

## **EEPTO Board Meeting**

Date: November 12, 2013

Time: 10:30 a.m. to 12:30 p.m.

Location: Conference Room

### **In Attendance:**

Clarissa McWilliams, Julia Webber, Alice Meadows, Emmanuelle Jean, Stephanie Dwyer, Barbara Kim, Rene Schmidt, Jennifer Wolff, Dinah Street, Karen Murphy, and Julie Hill

### **Not Present:**

Ann Bernard

### **Call-to-Order - Julia Webber**

- Minutes from the EEPTO Board meeting held on October 22, 2013 were approved and will be posted to the website.

### **Treasurer Report - Barbara Kim**

- Account Balances (as of 11.10.2013):
  - Commercial Account Balance - \$258,615.80
  - Money Market Account Balance - \$30,111.99
- Proceeds from Carnival, Silent Auction, and Parents Night Out (PNO) comprise the majority of recent PTO income.
- Recent Underwriting expenses include shirts, advertising, signs, stationery, book fair treats and entertainment.
- There was discussion regarding the best methods to collect for socials. One idea was to have social hosts directly contact guests who have not paid.
- Barbara reminded members to submit Requests for Reimbursement within 30 days of purchase.
- The Yearbook Club would like to purchase t-shirts for club members. It was determined that the club chair will collect the money and provide to Barbara, who will write one check to the t-shirt company. This will streamline the process and prevent multiple checks being sent to the company.
- Tax-free Days - EEPTO used both tax-free days this year for Meet the Teacher and Carnival. Any items sold at those events were tax-free.
- The Snack Taxi fundraiser brought in \$274.00.

### **IEC - Rene Schmidt**

A meeting of the Instructional Enrichment Committee (IEC) was held on Tuesday, November 5. The following items were presented:

- Carin Champion requested 90 Califone Kids Listening First Stereo Headphones for Kindergarten students. The IEC voted to approve this request for \$647.85
- Evelyn McAlister requested new library shelving to house books and help facilitate a flexible space. The request totaled \$34,007. The IEC decided to table this vote until spring 2014.
- Heather Davis requested 5 Hokki stools per 2nd grade classroom (25 stools). The request totaled \$2,973.75. The IEC decided to deny this request at this time. This may be looked at for a campus-wide request in the future.
- Erin Krieger, GT, requested a Dry-Erase Board (6'x4' magnetic) for a writing surface for her classroom. The request totaled \$762.95. The IEC voted to approve this request.

- Pat Karaguleff, Music, requested Metallophones (soprano, tenor-alto, bass) to replace old instruments for her classroom. The request totaled \$2,123.56. The IEC voted to approve this request.
- Drew Watson and Erin Worley requested Level C & D Nonfiction reading sets - (4 sets) just right reading sets for Kindergarten. The request totaled \$253.28 for Level C and \$274.61 for Level D readers. The IEC voted to approve these requests.
- Laura Wright requested 6 iPad stands for 3rd grade classrooms. The total for this request is \$876. The IEC voted to deny this request at this time. This may be researched as a possible campus-wide request at a later date.

The total amount of IEC requests reviewed in November was \$41,882 and the total amount of IEC requests approved in November was \$4,062.25. Full disclosure and feedback is provided to requestors of all denied or tabled IEC requests. The IEC budget this school year is \$20,000. Approximately \$24,000 has been spent to date. The overage is covered by \$40,000 that was carried over from the previous year due to proceeds from PNO, which occurred spring 2013. The IEC is anticipating additional requests due to the significant increase in the student population this year. Rene encourages teachers and staff to continue with IEC requests, regardless of budget, as they may be funded in the next school year.

### **PNO/Carnival Recap - Julia Webber and Clarissa McWilliams**

- A recent celebration was held at Clarissa McWilliam's home to show appreciation for Carnival, Silent Auction, and PNO chairs and volunteers. A following up meeting will also be held to discuss the events and possible improvements for next year.
- Julia presented Clarissa, Barbara, Ann, and Alice with a floral gift as gratitude for all their hard work in making these events a success.

### **President - Julia Webber**

- General meetings - The following includes a tentative list of guests for upcoming EEPTO General meetings:
  - November: Jennifer Wolff's class and students from Chris Towne's music class will perform
  - December: Helping Hands or group that promotes giving
  - January: Laura Ferguson from Positive Discipline
  - February: Mike Brooks with a lesson on teaching children to love themselves
  - March: Laura Richardson with a lesson to instill a passion for play
  - April: Kyle Dine with a lesson on allergy awareness
  - May: volunteer appreciation luncheon
- Volunteer appreciation protocol - ideas were discussed on the best methods to show appreciation for parent volunteers. A yearly budget of \$2,000 is designated for volunteer appreciation and the bulk of it is spent for the luncheon in May. Plaques displaying volunteer names was suggested. This topic will be discussed in more detail at future meetings.
- EEPTO appreciation for custodial and cafeteria staff - there was discussion of procedures and dates to demonstrate gratitude to these hardworking staff members. It was decided that gift cards will be presented to them in December.
- Box top collection - Jamie McCornack and volunteers recently counted box tops and student participation was limited. She suggested there be an incentive associated with box top collection to increase participation. This topic will be discussed at future meetings and implementation will occur during the next school year.

- EEPTO fundraising - dates were considered for a meeting with all applicable chairs to examine fundraising efforts for next school year. It was determined that a meeting in February may be the most beneficial for budget creation.
- Popcorn machine - new government standards require a permit to operate the popcorn machine and that it be professionally cleaned before and after each use, with a cost of \$200 per cleaning. The machine, therefore, is not longer beneficial to the school. There was review of possible methods to dispose of the machine such as gifting it to EISD or selling it outright. Emmanuelle will determine the most profitable solution and manage the process.
- EEPTO closet maintenance - plans to clean the EEPTO closet will be made after the popcorn machine is removed.

## **VP Reports**

### **Teacher Representative - Jennifer Wolff**

Members sought advice on ideas to demonstrate teacher appreciation during the holidays. It was decided that volunteers will make or buy desserts for teachers to choose and take home on December 19.

### **Communications - Alice Meadows**

The domain EEPTO.com is available for \$30 per year for 5 years. Members determined this was an economical solution and agreed to purchase the domain name. A Facebook page for EEPTO was favorably discussed and will be further researched. The directory app. will be ready for use in the immediate future.

### **Teacher Support - Stephanie Dwyer**

Stephanie will contact grade coordinators and room parents to ensure efficacy of teacher gift contributions.

### **Student Enrichment - Karen Murphy and Emmanuelle Jean**

- Upcoming student assemblies include:
  - February 11 - cultural assembly with an African storyteller, \$500 for two assemblies
  - March 5 - character building with David Lee, \$1,275 for two assemblies
  - April 3 - allergy awareness education with Kyle Dine, \$600 for two assemblies

Cost of these assemblies creates a \$375 deficit in the budget for student enrichment. A motion was made by Julia to increase the budget to cover the costs, Rene seconded, all were in favor.

- Outdoor Enrichment - Cara Lowrimore wrote a comprehensive update regarding outdoor enrichment. Karen will forward to all members.
- Evening at Eanes has been scheduled for May 1
- Bingo Night - a decision to have this event will be discussed at the next Board meeting.

### **Court Surface Update - Rene Schmidt**

The lower level playground court surface will be installed in December and payment will occur after installment.

### **Adjournment**

Julia adjourned the meeting at 12:35 p.m.. The next EEPTO Board meeting is scheduled for December 10, 2013 from 10:30 a.m to 12:30 p.m. in the EE Conference Room.