



Hainerberg Elementary School PTO Governing Board Meeting Minutes 3 p.m. September 9, 2009

1. Welcome / Call to Order
 - a. Meeting called to order by the PTO President at 15:05 pm.
2. Approval of Last Meeting Minutes
 - a. Minutes from 18 August Meeting were approved
3. President's Report (Malinda)
 - a. Created a monthly newsletter "The Bow Wow" to pass on what is going on with the PTO.
 - i. Deadline for submissions 27th of the month prior.
 - b. All money needs to go to treasurer not the President.
 - c. Receiving positive comments from parents about the PTO.
4. Vice President's Report
 - a. Nothing to Report
5. Treasurer's Report (Katie Murray)
 - a. Created folders for Committees
 - i. Contains AAR forms, Cash Collection Sheets, and envelopes.
 - b. Audit complete with minor issues concerning receipts.
 - c. New policy: No money will be distributed without receipts.
 - d. Distributed proposed budget 2009-2010 School Year
 - i. Budget was unanimously approved
6. Committee Reports
 - a. Box Tops (Deb Schroeder)
 - i. Not Present
 - b. Spirit Wear (Karin Barry)
 - i. Ordering new product (Windbreaker) from company
 - ii. Ordering inventory for children sizes
 - iii. Teachers and Governing Board Members can purchase one item of spirit ware at cost.
 - iv. Motion from Eddie Black: Anything on spirit ware at cost for teachers and PTO members. Motion Passed by all members.
 - c. Yearbook (Eddie Black)
 - i. Chair suggested that personal ads be sold, perhaps ½ to 1/8 of a page. This will cut down on expenses. Mr. Seadore has information from previous school. She would look into more specifics for next year.
 - ii. Eddie would like to see a new format with more activities being depicted
 - iii. Will keep yearbook cover contest

- iv. Pre-sales will begin shortly
 - v. Year books will be sold for \$20.00
 - d. School Pictures (Mayda Velez & Elvira Wortmann)
 - i. Fall family pictures will be held in October.
 - ii. Fall pictures will be 29-30 Sept.
 - e. Honor Roll
 - i. Will be available at the end of first quarter in November Fun Fridays
 - f. Publicity (Jennifer Burgess)
 - i. Planning on doing a “back to school” them on the PTO bulletin board.
 - ii. Looking at PTO website
 - g. Volunteer / Membership Coordinator (Jan Meert)
 - i. VOM is Malinda
 - ii. VOQ is Katie Murray
 - iii. We need to make sure all our volunteers are registered in VMIS.
 - 1. This will enable us to submit more than one VOM/VOQ
 - h. Fun Fridays
 - i. Mrs. Smith will make certificates and announce the “Caught Being Good Program” to teachers/staff. Hopes to start the end of the month.
 - i. Special Events (Cindy Gonzalez)
 - i. Open House successful with flyers on the table for people to sign up to volunteer for specific activities.
 - ii. Melinda and Cindy did the lunch and breakfast for the teachers. Plenty of food for breakfast more should have been available for lunch.
 - iii. Kindergarten Morning not as successful as anticipated. Not enough publicity but the board agreed it was a good idea.
 - iv. Food Handlers course was today, another tonight. Cindy would like as many as possible to obtain certificate. She cannot do all 3 days at Bazaar, dance, bingo. If she can get 10 people to sign up they will do another for us. She will be sending out a form for PTO board members to sign up for selling popcorn and spirit wear at bazaar.

7. Principal (Dr. Hickman)

- a. Sure Start begins on Sept.14/15 with half the class coming each day. Applications are in the office for this program.
- b. Sept. 21-22 Dr. Hickman will be at a conference with Dr. Berg and Ms. Kerat the school guidance counselors.
- c. SAC should be selected soon to make sure they are available to attend the IAC meeting on Oct. 7th
- d. Free and Reduced Lunch programs are available. Peter Whitmer SLO is looking into new forms to now include the rank of E-7.
- e. Dr. Hickman stated that the year has begun on a positive note. She acknowledges that this is due to the participation of the PTO and teachers.

8. Open Old Business

- a. Need to ratify the by-laws and constitution prior to the end of the FYI. E-mailed copies to all governing board members.
9. New Business
- a. The first General Membership meeting will be held at the beginning of the school dance on 30 Oct.
 - b. Bingo has been moved to November 20th.
 - c. Scholastic Books which were purchased with points are in and will be distributed to use for special events/prizes.
 - d. Melinda will request from the Spouses Club funds to purchase refrigerator, flag and banners for tables.
 - e. Ms. Loftus discussed the need for a new Ellison Die Cutter for the entire school. Dr. Hickman advised to request that purchase under school funds.
 - f. Dance is still Oct. 30th with General Membership planned prior to the dance.
 - g. Bonding -Bill is still researching agencies that can bond an overseas agency.
 - h. Katie discussed that the PTO laptop has expired software on it making it virtually useless. A motion was passed to have Bill update the software so the laptop can be used by the Treasurer.
10. Date of Next Meeting
- a. 14 October at 15:00 in the PTO Hut.
11. Conclusion of Board Meeting
- a. Meeting adjourned at 16:30

Respectfully submitted,
Bill Duchanse
PTO Secretary