

## HOUGHTON PTO BOARD MEETING

October 13, 2008

### ATTENDEES:

Board: Nancy Kuemin – President, Kathy Baars – 1<sup>st</sup> VP, **Jeneen McNally – 2<sup>nd</sup> VP**, Katie Graves – Treasurer,  
Tammie Wotton – Secretary

Members: Jesse Stevenson (Principal), Debbie Kolaki (guest speaker), Karen Szafarek (guest speaker), Megan **D**eGrand (guest speaker), Danielle Holloway, Shelly Baczkowski, Claudia Hambleton, Kelli Peterson, Arlene Wall, Bob Lawless, Michelle Socha, Shelli Wildfong, Darcy Berwick, Lorri Cutler, Anne Miller

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

1. It was decided to allow the guest speakers to present before PTO business was reviewed.
  - a. Mr. Bill Salow from the Red Cross spoke about a blood drive geared toward families of the Houghton School community. It was agreed that the tone of this should be appropriate for the ages of the children and, under those circumstances, the fall drive which is to take place on 29<sup>th</sup> and/or 30<sup>th</sup> December should be advertised by flyer only with no expectation that the children would do any canvassing of parents or other family members. Further consideration needs to be given to the tone of the spring drive during October or November since Mr. Salow's hope is that we might implement a Kindergarten approach to the Pint Sized Hero program. [ACTION: NANCY]
  - b. Mrs. Kolaki, Mrs. Szafarek and Mrs. **D**eGrand demonstrated the Lucy Calkins Writing Program being implemented through the Saline School District, much enjoyed by the attending members. Thanks to these teachers, those of us in attendance now have a much clearer understanding of this exciting method. Our thanks to them for taking the time and effort to introduce us!
2. The minutes for the meeting held on September 8<sup>th</sup>, 2008 were reviewed with motion to accept proposed by Nancy and seconded by Katie; vote to accept was unanimous.
3. The Treasurer's Report and Fall Fundraiser topics were combined.
  - a. Katie confirmed that the PTO has \$35,847 in Money Market and \$410 in Checking. Clarification is required on the method of handling returned checks. One so far and TCF needs to be contacted to confirm who the check belongs to. Kathy advised that, in the past, members who bounce checks go on a list and when future check payments are received from them, they are contacted and asked to provide cash before the order is filled. Kathy suggested contacting Greg (last year's Treasurer) and getting some input from him. Nancy asked that a revised budget be provided showing an additional column for actual spending/receipts. [ACTION: KATIE]
  - b. The Fall Fundraiser has so far produced at total of \$12,212 orders of which the school will receive a percentage, and \$385 direct donations. Kathy suggested that the donations be broken out and shown as a separate line item since more are expected in during the course of the year and it would be good to track donations as a separate category in order to ascertain whether the fundraising is effective or whether donations is an easier and more productive method of meeting budget. [ACTION: KATIE]

- c. Other items credited to the PTO accounts this month are \$615 for t-shirt sales which is all profit since last year's PTO paid for the stock. However, this may be partially off-set by purchases of stock to hand over to next year's board. A check for \$680 has been received from Scrip.
4. Committee Reports for Upcoming and Ongoing Events
    - a. Basketball Jones is due to visit on October 14<sup>th</sup> at 10:30am and 2:06pm. Parents are welcome and, if present, are encouraged to take photos for the yearbook. Photos should be sent to Heidi McClelland (palypup@msn.com), Yearbook Coordinator.
    - b. Campbells Labels – coordinator needed. Michelle Socha volunteered for this position. Danielle to note on volunteer list. [ACTION: DANIELLE]
    - c. Recycling – coordinator needed. Darcy Berwick volunteered for this position. Danielle to note on volunteer list. [ACTION: DANIELLE]
    - d. Scrip – need more people to participate. Need to clarify the one week turn-around. Michelle Socha and Kathy Fedoronko to reissue documents and update flyer. [ACTION: NANCY]
    - e. See 3b above.
    - f. T-shirts – orders are in and goods should be distributed soon.
    - g. Picture retakes – October 16<sup>th</sup>. Danielle to circulate request for volunteers. Be at school 15 minutes before retake time. Volunteers would be required for around 2.25 hours. [ACTION: DANIELLE]
    - h. Book Fair – slots to be allocated to volunteers. Supplies should arrive October 17<sup>th</sup> [ACTION: NANCY]
    - i. Holiday Gift Shop – Shelly Wildfong needs co-coordinator. (After meeting concluded, Shelly Baczkowski volunteered.)
    - j. Candy Band – Available date: January 27<sup>th</sup>, 2009. Cost \$700 for 2 shows of 30 minutes each. Need times fairly close together. Suggest returning to band contact with times of 10:45am and 1:30pm to allow for lunch set up and clear away. Move to book proposed by Nancy, seconded by Kathy. Unanimous vote. Nancy to contact and see if times work. [ACTION: NANCY]
  5. Upcoming Meetings
    - a. November 10<sup>th</sup> is a board meeting open to all.

Did we move to adjourn? If not, can just say meeting adjourned at whenever it was.