

HOUGHTON PTO BOARD MEETING

December 8, 2008

ATTENDEES:

Board: Nancy Kuemin – President, Liz Ziembovic – 2nd VP, Katie Graves – Treasurer, Tammie Wotton – Secretary
Members: Danielle Holloway, Shelly Baczkowski, Jess Stevenson

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

1. The minutes for the meeting held on November 10th, 2008 were reviewed with motion to accept proposed by Nancy and seconded by Katie; vote to accept was unanimous.
2. Katie presented the current budget versus actual and advised that the Current Account has \$152 with \$39K+ in the Money Market Account. Danielle pointed out that the total showing for the Book Fair does not include credit card sales and that Scholastic would be offsetting the cost of stock against that figure, with the balance being credited to the school.
3. Community
 - a. Liberty School Committee Meeting - There is a meeting on December 11th at 6:30pm in the Media Center to discuss what to do with the building which is currently vacant and used only for community events. The School Board is looking for suggestions and guidance from the community at large since the cost of maintaining the building is a drain on school funds.
 - b. Large Event Protocol – Guidelines are being drafted which will cover emergency procedures etc for events and after school gatherings. Documentation is currently awaited.
4. Assemblies
 - a. Jim Basketball Jones is available for 2nd week of October 2009 at a cost of \$980. It was agreed that we would go ahead and book on behalf of next year's PTO committee. [ACTION: NANCY]
5. Passive Fundraisers
 - a. Boxtops – Need to send out a reminder in the teacher weekly to turn box tops in by December 19th in order to catch the end of year fund distribution. Also include this on the website. [ACTION: LIZ]
 - b. Scrip – Earnings were Sep \$109, Oct \$125, Nov \$185. Expecting a larger take-up in December.
6. Committee Reports
 - a. T-Shirts - \$1107 sales excluding Open House and Holiday Shop. Sales are ahead of budget and profit to date is \$698. Suggest having a stall for T-shirt sales at the Pancake Supper and then handing out a flyer if we still have a large stock left.
 - b. Book Fair – It was agreed that we would take the cash option for this Fall Book Fair and take the book option for the Spring Fair. It was further agreed that we would ask Peggy McEvoy to use what she needs from the One for Books, the \$100 voucher and the \$1,000 credit currently available for books, and contact the teachers (including Sharon Nicola at Leaping For Literacy) to fulfill any of their outstanding needs. It was also agreed that we would confirm for 2009. Provision of the EDO lunch was discussed and it was agreed that this went very well. However, for future lunches, it was suggested that parent helpers be available to serve the lunch out and that we investigate the possibility of having the Saline Food Services Department supply the pizza for the entire lunch gathering. The possibility was raised

that we hold the event over a 4 day period, one class each day. Further discussion should be held on this based on the involvement of the Saline Food Services Department. [ACTION: DANIELLE]

- c. Conference Dinners – Jess said they went really well and we received a thank you card from the staff.
- d. Holiday Shoppe – Sales were \$1800 with \$400 petty cash. Last year's profit was \$176 so this is clearly not a big money earning venture but is done for the children. Need to be more cautious on the budgeted profit next year. Volunteer uptake was low but weather kept visitor numbers down so it was not an issue.
- e. Midland Fall Fundraiser - Based on confirmation that the % remains the same, we agreed that Midland should continue to be the fundraiser provider. They take much of the strain for packing and sorting and the % is very good.

7. Committee Reports

- a. Domino's Pizza Night – there has been some discussion about the controversy of allowing a for-profit business to advertise through the school since it might lead to other businesses wanting to do the same. The local Domino's owner has taken this up with Mr. Graden and further instruction from him is awaited at the DPC meeting. [ACTION: NANCY]
- b. Recycling – Tammie and Darcy spent time sorting and boxing the items to be sent to Cartridges for Kids. Many of the items in the box were not acceptable to the agent and therefore were either packaged up to go to Ann Arbor Recycling Depot or to see whether another recycling agent might take them. Clearer instructions need to be displayed at the drop off box, including "OEM cartridges only" and "Cell phones" "Digital Cameras" etc. There was a lot of trash in the drop off bin. Darcy will be checking and submitting the recycling more regularly now.
- c. Newsletter – include the January 12th Chip program notification.
- d. Slow Down In Parking Lot – Discussed ways to prevent cars speeding through the parking lot. Reminders to go in monthly newsletter again.

8. Upcoming Meetings

- a. January 12, 2009 @ 6:30pm in the Houghton Media Room – Charles Webster from Michigan Masons to talk about CHIP program
- b. February 9, 2009 @ 6:30pm in the Houghton Media Room – Teacher Presentation "Everyday Math"
- c. May 11, 2009 @ 6:30pm in the Houghton Media Room – Designated as a General Meeting with appointment of new PTO board members.
- d. We discussed moving the meetings around to accommodate the PTO nominations but decided to hold a reception (with food and refreshment) on the evening of the Principal's Event for incoming new students. This is likely to be May 4th, 2008. Danielle to add this to the volunteer list of events and PTO Board to add this to schedules as it will be our opportunity to explain what the PTO does and how necessary it is for the school. [ACTION: DANIELLE, PTO BOARD]

- 9. Nancy moved to adjourn meeting at 8:04pm, seconded by Katie. All in favor.