

Banning Lewis Ranch Academy PTO  
Regular Monthly Meeting Minutes  
November 2009

1. The regular meeting was called to order at 6:10pm
2. All present recited the Pledge of Allegiance
3. All present recited the Peace Builders Pledge
4. Roll call was taken and the present board members were Jeff Polk, Erica Martin, Deann Barnett, and Shana Nibert. Sophie Hansen was absent. There is currently no Secretary.
5. **Approval of Agenda-** motion to approve the agenda as presented was made by Erica Martin, and seconded by Shana Nibert. All were in favor, none opposed.
6. **Administration/Staff Reports**

Eric Dinnel thanked PTO for the events, as well as Hospitality for the birthday lunches they have been putting together. He stated that he has not heard any feedback as to how the events could be improved, but stated that they appear to be well received.

Jeff Polk asked Mr. Dinnel if it was possible to have a few staff members to assist with Movie Night. Jeff also stated that he is questioning the Dec. 11<sup>th</sup> movie night due to the fact that there may be some conflicts with basketball, as well as not being able to have staff available on Dec. 11<sup>th</sup>. Mr. Dinnel stated that somehow there was a scheduling conflict, and the school board schedule for events in the gym did not make it to Sabrina Johnson. Therefore 3 basketball games may have been scheduled for December 11<sup>th</sup>. Due to the fact that the Staff Christmas Party is Dec. 11<sup>th</sup>, staff will not be available for Movie Night if it does in fact continue as scheduled. Mr. Dinnel stated that staff does not have to be at the school for PTO events, but someone does have to make sure the building is locked up properly.

Kat Mosbarger, who is in charge of movie night, stated that if we enforce changes discussed in our previous meeting, we should be able to have better control and monitoring of students during the Movie Night event. She did ask that the rest of the building and doors be locked down in order to keep children in the gym. Having the ticket table at the front of the building will help in this process of being able to watch the hallways, as well as make sure adults are accompanying children. Eric Dinnel informed us all that there is now a phone available in the lobby so that if there is a child dropped off they may use the phone to call a parents to either come pick them up, or get the parent back to the school to attend the event with the child. Mr. Dinnel stated that the night crew will be here to lock the school down at 10pm every week night. If an event occurs on the weekend, it needs to be arranged for someone to come and lock the doors and set the codes.

Jeff Polk stated that he is concerned with the system of scheduling. Jeff stated that Matt

Barrett asked for a list of events for scheduling in lieu of a formal meeting, but it was likely not coordinated with Sabrina Johnson. His concern is that if our event got overlooked, there may be other groups that will encounter the same problem; therefore, the system of communicating events is broken. Deann Barnett brought up a point that perhaps Mr. Vinchattle is not in the loop about fundraising events, where maybe he should be in order to avoid scheduling conflicts between sporting events, fundraising events, as well as other school group events.

Mr. Dinnel was concerned about events for second semester. Jeff Polk stated that our desired dates for second semester were sent to Matt Barrett, and will be discussed at the November 17<sup>th</sup> school board meeting, which he will be present at. Jeff brought up the idea that when an event gets scheduled a notification needs to be sent to all the other groups like SBC, student council, etc. in order to avoid problems.

Mr. Dinnel stated that the police officer that was monitoring drop off procedures stated that the school is doing a great job. It was brought up that the speeding problem does not occur in front of the school, but throughout the neighborhood. Mr. Dinnel stated that he would voice his concerns about speeding in the neighborhood.

Mrs. Gresham stated that student council's recent fundraiser, the Fall Festival, raised \$2,000.00. The Veteran's day parade was fun and the school was well presented. Pig races are getting geared up, and the kids are excited. The Care and Share food drive is going to be started, and children who participate will get to wear jeans, as well as other fun dress options will be allowed for those who bring in a food item.

#### **7. Treasurers Report**

Deann Barnett reported that she had received a bill from Jostens in regards to the yearbook. The bill was unopened and payment due November 1<sup>st</sup>. It was addressed to Tracey Johnston, who is a 3<sup>rd</sup> grade parent that was in charge of the year book since the beginning, but is no longer in charge. Student counsel is in charge of the yearbook, so the letter was given to Mr. Dinnel to sort out the deposit issue.

Deann stated that money in the amount of \$9,761.41 is available for use. PTO had roughly just under \$8,000.00 from the ABC fundraiser. YTD, we have \$870.00 in memberships. Just under \$207.00 from popcorn sales has been brought in, after expenses we have cleared about \$130.00. Movie nights brought in about \$309.00 after expenses.

#### **8. Fundraising Report**

Shana Nibert reported that Chic-fil-A was Tuesday. Teacher orders are going well, there are a few teachers who take advantage of ordering, and Shana brings it to them. December 1<sup>st</sup> - 5<sup>th</sup> the Santa Shop will be open for kids to purchase gifts. Jeff suggested maybe purchasing some insulated bags in order to keep the food warm.

#### **9. Membership Report**

Heather Cockerham reported that she has distributed 106 membership cards since the day of the roundup. She has 4 membership numbers that she has no paperwork on. She has several that she has been struggling to get information from. She has been getting help from

Sabrina, and got information off of checks. There are 106 is the members total. Student to membership ratio is about 15%. Jeff suggested following e-mails up with a phone call in order to try to get more volunteers at events. Kat stated that she asked for donations from people who could not volunteer.

