

PTO Board Meeting Minutes
JCES
Galena, OH
September 16, 2009 at 10:00 am

JCES Board Meeting Minutes

*** approved 9/18/09**

Meeting Attendees

Tanya Brennan, Debra Hegg, Delcina Jones, Angela Stalter, Michelle Kuhtenia

Meeting Highlights

- Approval of July 10, 2009 Minutes
- NSF Fees
- Committee Meeting
- Playground
- New Parent Welcome Breakfast & PTO Meeting
- Get Up Get Movin Walk
- Fall Deco
- Requests from Mrs. Deangelis, Mr. Gunther & Teachers
- Trunk or Treat
- Bullying Presentation
- Budget

Scheduled Future Meetings

- February 5, 2010
- April 16, 2010

Meeting Called to Order

- 10:12 am by Delcina Jones

July 10, 2009 Minutes approved – Angela Stalter to post on JCES PTO website

NSF Fees

- There have been instances of checks being returned for insufficient funds by the same parents. PTO has to pay \$10 for each check returned. In some cases there has been repeat offenses. The question becomes at what point do we charge for this inconvenience:
 - We discussed if we should charge, how many offenses before we do charge
 - Michelle would need to talk with Mr. Gunther to determine a families situation and proceed accordingly
 - Understand that checks may have inadvertently been written on a closed account
- Tentative Policy effective 10/1/09
 - Parent will be required to pay the \$10 fee for a returned check

- After the second offense, the parent will be required to pay \$15 (this would include the \$10 fee plus costs for postage, copying and time to handle paperwork, etc.)
- After the second offense, checks will not be accepted from the offending party. Only cash or money orders will be taken for the remainder of the school year.
- Delcina meets on 9/23 with other PTO presidents. She will ask if any of them have a policy in place.
- Once a policy is adopted they will be placed in the PTO Bylaws.
- The policy will also be posted on the JCES website by Angela Stalter

Committee Meeting

- A collection of folders, containing information regarding the various PTO committees, is being kept in the front office. Chairpersons for their respective committees are to reference these. They contain checklists, budget information, reimbursement forms
- Angela Stalter will email Tanya Brennan an excel spreadsheet of all last years Chairpersons. Tanya will add those to the folders for reference purposes.
- Angela communicated that there should be enough adult size t-shirts from the Logo wear inventory for each chairperson to receive
- Delcina to contact Lauri Webb and obtain a list of actual dates throughout the year, for submittal of newsletter articles. This way committee chairpersons will have a timeline for submitting information about their particular event. These dates will also pertain to submitting event information to Angela Stalter for the JCES PTO website updates. All of this information will be part of the checklist found in the committee chair folders
- Also added to the checklist will be instructions for delivering PTO information to the teachers. A set of mailboxes (separate from the teachers' current mailboxes) is set up in the office. All information is to be placed in those as they apply to PTO. Cheryl Folk and Jean McHugh will then take those papers and place them in the teachers mail appropriately, so that more time sensitive material will be placed on top and not missed by the teachers.
- We will also add the PTO calendar to the binder
- A meeting will be held on September 30th at 9:15 am for all Committee Chairs. At this time all folders will be signed-out. There will be a master sheet for signing the folders back in, once the events are complete.
- Delcina will send Tanya – PTO calendar, checklists and committee lists

Playground

- Delcina to discuss with Mrs. Deangelis – specifically the legalities of parent volunteers on the playground (i.e. background checks required, liabilities, etc.)

New Parent Welcome

- Debbie will add items to new parents welcome folder (notice sent to parents, other info)
- Debbie & Tanya to setup at 8:45 am on 9/18/09
- Delcina & Michelle will clean-up after event

