

**9:35EEPTO Board Meeting
August 21, 2012**

In Attendance:

Stephanie Beard, Amy Cain, Laura Clark, Alice Meadows, Zelda Minors, Chris Overend, Aimee Petty, Meg Propes, Dinah Street

Call-to-Order -- Dinah Street

Welcome to New School Year-- Dinah Street

Board members were given their binders for the 2012-2013 school year. Materials in the binders were reviewed including campus map, calendars, contact lists and procedures for reimbursements.

The bylaws of the PTO exist only in a hard-copy format. Chris Overend will research the options available to procure a soft-copy.

Vote was held to amend the bylaws so that the Board of Directors will increase from 10 voting members to 12 voting members. The additional positions would be added to accommodate a co-president elect member and also a teacher/staff representative. The additional two positions would be filled following the nomination/approval process currently outlined for board members in the bylaws. The change from 10 to 12 was approved unanimously by the board members present.

In addition to the bylaws, a PTO Board of Directors Standing Rules document was proposed by Dinah. This two page document summarizes the key tenets of the PTO in a more accessible document than the bylaws. The board voted unanimously to approve and adopt this working document.

Aimee Petty and Julia Webber also created a document entitled IEC Guidelines which outlines how the Instructional Enrichment Committee will meet, receive requests, and research those requests. It outlines how members will be assigned, how meetings will be run, and who has which responsibilities. This working document was also presented and unanimously approved.

The renovations to the library will not be completed in time for the first weeks of school.

Treasurer's Report – Laura Clark

The revised POD budgets were presented. Each teacher is given \$200 for start-up materials in addition to \$500 given to the grade as a whole (or POD). These budgets were increased slightly since the 2012/2013 budget had been approved in May 2012 based on the increase in the number of teachers, particularly in the areas of special education (SPED), OT, PT, PALS, and PPCD. The revised budgets are \$1450 higher than the original budgets. This increase was approved by the board.

Laura has researched the option of accepting credit cards for payments to the PTO. We will be using the Square company to add the swipers and software to smart phones. This service charges a fee of 2.75% for each transaction. The cost of this additional fee will be offset by charging a convenience fee for using credit cards. The convenience fee will be a flat \$2 per transaction.

VP Reports:

Fundraising – Meg Propes

Underwriting Campaign has earned \$34,000 to date. This is currently on target.

Socials are no longer being sold at PNO since that has been moved to the spring. Therefore, we would like to mention them starting at Meet the Teacher by including them on the volunteer sign-up sheets.

Carnival is scheduled for 10/21.

Communications – Alice Meadows

No updates.

Student Enrichment – Stephanie Beard

All of the chair positions have been filled.

Teacher Support – Amy Cain

The board reviewed and approved the sign-up sheets for parent volunteers that would be used at Meet the Teacher.

Upcoming Events –

September 3 – School Holiday

September 4 – Parent Information Night

September 5 – Kindergarten Spirit Night at Chick-fil-A

September 6 – PTO Board Meeting

September 13 – PTO General Meeting in the Library at 8:15am

September 19 – Fall Picture Day ELT-2nd

September 20 – Fall Picture Day 3rd-5th

September 25 – No Homework Night

September 27 – Late Start Day AND Spirit Night at Froyoyo for 4th Grade

October 21—Fall Carnival!

Adjournment

Dinah adjourned the meeting.