**LCS PTO Meeting Minutes**

*September 18, 2013 9-11am*

*LCPC Douglas Hall*

**Attendance:**

Zaida Harrison, Davenie Pereira, Pam Haviland, Karen Feringa, Debbie Nungester, Praichi Jain, Heather Watson Kramer, Larissa Milligan, Heather Whyte-Kattas, and Susan Gibbons

**Communications and Website Update**

Heather Whyte-Kattas reported that the website was updated with a From the Principal section for which Dr. Pecoraro has sent a submission. Heather reported that Terry revised the site. PDF’s do not post properly therefore the PTO will need to use Word documents. The password was updated which will be in the thank-you note from the PTO pledge drive and will give access to photos and flyers and forms. The newsletters and minutes are now on the website. The PTO calendar is now completed. Heather Whyte-Kattas is updating the distribution lists. There are still 12-13 inaccurate addresses. There is not adequate space for photos on the website. Debbie Nungester will ask Bridget Jaeger to talk to Ben Herila regarding the electronic storage of photos. Zaida Harrison will check with Dr. Pecoraro about updating the PTO logo, which is in need of cleaning due to repeated use. One child’s parents opted to not have their child photographed and a letter will be sent to them. As well, there were parents who chose not to have their children included in the directory and they will therefore not appear in class lists.

**Review of Minutes**

The minutes were reviewed. The following corrections were made: The meeting was adjourned by Zaida Harrison at approximately 10:30am. A motion was made to approve the minutes by Zaida Harrison. Pamela Haviland seconded the motion. All approved.

**Financial Reports**

Pam Haviland reviewed the format of the documents and offered explanation for several items. $8,800 in school supplies were ordered by parents through the school supply boxes. The PTO income from supplies was approximately $700. The school supply process will be reviewed due to omissions and changes to lists of necessary supplies. There was a difference of $270 in special teachers/staffing income. The wish list check was cashed. Pam had to reorder checks. The General Operations line amount was gift cards for outgoing board members. A motion was made to approve financial reports by Zaida Harrison and Davenie Pereira seconded the motion. All approved.

**Committee Updates**

*Enrichment Committee (update and addition)*

Bridget Jaeger needs and is seeking a replacement for Enrichment. Heather Whyte-Kattas suggested that Bridget write a draft of a blast job description. Ideally, two or three people should be brought on to the committee. Davenie reported that Bridget thought it would be helpful if someone from the photography committee would serve on the enrichment committee. This year enrichment was organized by grade and therefore included the associated vendor. Debbie will talk with Bridget further about recruitment to the Enrichment Committee. Irish dance will be significantly less expensive by approximately $700. Ms. Beadle would like to have Bash the Trash for $1,700, which is probably two presentations and the theme is associated with Earth Day. The board will wait on pledge drive results to make a decision regarding Bash the Trash.

*School Supply Committee/ issues with missing supplies*

The School Supply Committee will review the process of collecting supply lists.

*LCS PTO Directory Committee (online and booklet update)*

Zaida Harrison reported that Directory is in progress. Heather Watson Kramer reported that they have updated the committee chair list. Next week a blast will go out informing parents of their final opportunity to update personal information. All committees now have chairs. Zaida Harrison will talk to Dr. Pecoraro about whether he PTO Board can or should request Curriculum Committee minutes. There will be a color front page on the booklet at no cost. The calendar will be increased to two pages and no longer be on the inside cover. $2,200 will likely be made on ads. There should be income from the Directory. Debbie Nungester suggested that we include the mission statement. The booklet will be inserted in the oldest child’s backpack for delivery home. Some parents chose not to have information included in the directory. One complication of not choosing to be in the directory is that the child will not be included in the class list. The committee will request a sample prior to printing.

*Spiritwear Committee*

The committee is exploring various companies.

**New Business**

*PTO General Meeting/Parent Academy*

The next board meeting and parent academy will be combined on October 16.

*PTO parent notification of website user id and password*

PTO parent notification of website user id and password will be sent out with the Pledge Drive thank-you letter.

*Pledge Drive Update*

To date the PTO has received $29,585. The goal was $44,000. This year participation is at 61% compared to last year’s 70% participation. Gift cards may be affected by this shortage. An email blast noting the reduced participation and programming that will be affected will be sent to parents. $75 per child was the Pledge Drive request. It was noted that some parents contributed less and many did not contribute at all. It was discussed that parents may not understand how their pledge drive contribution directly affects the programming available to their child. The way it is written parents with multiple children are questioning why they are being asked to join the PTO repeatedly. The wording will be examined.

*Advisory Meeting Update*

Zaida Harrison reported that Nick Markarian updated the group regarding the longer school day and district calendar. Zaida noted that the PTO was disappointed that they did not receive prior notification of this change. With regard to the start of school there were no significant problems with transportation except translation between non-English speaking bus drivers and English speaking children. Another open issue that was reported that the Advisory Meeting was dismissal time for early days and snow days. Snow days may be 12:45pm and early dismal for 1pm. This will be decided upon shortly and parents will be advised. There was discussion about lack of district wide policy on how food allergies are dealt with. The policy will be examined and determined by the school district.

*System for vendor payment*

The vendor payments will continue to go through Bridget Jaeger and the Enrichment Committee.

*Payment to Josten’s (5th grade yearbook 2012-13 school year)*

The payment to Jostens was incorrect. A motion was made to approve payment to Josten’s for $605.35. Zaida Harrison made a motion to approve payment to Josten’s in the amount of $605.35. Susan Gibbons seconded the motion. All approved.

The meeting was adjorned by Zaida Harrison at 11am.