

EEPTO Board Meeting September 6, 2012

In Attendance:

Amy Cain, Laura Clark, Barbara Kim, Alice Meadows, Zelda Minors, Chris Overend, Aimee Petty, Meg Propes, Dinah Street, Jodie Villemaire, Jennifer Wolff

Call-to-Order -- Dinah Street

Zelda made a motion to approve Jennifer Wolff as the teacher representative on the PTO Board for the school year 2012/2013 and Laura Clark seconded the motion. The Board approved presenting Jennifer Wolff as the teacher representative at the General Meeting on September 13, 2012 for final approval.

The PTO Standing Rules document was presented and Alice made a motion that it be approved. Laura seconded the motion and the Board was in favor. A copy of the Standing Rules would be sent out via email for Board Members to print and include in their binders.

Dinah distributed updated school maps, PTO org charts, and scheduled PTO meeting lists to the members. Members should replace their current versions in their binders with these updated ones.

Terri Frost with Safe Homes has requested that the PTO appoint a 5th grade parent as a campus rep in addition to allowing Safe Homes to post things on the marquis and in the newsletter. Jodie felt that this was something that should go through the school as opposed to the PTO and she would handle EE involvement in this at the campus level.

Approval of Minutes -- Chris Overend

Chris will send out an electronic copy of the minutes from the previous month's meeting a day or two before the meeting so that Board Members can review them. At the meeting, Chris will ask if anyone has any edits to the minutes and if not, she will call for approval of the minutes. She will follow this process for both the Board Meeting and the General Meeting Minutes.

The minutes from the last Board Meeting of the 2011/2012 school year which was held April 5th were approved. The minutes from the August 21 Board Meeting were approved. Chris will post both of these to the website.

At the August meeting, Chris had been tasked with procuring a soft copy of the PTO Bylaws. She purchased a subscription to Adobe software for \$20 for a calendar year. This software allows any pdf files to be converted into Word or Excel. It also allows scanned documents to be converted based on character recognition. Chris distributed amended copies of the Bylaws and will post them to the web.

IEC -- Aimee Petty

The primary goal of the EEPTO IEC is to fund requests from teachers and staff that best benefit the students of Eanes Elementary. IEC requests can include instructional materials, campus wide improvements and equipment needs.

The IEC operates using a budget voted on and approved by the EEPTO Board and the General PTO membership in May of the preceding year and is based on historical annual totals of requests along with anticipated upcoming expenditures. The budget varies based on annually fluctuating fundraising revenue. It is the goal of the IEC to execute the dispensing of the full IEC budget each year. The IEC budget is 27K for the 2012/2013 year.

Requests for the first IEC meeting are due by Thursday, September 13th. Currently no requests have been submitted.

Treasurer's Report -- Laura Clark

There is currently 105K in the PTO checking account and 30K in the money market fund. Laura and Barbara will review the interest earned on these accounts and determine if changes need to be made.

The Underwriting Campaign has brought in 63K to date. School Supplies grossed 30K and Spirit Wear grossed 3K but these amounts do not factor in costs which continue to trickle in.

PTO Memberships have earned 7K and this does not include teacher memberships. 30 teachers have already joined the PTO and Jodie will follow-up with a goal of 100% teacher participation.

Carnival has sold \$1400 in tickets and paid \$2990 in expenses thus far. That leaves 11K still in their budget.

The Bylaws require an internal audit be performed each year by three PTO members. Laura and Barbara propose that this audit committee be composed of three non-check-signing members i.e. the president, treasurer or treasurer-elect for that year. Laura proposed that the audit committee for the 2011/2012 school year be composed of Lanette Kinnaird, Leah Santos and Kathy Jernigan. Chris made a motion to approve these candidates and Amy Cain seconded the motion. All were in favor.

VP Reports:

Communications – Alice Meadows

Alice needs updates for the Thursday Mustang Memo by 12noon on Tuesdays.

Alice will be in charge of the Eanes Elementary Directory publication this year.

Fundraising – Meg Propes

Underwriting Campaign will be sending memos through the Thursday folders to parents of new students and kindergartners. The issue of the banners will be addressed at the next Westlake City Council meeting. If they are unwilling to allow us to hang the banners along the front steps, the walkway to the cafeteria is a Plan B location.

Chic-Fil-A and Fro-Yoyo have been signed as corporate sponsors. We will not be pursuing a shopping day this year before the holidays because very little revenue was raised this way last year.

An order form will be sent to teachers who would like to order spirit wear items at cost. It needs to be noted in the form that t-shirts run small.

Carnival committee is hard at work. This year we will be selling drawstring bags with SWAG from sponsors. Lainey Fisher will be in charge of the silent auction which will be at Carnival this year as will socials. Jodie would love to see the Lend a Hand theme incorporated into carnival and t-shirts. Two paper memos will be sent out for carnival and it is one of our two tax-free days for the year.

Student Enrichment – Stephanie Beard

Stephanie is actively fleshing out the new Eanes Dads group. They have an email address set up (eanesdads@gmail.com) and have circulated a sign-up sheet at back to school night and advertised on the marquis. The goal is to let Dads know that they are welcome on campus for whatever amount of time they have and that there are many activities that they could participate in. Stephanie is uncertain if Dads would sign up through Volunteer Spot or if there needs to be another way.

Grandma Rose is returning to do an anti-bullying presentation at the October 4th cultural assembly. There will be two assemblies (one for K-2 and one for 3-5) so that the messages can be tailored to younger vs. older kids. There will not be any break-out sessions but instead there will be a brown-bag lunch session for parents.

Stephanie is looking for any new suggestions for additional cultural assemblies.

Teacher Support – Amy Cain

The first staff birthday breakfast was held this morning, Sept 6 and went well and was greatly appreciated by the staff.

Volunteer sheets were just collected from the classrooms so Amy is not yet sure where additional support will be needed. This year the cafeteria will have a teacher and two paid helpers each day so that while additional volunteers are always welcome, the need for them is not as dire as in previous years. However, because of all of the wonderful

new playground equipment, the kids are more spread out at recess time and additional volunteer support is needed more at recess time this year.

Principal's Report -- Jodie Villemaire

Jodie gave an overview of the Lend a Hand program and how it will reward behaviors in the areas of Integrity, Acceptance, Responsibility, Safety, Respect. Children receiving 5 stickers in any one area will be awarded a dog tag at Friday assemblies. These will take the place of Magnificent Mustang awards and Rock Star awards.

The library will open to the students beginning the week of September 10. An open-house for the community will be planned for a later date once all of the furniture and lamps, etc have arrived. It will be available to the PTO for the general meeting on the 13th. We will add Evelyn McAllister to the agenda to show off all of the changes.

Jodie is struggling with the best way to get all the parents through the mandatory volunteer training creating the least amount of burden on them. She decided that the best way would be to ask all new parents to attend a training session which would be scheduled in the morning right after drop-off to accommodate working parents. Parents who attended the training last year, do not need to sit through the presentation again but they must sign the confidentiality agreement and submit that to the front office. Jodie will check on making the presentation available via the website to those parents unable to attend the session.

Upcoming Events –

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 8 -- School Holiday

October 21—Fall Carnival!

Adjournment

Dinah adjourned the meeting.