Getup & Get Movin Walk-a-thon

- \$1750 in T-shirt sponsors
- Pizza Hut to sponsor pizza party for class raising the most money
- Joe Jentzen to donate \$40 in refreshments for the party
- Per Michelle Daughtery music has been designed exclusively for JCES and CDs may be made available to student at some point
- Nate Tyler from WNCI could possibly DJ the event
- Currently 303 packets have been received for a total of \$8756.87; 154 packets still need returned
- Need to discuss a rain date
- Circuit Wellness
 - Would like to adopt JCES for healthy life/nutrition school
 - Their trainers will be present on 10/2 conducting the various stations – they have developed all of the activities
 - They will be providing free passes to come and see their facility, for all students
 - In January – they will sponsor Family Fun Night and a percentage of the proceeds they receive will go toward PTO
 - They have developed a Get-up Get Movin Challenge for families – beginning 9/22/09
 - Turn off televisions and do exercises as a family and each family will get points
 - The winner of the challenge will receive a class party at Circuit Wellness
 - The winner will be announced at the walk-a-thon and the party will follow soon after

Fall Deco

- Debbie & Tanya to purchase mums at Costco to be placed in the front of the school
- If the flowers are not suitable Delcina will contact Mrs. Buehl about having some donated
- Plans to put cornstalks by the front sign and scarecrows at the entrance

Requests – Mrs. Deangelis, Mr. Gunther & Teachers

- Mr. Gunther would like ice cream cups for:
 - 40 students on 9/29
 - 20 students on 9/30
 - 40 students on 10/1
 - The money to cover this will be taken out of the Welcome Material budget line item
- Mrs. Deangelis requested a small black table for the front office in between the two chairs. The table would have games & coloring books for children who are waiting in the office
 - Delcina has a rain check for a \$50 table at Target
 - The money to cover the table will be taken out of the Gifts for JCE budget line item
- Discussed if there was a need for more green absent/pickup notes
 - Delcina will submit a notification for the October Newsletter – informing parents that these can be printed from the JCES PTO website

Trunk or Treat

- Michelle is working with Jenn Rinehart, Heidi Harsh and Missy Billy
- Still need to determine what they need to shop for, who will do the flyers
- Michelle will create an outline of the flyer and send to Delcina
- Missy will be contacting the parties she needs to as it regards to her responsibilities (Safety)

Bullying Presentation

- Each board member will make cookies for the event on 10/23/09

Budget

- Discussed where certain purchases should be expensed (what line items they would be applied to)
- Did not purchase the PTO Today software as the cost was increasing and it was decided that Excel serves our purposes
- Michelle will post budget on the JCES PTO website
- Renewal for Directors & Office Liability Insurance Renewal - \$65/yr

Other Items

- Offer logo wear remaining inventory to teachers – place them in the teachers lounge to be purchased for a low price
- Custodians received logo wear

Action Items

Angela

- **Post July 19, 2009 minutes on PTO website**
- **Post NSF Fees Policy on PTO website - once drafted**
- **Provide Tanya with Excel Spreadsheet of last years committee chairs to be added to Committee Chair Checklists**
- **Make cookies for 10/23 Bullying Presentation**

Delcina

- **Discuss getting submission dates for newsletter with Lauri Webb to be added to the Committee Chair folders**
- **Email Tanya - Calendar, Checklist & Committee List**
- **Clean-up for New Parent Welcome Breakfast**
- **If Debbie & Tanya do not purchase mums at Costco, talk to Mrs. Buehl about having them donated**
- **Notify Lauri Webb about adding, in October Newsletter, instructions about printing absentee/pickup/transportation forms**
- **Make cookies for 10/23 Bullying Presentation**

Tanya

- **Add PTO Calendar & Sign-in/Sign-out sheet to Committee Chair Folders (printed on one sheet of paper using both sides)**
- **Email all Committee chairs notification of September 30th meeting at 9:15 am - providing coffee & donuts**
- **Setup for New Parent Welcome Breakfast - purchasing muffins, bagels, juice**
- **Purchase mums at Costco (if they are what we are looking for)**
- **Make cookies for 10/23 Bullying Presentation**

Debbie

- **Add items to New Parent Welcome Folder (Committee Chair Binder)**
- **Setup for New Parent Welcome Breakfast - purchasing muffins, bagels, juice**
- **Purchase mums at Costco (if they are what we are looking for)**
- **Make cookies for 10/23 Bullying Presentation**

Michelle

- **Clean-up for New Parent Welcome Breakfast**
- **Send outline of Trunk or Treat Flyer to Delcina**
- **Post budget on JCES PTO website**
- **Make cookies for 10/23 Bullying Presentation**