**LCS PTO Executive Committee Meeting Minutes September -October 2012**

***Oct 5th***

Davenie Periera put forward a motion to approve $89.58 for the purchase of two pairs of walkie talkies for use during PTO events such as the Halloween Festivity, Sweetheart Dance, etc. The walkie talkies will remain in the possession of a PTO board member and be loaned to committee chairs for their events as needed. This vote was unanimously approved by the board electronically.

***Oct. 10th***

Davenie Periera put forward a motion to approve a $125 increase to the Halloween Festivity budget from $800 to $925. Last year the Halloween Festivity budget was $1000 and the committee only spent about $650. Because of this, the Board dropped their budget for this year to $800.

The chairs are proposing to spend their $800 budget on the DJ, refreshments, craft supplies, games, and mostly reusable Halloween decorations. The Halloween decoration expense this year is more than was anticipated given that many of the decorations used the past two years are not in good shape.

In addition to the above, the committee would like to pass goodie bags (in lieu of a candy crawl) to the kids at the event, but doing so would either require donations from parents or a $125 increase in the budget. Given that the PTO advertised this as a PTO-funded event during our Pledge Drive, Bernie, Zaida, Larrissa, and I spoke and feel that we shouldn’t ask parents to donate the items for the goodie bags, thus the resulting budget increase request. This vote was unanimously approved by the board electronically.

*Wednesday, September 19, 2012 9:15 am- 11am*

*Liberty Corner Presbyterian Church Annex Room 2 - A208*

Attendees- *Bernie Taylor, Zaida Harrison, Larissa Milligan, Davenie Periera, Bridget Jaeger, Debbie Nungester, Pam Haviland, Karen Feringa, Heather Wytte,-Kattas and Sherry Mandel*

This meeting was a regularly scheduled monthly Executive Committee meeting.

Executive committee meeting began at 9:15am.

A motion was made by Bridget Jaeger and seconded by Bernie Talyor to approve both the meeting minutes from the Executive Committee and Dr. Pecoraro meeting from June as well as the summer minutes from July, August and the Sept. 6th meetings. All present were in favor-no abstentions.

A motion was made by Bridget Jaeger to approve all of the financial documents including last year’s budget from May – July to be closed out. Aug. Sept, and Oct will be voted on at our next meeting in Oct. This motion was seconded by Bernie Taylor and all present were in favor- no abstentions.

A few items were deferred from last year, such as the lst grade performance for the Kits Theatre. A motion was made by Bridget Jaeger to approve the Kits Theater for 1st grade for $750 on the revolutionary war. This motion was seconded by Bernie Taylor and all present were in favor- no abstentions.

*PTO President’s Update*

* Air Conditioning for 1st grade classrooms needed, need to follow-up, funds were provided in Feb, need date ASAP
* LCS Tour 10/9 – who can attend, need to do 2 a year, Oct./Feb., time needed

Zaida, Davenie available

* Josten’s – 5th Grade Yearbook

Jill Hamiliton only parent who signed up, will take on if we use Josten as vendor. Currently photography committee takes pics, we will find out cost of Jostens and may give them a trial for yearbook only. Dr. P has final say in the vendor

* Motion to approve brick for Mrs Bilenker (retiring) by Bernie Taylor, motion approved by all.
* Transition of brick program from Beth Fain, we buy bricks for $20, bought outside costs $60, to discuss at Dr. P. meeting, PTO has the pledge drive
* Motion to approve donation to scholarship fund for Mr. VanWaneninge

All were in favor, will ask Mrs. Beadle to assist with a $40-60 purchase of a plaque and music stand in Mr. Van Waneninge’s name to honor his memory, BJ will discuss with Mrs. Beadle

* WOW expenses for 3rd author hotel and gas expenses (less than $200), approved by all
* Photo Zip Drive on the LCS PTO website

Took off wording to upload own, photography committee does it

Will keep 2010/2011 photos on site, 3 years to remain but may have to shrink size of 3rd year moving forward

* Directory on the LCS PTO website

Cedar Hill is piloting an online program, schooldirectoryupdate.com, $1/family, We may do this year but will keep dues as well as paper copy of directory

Program is an app, we would be administrator, Debra Marcus may take on, needs the file from Donna

New family forms missing for current directory, we need to fix

A new line needed on form for new families if not in the directory will not be included in the email blasts from Communications

\*may need to specify have 3 places of contact: email blast PTO, directory and Friday folder

*Programming Update (Larissa/Davenie)*

* Spring Social - format and auction

May change format, thinking about 70’s theme, auction with each class creating something for auction, low cost, better to keep simple and have a few items, Fiddlers Elbow still a possible venue

* Website working documents

Well received, website list of committees, place to put all forms sign ups

Docs can be sent to Heather and posted on committee sheets

Summary for all to see committee info but then passwords for board for description, approximately 24 chairs to have access

\*VP should go through and VET them, Heather to send files to Bridget, Deb, Larissa, Davenie, Zaida and Bridget to overlook/modify

*5th grade celebration*

* Letter to go out in Oct. to raise funds, approximately $20 max, venue? Last year venue at Dunham Park, needs to be cleared by Dr. Pecoraro. Last year not enough tables and chairs for teachers

Other fundraising: Pizza night ice cream truck coming and 4 days bake sale in Oct. during conferences may wait to send out pledge letter until after fundraiser and have committee members come to our Nov. board meeting to discuss

*Fundraising Update (Bridget/Debbie)*

* Pledge Drive Update including thank you emails

360 families participated, 234 directories sold before back to school night, a few walked at BTSN, in future need to have room parents hand them out

* Directory

We may need to provide an insert with all of the Preschoolers at our school

Possible $2000 company donation to come in March - will follow up

Susan Fazio not paid, Tina to follow up

* Spirit Wear Update

Need new parent chair for next year to help with this

* School Supplies Issues

Things were missing, Barbara Sileo to follow up and chair the rest of this year and possibly next year, next year middle school students to help distribute for service hours

*Communications and Website Update (Heather)*

Password to be sent out to have access to online pics

Permissions updated for blast and newsletter

Will send dates for newsletter to board

**Identify items for Dr. Pecoraro meeting**

Meeting adjourned at 11:00am