

HOUGHTON PTO GENERAL MEETING

February 9, 2009

ATTENDEES:

Board: Nancy Kuemin – President, Kathy Baars – 1st VP, Liz Ziembovic – 2nd VP,
Tammie Wotton – Secretary

Members: Jesse Stevenson, Amanda Moore, Darcy Berwick, Joanna Day, Danielle Holloway

The meeting was convened at 6:35 p.m.

- I. Approval of minutes for last month was proposed by Nancy and seconded by Danielle. The minutes were approved with a unanimous vote.
- II. Katie sent her apologies.
- III. Community:
 - A. Agenda items were reviewed.
- IV. Committee reports on past events:
 - A. Book Fair: it was agreed that the proceeds from the Spring book fair would be taken in cash with 30% of the sales going to PTO.
 - B. T-Shirts: no t-shirts were sold at the book fair. Suggestion received to have a table at the Open House event and some consideration to be given to perhaps making the Houghton t-shirts more generic in logo (Saline Area Schools for example) since they are only used for one year and are larger than would be typically purchased for children of 5 or 6 years old.
 - C. Conference Dinner: the event was successful and Nancy read a letter of thanks sent to the PTO from the staff.
 - D. Zero the Hero: The Zero program worked well. Thanks to Joanna for her hard work in making this year's Zero such a success and surprise for the children.
 - E. The Bat Program went well. Jesse and Amanda confirmed that PTO need do no more than provide the funds for this and that Mrs. Szafarek makes all arrangements.
- V. Committee Reports on upcoming and future events:
 - A. Fundraising:
 1. Domino's Pizza Dough Raising: Michigan Avenue location shows under new management. Later confirmation received that Royce is still owner. Check received for \$80.

2. CapriSun: general consensus was to decline on this fundraiser in preference for the Zippy Autowash (details follow)
3. Zippy Auto Wash: opportunity to sell Zippy vouchers with 50% sales contribution to PTO. Danielle offered to run this program. [ACTION: DANIELLE)

B. March is Reading Month

1. Breakfast to be provided for teachers and lunch to be provided for author, Peggy and Jesse. Volunteers arranged to handle pick up and delivery of items.
2. Nancy raised question of whether PTO should temporarily cover any shortfall on Author Visit book orders. It was agreed that it should.
3. It was agreed not to purchase origami books for the classrooms.

C. Book Swap: Joanne offered to help. Flier needs to be created and circulated. [ACTION: TAMMIE/DARCY]

D. Child ID Program: arrangements are in progress. Flier to be circulated before Spring Break. Sign Up Sheet to be printed (try at Houghton on Poster Printer otherwise OfficeMax) and put on board in lobby mid April. Darcy offered a full day of time on Saturday. Liz offered time but needed to check schedule. Kathy offered Saturday 9-11am. Tammie to check with Charles Webster of Masonic Lodge to see whether professional dental staff required for dental impression. [ACTION: TAMMIE/DARCY/LIZ/KATHY]

E. MaxPerks: agreed to give PTO a check for \$60 for the recycled cartridges handed in at Office Max thus far. Further funds will be handed across if and when they take the cartridges that Cartridges for Kids are no longer taking. Tammie explained that depending on who is at the cash register they take some brands not currently accepted by the school program.

F. Staff Appreciation

1. Teachers would prefer that the staff appreciation be classroom based rather than personal. Scheduled for 1st week of May (4th to 8th). Liz coordinating this now and to obtain a list of room parents from Luana. [ACTION: LIZ]
2. Administration Assistants' Day April 22nd. Amanda to find out what they like and make some suggestions to PTO. [ACTION: AMANDA]

G. Newsletter: due March 20th. Info to Liz no later than midnight March 16th. Include notification of the Child ID Program.

VI. Next Year

A. Midland Fundraiser –

B. Book Fair – November is booked. Unlike last year, only able to book one week. Pancake supper will be 1st Monday in March so arrange Spring Book Fair for that time.

C. Holiday Shop –

D. Purchases for school – Nancy moved to accept the proposals put forward by Jesse for spending \$6,000 from the PTO fund. Kathy seconded and the vote to approve was unanimous.

VII. Upcoming Meetings:

A. April 13th – Specials teacher(s) to present. Meeting attendees were keen to see whether the general meeting protocol could be used every meeting with teachers and others from the school staff presenting monthly. Everyone has enjoyed these meetings so much.

B. Officer elections

1. Officer elections to be made at main meeting on May 11th. Circulate officer opportunities to preschools in the area.
2. New Parent Orientation May 5th – PTO to make a presentation. Nancy to head this up with other officers available for Q&A.
3. Need officer liaisons for next schools. All three are represented on the board.

VIII. Motion to adjourn by Kathy seconded by Nancy. Unanimous vote to accept.