

## LETTIE BROWN PTO

### Meeting Minutes

August 24, 2009

A meeting of the PTO was convened at Lettie Brown Elementary School on August 24, 2009. Present were Principal Bob Bardwell and board members Liz Cigelnik, Pres., Wendy Collins, VP, Holly Steider, Treas. and Virginia Canopy, Secy. Also in attendance were Carol Main, Amy Selbey, Sally Brock, Mary Beth Pederson, Lori Simpson, Kelly Scarfe, Angel Fisher, Amy Churchill, Jenni Strube, Jenny Shoemaker, Julie Heim, Amy Winkler, Christy Metzger and Lynn Hummel.

The meeting was called to order at 7:01pm.

Secy. Virginia Canopy read the meeting minutes from the April PTO meeting. A motion to approve the Secretary's report was made by Kelly Scarfe and seconded by Carol Main.

Treas. Holly Steider gave the Treasurer's Report. Holly reported that a few minor changes had been made to continue with a conservative budget. The total budgeted income for the 2009-2010 school year is \$18,600.00 and the total budgeted expenses for the 2009-2010 school year is \$16,065.00. There was a cash balance of \$7861.49 and we earned \$1.90 in interest to bring the total cash balance to \$7,863.39. A motion to approve the Treasurer's report was made by Kelly Scarfe and seconded by Julie Heim.

Wendy reported that there were two teacher's requests presented to the PTO. Kristi Glass and Amy Churchill have requested \$450.00 for Challenger in Bloomington for the fourth grade. A motion to approve was made by Kelly Scarfe and seconded by Julie Heim. The second request was from Mrs. Stuber for the amount of \$237 plus \$15. This would purchase software which could be available to all teachers at Lettie Brown. This software would allow teachers to print students' pictures on posters to be posted throughout the school as a reward for meeting certain goals, etc. Discussion among those present included concern over the procedure for printing and it was determined we should contact the district IT department before moving forward with this request. The request was tabled until next month's meeting in order to get a report from the IT department.

Wendy also reported there were three thank you notes from faculty members to the PTO and those were available to all present. These notes were from Jami Kaisershot, Jan Martin and Kim Knox.

#### **PRESIDENT'S NOTES:**

Liz reported that magazine sales would start on August 26<sup>th</sup>. Julie Heim is in charge of this fundraiser and was able to report that several volunteers had offered to help. A concern was raised that some people do not like to solicit for sales and wanted to explore the possibility of getting donations and use that money to purchase magazines which could then be donated to hospitals, nursing homes, etc. It was agreed that this was a great alternative and Julie would explore this further. The deadline for magazine sales is September 9<sup>th</sup>.

Information is still being gathered for the student handbook.

The school carnival is set for October 23<sup>rd</sup>. Christy Metzger reported she is in the process of planning the activities for the Carnival. She is looking into the possibility of adding a DJ this year. Edie Larson is in charge of the baskets which are to be raffled. Book sales will be a part of the carnival again this year. Christy stated she would be doing the Carnival this year and next and will then resign as the coordinator for this event. She suggested if anyone would be interested in taking over that she would be happy to have that individual shadow her in order to learn more about organizing the Carnival.

The theme for the Fall Assembly is still being considered but will be a theatre theme and the possibilities include Mark Twain or Sword in the Stone. The Spring Assembly theme is sports.

Popcorn Fridays will continue this year. There have been several people to volunteer to help. It begins at 8am and concludes at 10 or 10:30am. Carol Main stated this will be her last year organizing this and if someone is interested in shadowing her this year in order to take over this school function, she'd be happy to give direction to that individual.

Kelly Scarfe has agreed to organize Picture Person this year. She stated she has several ideas and is looking forward to working with the teachers, students and volunteers.

An Art Fair is conducted every other year and this school year would be when the next one is held. It is usually in April. Kelly Scarfe has agreed to coordinate this.

Due to several issues, there were no After School Clubs last winter. In addition, Mr. Bardwell stated it is more difficult for Lettie Brown students because of transportation. Approximately 70% of the student body is bused, so this is an issue for parents when kids stay after school. In the past, the PTO has organized this event and also the teachers, but currently, there is no one to organize it. Julie Heim and Angel Fisher volunteered to organize this activity and it was discussed a possible time of year would be February, 2010.

Liz ended her report by stating Becky Christianson is organizing the yearbook this year and Sandy Jones will be organizing the book fair.

#### PRINCIPAL'S NOTES:

Mr. Bardwell stated the sound system for the gymnasium was installed and has been a welcome addition to the school. He also mentioned he is unsure of the need for a second fund raiser this year. At this point he sees no agenda for earning additional money but we should wait to finalize this decision until after the magazine sales and can reconsider this issue at the next PTO meeting.

A motion was made and seconded to adjourn the meeting at 7:52pm. The next meeting will be held September 28<sup>th</sup>.