

August 20, 2013 – Executive Meeting Minutes
Rock Creek Elementary PTO

In attendance: Larry Meloro, Joe Alden, Lisa Ebersole, Terry Moody, Heidi VanDevender, Karen Sly

Called to order at 10:00 by Joe Alden – PTO president

- I. president's comments
Joe Alden thanked everyone for being there and expressed appreciation for what PTO does. He stated that he accepted his nomination for president because of the support that PTO offers to teachers and the school. He also thanked Safety Town volunteers. He proposed that we adopt the agenda for the day and all agreed unanimously.
- II. Approval of the April Exec. Meeting Minutes
Larry Meloro made motion to accept the minutes, Lisa Ebersole seconded, all in favor: April Minutes approved.
- III. Comments from Mr. Meloro
 - A. Vandalism issues with our new picnic tables over the summer to be corrected using 16" stainless steel bolts (presently there are short wooden bolts) Terry Moody said that her husband Chris would be putting them in.
 - B. New benches will also be anchored soon on the playground. The pavilion will be getting its finishing touches (soffit)
 - C. Roof Construction Impacting Parking Lot Procedures – Construction equipment and material is in the parent drop off lot so it will be unavailable during construction. Safety during pick up and drop off times will be a concern. Staff will use the first row of parking spots and parents can use the other two rows of spots. Students will still be driven by buses up to the sidewalk, and parents will be asked to park their cars and physically walk their children to the end of the sidewalk, behind the buses so that children are not walking unattended across the parking lot at all. Mr. Meloro will direct traffic the first week of school.
 - D. New this year: in addition to Head Start, the ESC will be hosting a preschool program Monday – Thursday from 9:15-11:45 in our building this year (max. capacity 8 students with autism, 8 typical students). They presently have 5 students and are looking for more.

IV. Audit Committee Final Report

- Met 6/7/13 and Nancy Cornell and Terry Moody signed off; everything balanced and all statements checked out.

Mr. Meloro made a motion to accept this and Terry Moody seconded it. All were in favor; Final Audit Report was accepted.

V. Treasurer's Report

- At this time our balance is \$16,332.68

- All checks are in.

- We are waiting for a check from Box Tops

- There will be some reimbursement needed for Santa Shop purchases that were made over the summer (Terry) and Safety Town and postage (Karen).

- Safety Town brought in \$70

- The bank will need the May minutes that identify the 2013-14 Executive Officers and then those people will need to go sign as authorized persons for our account at Lakeview Federal Credit Union. (* The bank also needs people to stop in that were already authorized last year to also stop in and sign again for this year.)

- Terry Moody will be writing the checks this year and Heidi VanDevender will be making the deposits.

- Movie Licensing USA - good until August 31st will be paid by PTO \$325, Terry wrote the check and Karen will mail.

- Motion to accept the Treasurer's Report from Karen Sly, seconded by Heidi VanDevender, all in favor; report accepted.

VI. Budget Committee Update

- Terry and Heidi will meet and make an official budget to bring to the September General meeting.

- Changes to the budget should include increasing the Santa Shop allocation from \$3000 to \$4000 and adding funds, about \$300, for the VIP breakfast at the end of the year.

- The question was brought up about having a company come in to do the Santa Shop instead of running it ourselves, but those in attendance with background in this stated that the products were not as good of quality and that by shopping for the items ourselves and getting bargains, we and our students actually get a better deal.

VII. Safety Town Final Report

- Excellent week! We had a great group of 12-16 kindergarteners attending each day with great behavior. We had numerous helpers so that the kids could all have a one on one helper for the activities. Volunteers were fabulous with the kids and will be thanked with a \$5 DQ certificate – Terry volunteered to get these.

- Chief Wassie from the Jefferson Police Department visited and did fingerprinting demonstration and then came back on Friday and made ID

cards for each child and even for siblings. – Thank you card being sent to him by Karen Sly.