#### **10. Hospitality Report**

No one from Hospitality was present, however, Deann Barnett had been in contact with Deann Barrett, and reported that not much is going on other than the monthly birthday lunches. Hospitality is doing a cookie walk for the teachers on December 11<sup>th</sup>, more details will follow. Deann Barrett has had a lot of success with membership volunteers.

#### **11. Volunteer Report**

Jeff Polk reported that we are still looking for a Volunteer Committee Chairperson. He stated that the biggest challenge from here on is to get members involved in events. Kat Brownberger brought up the fact that all parents agreed to do so many volunteer hours when they sent their kids to Banning Lewis Ranch. Jeff wanted to know if we can somehow put some pressure on parents and remind them of the commitment they made. Eric Dinnel stated that our events are not the only ones having problems getting volunteers, every school group is having issues. Jeff suggested placing reminders in the school blast e-mail. Ms. Gresham suggested making sure the log is updated, and e-mail parents to let them know what volunteer hours are needed to bring them current may help.

#### **12. President Report**

Jeff Polk reported that the meeting agenda was posted on the front doors as required, but was not there by meeting day. He does not know what happened to it. Jeff wanted to do a pot luck meeting for December, and invite all members. Mr. Polk suggested that perhaps an informal, social meeting, would help get more members in. Shana Nibert suggested ordering Chic-fil-A and getting credit for it at Chic-fil-A night.

Jeff reported that the Secretary position is still open. We have had someone interested in the position, however, she has not been present to vote her in. Jeff stated that he will be voting against item 16B, which is voting in CJ Abbott as secretary.

#### **13. Discussion Items**

**A. Family Night member committee selection-** Sophie Hansen, the fundraising co-chair has asked that we find a core group committee to help. The event is big and Sophie will need help. Heather Cockerham asked that the Board provide her with a list of what is needed in terms of positions open and events where people are needed, and she will generate some communication with members. Deann Barnett suggested that calls be made, because people can avoid e-mails more easily than phone calls. Kat Brownsberger suggested that reminding parents that you do not have to be a PTO member to volunteer may help.

**B. PTO Stallion Store Committee Selection-** Jeff Polk suggested that this is a viable consistent fundraiser that could be profitable. Deann Barnett stated that she believes the stallion store is a

very bad idea because it will be hard to keep track of, the tax consequences, and documentation will be more trouble than it is worth. Deann stated that she believed the school board agreed that tax returns would need to be filed and a sales tax license would need to be obtained. Deann reiterated that if we make money on the sale of items, the end user must pay taxes. Kat Brownsberger suggested that putting it on hold until we get more information. Deann Barnett brought up that our Decals are covered through the person that produces them. She takes a cut in her profit to cover the sales tax for us. She also stated that we need to put pressure on the school board to make a decision on these issues since they are the governing body.

**C. "Second Chance" uniform resell plans, date, etc.-** There is still a closet full of uniform items and Erica Martin will be willing to do a uniform re-sale. It was decided that December 5<sup>th</sup>, would be a good day since the Christmas Shop will be open also. Jeff Polk brought up that the nurse needs some uniforms, especially smaller sizes.

**D. BLRA Wish list and Discussion of ABC monies allocation-** After looking at the wish list submitted by teachers and staff it was determined that we will spend about \$7,200.00 of the available funds. We would like to spend it as follows and not to exceed the amount stated:

\$ 4,500.00 for cameras  
\$ 700.00 for Camcorders  
\$ 500.00 Air Purifiers  
\$ 500.00 Shredders  
\$ 200.00 Additional Font Dyes  
Total \$6,400.00

**E. Parent Volunteer committee chairperson needed immediately-** skipped

A motion was made by Deann Barnett to open the agenda, and was seconded by Shana Nibert. Changes to the agenda include striking item 16B (Replacement Secretary, CJ Abbott) from the agenda. Also, stricken was 16 C (Burger City December 1<sup>st</sup> dinner). Item 16D (Allocate funds per schools wish list) will be included. Motion to close the agenda was made by Shana Nibert, and seconded by Erica Martin. All in favor, none opposed.

#### 14. Audience Comments

Kat Brownsberger commented that the December 1<sup>st</sup> Burger City dinner was a go. She will get the information out, and was given the logo to make flyers. She brought forth information about miniature golf fundraising at World Golf off of Platte. Kat asked that one of the Board Members be present at the December movie night.

#### 15. A. Approval of Minutes from October 2009 Meeting

Motion made by: Shana Nibert      Seconded: Erica Martin  
All in favor, none opposed

**16. Specific Actions to be considered by the PTO Board**

A. Change determination of winner of PTO membership drive

Presented by PTO president

Motion: Winner shall be the class with the most participation, not the originally planned percentage. Awarded to the highest % class.

Motion made by: Erica Martin      Seconded: Shana Nibert

All in favor, none opposed

B. Stricken (See Above)

C. Stricken (See Above)

D. Allocated funds per school wish list

Presented by Jeff Polk

Description: (\$ 4,500.00 for cameras, \$700.00 for Camcorders, \$500.00 Air Purifiers, \$500.00 Shredders, \$200.00 Additional Font Dyes; Total \$6,400.00)

Motion: Deann Barnett      Seconded: Shana Nibert

All in favor, none opposed

**17. Future Business**

A. Pot Luck style meeting next meeting to include chicken from Chic-fil-A

**18. Next Meeting/ Adjournment**

**A.** Next PTO board meeting date: Tuesday December 8, 2009 at 6:00pm

Adjournment Motion Made by: Erica Martin      Seconded: Deann Barnett

All in favor, none opposed.

Meeting Adjourned at: 8:26pm