrooms without incident. Wednesday of this week will be the last day and the children are already finding their way without assistance. Once again, we are tremendously grateful to those volunteers who have spent time helping our youngsters settle in to their new routine.

5. Committee Reports for Upcoming and Ongoing Events

- a. Houghton PTO online/communication
 - i. Progress on the website – Nancy reported that little progress has been made due to communication problems between the SAS website and PTO website. Laurie Dawson, last year's 2nd VP on the PTO Board, is trying to assist in ironing out these issues but recent notification from Andrea Kilbane that she has had to step down from the position of 2nd VP on this year's PTO Board has all but halted. We do have a volunteer (Michele Lawless) willing to technically manage the website if we can provide her with access and get the connection between the SAS and PTO sites corrected. Darcy Berwick, attending this meeting tonight, also volunteered to help with the website programming and her details have been passed to Michele so they can coordinate their efforts as and when they can gain access. **[ACTION: LAURIE, MICHELE, DARCY, JENEEN]**
 - ii. Use of communication channels – discussion took place about the best methods for communicating various items to the members, options being: monthly school newsletter (paper copy first so only a few lines please, web based after and up to 2 pages available), weekly teacher newsletter (student specific items please and just a line or two, eg order form deadlines etc., 1 week advanced notice, liaise through Luana for this), Email loop (for notifications), Room Parents, website (when running)
- b. Fall Fundraiser
 - i. Information all ready. Open House samples available. Web ordering in place but need to check whether more items are on the website than will be circulated to the parents in the three catalogs. **[ACTION: KATIE]**
 - ii. Somehow, need to make it clear that donations by check are also welcomed if parents do not wish to make purchases. More promotion required? **[ACTION: KATIE]**
- c. Picture Days
 - i. Need 7 volunteers for each session (a.m. and p.m.) Danielle to review volunteer schedule and advise if we have enough. Coordinators to start contacting volunteers, find out who is available when and get names down. Volunteers will be required to collect children, shepherd them

through one of two camera lines and see them back to their rooms. **[ACTION: DANIELLE, NANCY]**

- d. Open House
 - i. To be staffed by PTO Board Officers in two shifts, 5:30pm to 6:30pm and 6:30pm to 7:30pm to allow time for officers to visit children's teachers/ classrooms.
 - ii. Kathy Fedoronko to obtain \$5 gift cards for Busch's. **[ACTION: NANCY]**
 - iii. T-shirts will be available from stock but order forms will be sent separately later in the year.
 - iv. Fall fundraiser samples will be available for review.
- e. Zero the Hero
 - i. Coordinator – Joanna Day volunteered as coordinator for this. Nancy to pass information to date along so Joanna can get started. Kindergarten only and 20 to 30 minutes for each Zero visit in entirety (few minutes per classroom). The teachers arrange the 100th day assembly and Zero attends. He also makes surprise appearances at other times if he is in school. **[ACTION: NANCY, JOANNA]**
- f. Grandparents Day
 - i. Confirmation provided by Jesse that this is also "special persons" day for those whose grandparents are unable to attend. Clarification of PTO duties: provision of personnel to hand out name tags, staff the reception desk, escort people to classrooms. Last year, a floral display was at the desk and special VIP ribbons were tied and used for the name badges. Laurie Dawson handled this last year and is available for information help if needed. Coordinator has already been in touch with questions and is poised to start the process.
- g. Student Directory
 - i. Information handed in to date has been collected and is being entered into datasheet. As of this evening, about one fifth of the stack has been processed. Anticipate datasheet to be completed shortly after Open House and taken to McNaughton Gunn within a week from that date. **[ACTION: TAMMIE]**
 - ii. Katie offered assistance if required.
- h. March is Reading Month
 - i. Author chosen (see item 2 above) and budget adjusted for cost.
- i. Coordinators Still Required
 - i. Book Swap (Darcy Berwick volunteered), Zero the Hero (Joanna Day volunteered), Holiday Gift Shop (Mary Grant may be able to volunteer as 2nd coordinator for this depending on schedule and she will contact Kathy Baars to confirm).

6. Fill Vacancy – 2nd VP

- a. Jeneen McNally, attending this evening, volunteered to be 2nd VP. No other nominations were received.
- b. Her appointment was proposed by Tammie and seconded by Nancy and the vote to appoint her to that position was unanimous. It was agreed that she would pick up the Officer Liaison duties which had been allocated to Andrea and that information would be handed to her concerning the status of those projects. Tammie to provide calendars and other pertinent details. **[ACTION: NANCY, TAMMIE]**

7. Upcoming Meetings

- a. October 13th is a general meeting. Houghton Staff to provide information on speaker/ topic so details can be included in flyer and other communications to parents. **[ACTION: JESSE]**

- b. The Ann Arbor group, The Candy Band, was suggested for an Assembly by Amanda Moore and several members had heard of or seen the group and was positive about including them.
- 8. Questions for Jesse or PTO
 - a. Mary Grant asked whether supplies such as kitchen roll inners, boxes, egg cartons etc were required by teachers for art projects. The consensus was that individual teachers should be approached with this question.
- 9. Other items discussed which were outside of the Agenda:
 - a. Jim Basketball Jones \$80 overspend – see item 2 above. Date suggested of October 14th. No obvious conflicts to booking to go ahead. **[ACTION: NANCY]**
- 10. Motion to adjourn the meeting at 8:00pm was proposed by Nancy and seconded by Kathy, vote unanimous.