- We tried adding a new focus on citizenship with the “Bucket Filling” theme books. This ensured a lot of positive reinforcement and encouraged the kids to be friendly and kind to one another each day.
- We distributed bike helmets and Safety Town t-shirts that had been left from years past in the PTO room. Kids loved them!
- We would like to try to discuss with the Jefferson Safety Town organizers to incorporate some water safety like they did this year. We will see who they had come to do the presentation b/c incorporating that for our program next year would be a good idea since so much of our population lives in Roaming Shores.
- We didn’t have any luck getting a hold of the Fire Station in time, so we plan to set that up earlier in the spring.
- Next year we might also ask Dairy Queen if they would be willing to donate gift cards to our volunteers.

VIII. Open House Plan for First General Meeting Sept. 19

- Schedule:

5:30 – 5:50 Grades 1 & 2

6:00 – 6:30 First half of PTO meeting including introduction of teachers, explanation of committees that need volunteer help

6:35 – 6:55 Grades 3 & 4

6:55 – 7:15 Grades 5 & 6

7:15 – Second ½ of PTO meeting (business portion)

- We discussed having samples of Market Day food if possible (with volunteers manning the tables)
- We discussed having an activity table in the corner of the room for children so that more parents could attend the meeting. The table will have coloring books and Legos for kids to play with.
- We discussed having Boy Scout (leader: Tammy Smith) and Girl Scout (leader: Lisa Ebersole) tables set up.
- We will have a sign up for those interested in receiving the newsletter emailed to them.
- We discussed having samples of fundraiser products and Spirit Wear available to see.
- Karen Sly will bring sign ups for Committees and we will try to have at least one person in mind to chair/co-chair these committees ahead of time. Descriptions of each committee will be posted on the top of each sign up sheet. The committees we’ll need are:

Spirit (Jars, Fun Days, Penny Wars), Santa Shop, Purchasing, Book Fair, Box Tops & Food Labels for Education, Safety Town, Market Day

(Spirit Wear committee will consist of Karen Sly and Heidi VanDevender)

Joe Alden will check to see if Jennifer Brand is still able to help us with Market Day.

IX. Website discussion

- This year we will have the minutes for meetings as well as newsletters posted monthly on the website. Joe Alden is the webmaster and Karen Sly will forward word documents to him as they are created.
- Parents should be reminded that Market Day purchases can also be made on the website.
- The officers for this year's PTO will be updated.

X. Fundraising Discussion

- We decided last year to go with a new company for the Fall Fundraiser. It utilizes 3 catalogs and has an abundance of new products including local sports team products, wall clings, food mixes, and more. We get 40-50% of the profits.
- The fundraiser will occur November 6-20th.
- We usually earn \$3000 dollars from this fundraiser and have 30% participation, which is also the national average.

XI. Spirit Wear discussion

- We need to have pictures on the fliers as well as on the website.
- Karen Sly will go to Sports and Sports (who we've worked through before) and see if they have a catalog or website so that we can choose what items we'd like to sell this year.
- Baseball hats and vests were new item ideas.
- It would be great if we could have them for Open House or perhaps a sample of what they will look like.
- Last year we experienced a lot of problems with sizes and orders being wrong. Heidi VanDevender volunteered to be in charge of collecting the orders and Karen Sly will be the liaison between the school and Sports and Sports.

XII. Fall Book Fair

- Dates will be Monday, October 14th – Wednesday, October 16th during the school day.
- It will be held in Room 118.
- We will also be opened during conferences Wednesday evening and Thursday morning until noon.
- (Friday is NEOEA day)
- Lisa Ebersole will reopen the book fair on Monday for teachers
- Heidi VanDevender and Lisa Ebersole will set up and tear down the fair
- We will seek morning and afternoon parent volunteers to help for all other times.

Upcoming Important Dates:

Gazette/Magazine Sale (not PTO) September 18th – October 4th
Thursday, September 19th – Open House 5:30-8:30 (Closing with PTO meeting)
October 16th and Thurs. Morning, October 17th – Conferences/Book Fair
Friday, October 18th – NEOEA Day
October 24th – Picture Day
December 11-13 – Santa Shop

Executive PTO Meetings will be the second Tuesday of the month (October, February, and April) at 4:00 in the Library/Cafeteria (depending on weather for children that will be present)

General PTO Meetings will be the third Thursday of the month (September, November, January, March, and May) at 7:00 PM in the Cafeteria

Lisa Ebersole made a motion to adjourn the meeting; Terry Moody seconded; all in favor; meeting adjourned.