

ROE PTO Board Meeting Minutes for November 11th, 2009

Meeting was brought to order at 6:05pm

2009-2010 Board Members Present

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|------------------------------------------------------|--------------------------------------------|
| 1. Diane Cimino, President | 16. Elisa Donovan, Kinder Rep |
| 2. Debra Kenna, Past President | 17. Ann Guerra, Ways and Means |
| 3. Frances Moore-Jones, Vice President | 18. Jennifer McCormick, School Life |
| 4. Kristin Helfand, Secretary | |
| 5. Sandra Ahlhorn, Treasurer | |
| 6. Liz Palmer, Budget Finance | |
| 7. Teri Peterson, 5th Grade Rep | |
| 8. Wendy Sides, 5th Grade Rep | |
| 9. Melissa Morris, 4th Grade Rep | |
| 10. Cassandra McZeal 3rd Grade Rep | |
| 11. Maryann Mueller, 3rd Grade Rep | |
| 12. Janann Pittman, 2nd Grade Rep | |
| 13. Nguyet Vo, 2nd Grade Rep | |
| 14. Meredith Maierson, 1st Grade Rep | |
| 15. Natalie Cordova, Kinder Rep | |

Others Present

- 19. Ms. Susan Shenker, Principal**
- 20. Ms. Michele Dahlquist, Admin. Coordinator**
- 21. Ms. Tomiko Wilkerson, Teacher**

Minutes

TOPIC: Secretary's Report

SPONSOR: Kristin Helfand

- The minutes from the October board meeting and general meeting were presented and requested to be approved. Kristin Helfand made the motion for approval and Cassandra McZeal seconded it. All were in favor.

TOPIC: President's Report

SPONSOR: Diane Cimino

- Diane thanked Auction Chair Sally Lechin and her team for a fabulous auction.
- The ROE Directory, headed up by Maria Onufrow, was completed and delivered to families. The team worked hard on this project, especially Paul Mueller, who created the new layout.
- Sally Foster items were delivered to those families who purchased them. The second round of cookie dough delivery is scheduled for November 16th. Thanks to Laura Fertak for chairing this fundraiser for two years in a row. Please contact Diane if you know of anyone who is interested in chairing Sally Foster for next year.
- Third grade reps Maryann Mueller and Cassandra McZeal hosted a 3rd grade social at Kids JAM on October 25th.
- Kinder reps Natalie Cordova and Elisa Donovan organized a Pumpkin Playdate at ROE on October 24th.

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- Diane thanked the 4th grade reps, Melissa Morris and Alice Chen, for hosting the November Teacher Appreciation Luncheon. The teachers sent a kind thank you note to the PTO.
- The next PTO family event will be the Winter WONDERland on Friday, December 4th. It will be an evening event from 6-8pm, with musical performances, dinner and/or desserts, hot cocoa and a craft for the children. We are seeking volunteers to help plan the event. Please let Jennifer McCormick know if you are interested in helping out.
- Lillian and Rick Wannall have created several new user-friendly reports that can be generated through the online store, such as sales reports, treasury reports, class and grade-level listings. Let Lillian know if you need a particular report and she can direct you on how to extract the reports.
- Teacher Appreciation Chair, Holly Shilstone, is beginning to plan her Mardi Gras week of teacher appreciation activities and is looking for fun ideas. Please contact her if you have any suggestions or ideas for her.

TOPIC: Principal's Report

SPONSOR: Susan Shenker

- Ms. Shenker thanked everyone for a tremendous auction.
- She reported that the carpool switch has been seamless so far. The line is moving quickly and they are considering adding another grade level to the San Felipe pickup lane.
- The After-School Program dismissal on Wednesday has been confusing, so they will move the pickup line to San Felipe on Wednesdays (3:15pm pickup only).
- Ms. Shenker thanked Ann Guerra, Janann Pittman and Holly Shilstone for their support during this transition.

TOPIC: Auction Recap

SPONSOR: Sally Lechin

- Sally thanked all the parents who helped with the auction.
- The Raise-The-Paddle auction raised \$26,500, which exceeded their goal. Thank you to Regina Burns for her help with this.
- The total net income was approximately \$114,000, of which \$26,500 goes to fund the Nature Center renovations and the remaining \$88,000 will fund the PTO budget.
- Regina Burns has offered to work with Longhorn Landscaping to oversee the improvements in the Nature Center.
- Teri Peterson suggested that parents should receive updates on the progress to keep them engaged and aware.
- One issue that was problematic at the auction was the number of parents who did not pre-swipe their credit cards. This led to a line for check-out prior to the end of the auction and some parents leaving without paying. Discussions will be held on how to prevent this issue for next year.

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TOPIC: Treasury Update

SPONSOR: Sandra Ahlhorn

- Our Directors & Officers insurance policy came up for renewal in November. We have a three year contract and are currently in the second year. The annual payment of \$918 has been submitted, so we are paid-in-full through November, 2010.
- Our tax return is due on Monday, November 16th. Our CPA has our data and will request an extension to complete the return.
- The PTO lost \$450 in unpaid school supply fees this year. This is an improvement over last year's loss of \$2,700. School Supplies chair Anju Varadhachary is continuing to attempt collection of those fees not yet paid for this year.

TOPIC: New Business

SPONSOR: Ann Guerra

- Ann would like for the board to begin considering ways to improve school security, and suggested the future possibility of funding the salary of a security officer on campus during the school day.
- Safety improvements discussed include locking all exterior doors during the day, with access allowed via keys and/or card swipe machines.
- The board voted unanimously in favor of locking the exterior gate on Avalon, near the dog park, at all times.

A motion was passed to adjourn the meeting by Cassandra McZeal. The motion was seconded by Teri Peterson. All were in favor.

Meeting adjourned at 7:05 p.m.