

Banning Lewis Ranch Academy PTO  
Regular Monthly Meeting Minutes  
September 2009

1. The regular meeting was called to order at 6:12pm.
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, Deann Barnett, Erica Martin, and Sophie Hansen. Shana Nibert arrived just seconds after roll was taken, and Jennifer Thomas was absent.
5. Erica Martin made a motion to amend the Agenda to include item 5A, special guest presentations. Deann Barnett seconded the motion, and it was then approved, voted, and closed.

5a. Representatives from Sam's brought in sample products and discussed membership, items available for events, unit prices on some items for fundraising, and offered to do cost comparisons for items available for resale.

**6. Administration/Staff Reports:**

Eric Dinnel reported that spirit week was a success, and thanked all those who helped make it enjoyable for students. He reported that fall sports are in full swing (Landsharks is getting started, and Middle School Football will have their first game this week). Grades K-5 have begun grouping for certain classes, smartboards will begin being installed in the 2<sup>nd</sup> and 3<sup>rd</sup> grade hallway next week.

Mr. Dinnel also brought up the parking situation, and encouraged people to please be conscious and drive cautiously. He also welcomed anyone who has solutions on decongesting the parking lot, to please speak with him. We opened the conversation up for questions and there were none.

Mrs. Ferguson spoke about the 80's themed dance coming up, and asked for help in getting volunteers to help staff the dance. Heather Cockerham said she would help get a list of middle school parent members to e-mail, that had stated on their membership form they wanted to help with events. Mrs. Gresham spoke briefly about Scantrons being done this week, and ITBS testing beginning next week.

## **7. Treasurers Report:**

Deann Barnett reported a bank balance of \$3,149.74. Current outstanding invoices she had at the time; \$1,547 EduKits, and \$175 for Decals. As for edukits, Deann was gonna talk to Tammy Crafts to check if the extras were going to be picked up, so that balance may be decreased. After contributing \$500 to the Emergency Fund, the available balance comes to approximately 927.77.

A preliminary budget, has been put together. Deann received the audit from the previous board at the meeting, so she plans to look through the report, and will have more to talk about after scanning them. It appeared that all she was given was a bank reconciliation, so she will report more on what was received, or what is needed at the next meeting.

## **8. Fundraising Report:**

Sophie Hansen reported that ABC Fundraising Catalogs have been sent out, and are due back on September 17, 2009. She made all in attendance aware that donations are welcome if a person would rather donate money than purchase items. Students still get credit for selling items with the donation. 80% will go to the school. She asked if there were any questions, and there were none.

Shana Nibert reported that the next Chic-Fil-A night will be Tuesday September 15<sup>th</sup> and breakfast lunch and dinner count. If using the drive thru, tell the cashier that you are with BLRA and they will save the receipt. The class that has the most attendance at the event will be awarded. She stated that last month, Chic-Fil-A night brought in \$150, which was delivered to the school on approximately August 26<sup>th</sup> in the form of a check, but was not received by PTO. Mr. Dinnel said he would speak with Tammy Crafts to see if he can locate the check.

## **9. Membership Report:**

Heather Cockerham reported that 85 membership cards have been delivered. She discussed the possibility of having a membership drive. It was discussed that a prize be given to the class with most participation. Mr. Dinnel suggested having the membership drive at a Paragon Night (Oct. 1) or at Parent Teacher Conferences (Oct 15-16). He also stated he was going to check into the possibility of providing heather with a class roster for each class, and discussing with Tammy the right way of going about tracking participation. Heather may have to cross check a student list that stays on site. He stated that a jeans day for the class with the most participation would appropriate. After discussions it was decided that the best time to have a membership drive would be at a Paragon Night (October 1<sup>st</sup>) instead of parent teacher conferences, because of the need to have to staff a booth for two days at parent teacher conferences versus a few hours at Paragon night. Results should be tabulated by November 2<sup>nd</sup>, and the winning class will then be notified. Jeff suggested sending a flyer home with the students advertising the Fall Membership Drive, it was then suggested that we ask the teachers to send out the information with their individual newsletters, as well as asking Tammy to send it out with her weekly e-mail. Jeff Polk moved to make the Fall Membership Drive action item A, Erica seconded.

## **10. Hospitality Report:**

Deann Barrett reminded everyone of the Teachers lunch on October 2<sup>nd</sup>. She stated that this year hospitality plans to task different grades for the teacher's lunch to help get items volunteered. She will send e-mails through Tammy in order to make parents aware of when each grade will be asked to contribute. She asked for help with volunteers, and it was suggested to start advertising the need for help in the teacher newsletters that go out regularly.

Considering the preliminary \$100 a month budget for hospitality, they would like to celebrate staff birthdays on the first Friday of every month. It would be ideal to provide different desserts every month along with gift bags. Shana offered to help come up with gluten free options for those teachers who do not eat items with gluten.

Jeff Polk made a motion an add action item B, approval of the hospitality teacher birthday's, Erica Martin seconded.

## **11. Volunteer Report**

There is currently no chairperson for this committee. Jeff Polk reported that the board is still seeking a chairperson, Jeff then asked if anyone in attendance was interested in being chair. He then passed out sign-up sheets for various fall events which needed volunteers. Jeff Polk asked Ms. Ferguson about the middle school dance in terms of volunteers, and she stated that a meeting was scheduled for September 15<sup>th</sup> at 5:30 to discuss the dance.

## **12. Presidents Report:**

Jeff Polk reported that the Movie Night scheduled for September 11<sup>th</sup> was cancelled. Heather Cockerham suggested sending out an e-mail or posting the cancellation on the front door. It was suggested that the announcement go out with Tammy's e-mail, as well as through teachers. PTO today membership folder came in and all were welcome to look through it.

Jennifer Thomas resigned from PTO Secretary due to a conflict, she is currently working at the school as an aid, so therefore she cannot serve on the PTO board. It was then announced that PTO is seeking a replacement. Erica Martin will fill in until a replacement is appointed. Once someone is appointed, we will then vote, majority approval.

It was brought up that Mrs. Zock, the school counselor is requesting \$50 a month for her award bucket. She plans on awarding students for praise notes. Mrs. Ferguson requested approximately \$236 so that Middle School Students may continue their Junior Scholastic News subscription for the current school year. The students used the magazine last year and really enjoyed it. Mrs. Zock, who has been put in charge of Red Ribbon Week (Oct 23rd-31<sup>st</sup>), requested a contact for the person in charge of it last year. It was confirmed that Amanda Cooper was in charge last year, and her information would be passed on to Mrs. Zock when located. Sophie Hansen stated that in previous years PTO provided the pencils, prizes, etc. She said typically \$500-\$600 was spent by PTO on the event. Mrs. Zock wanted to know if there was a PTO volunteer to help. Jeff asked that Heather send out an e-mail to those who checked events on the enrollment form. Deann Barrett suggested following up with phone calls, because she has found e-mail ineffective with Hospitality. Shana Nibert volunteered to help Mrs. Zock with Red Ribbon Week, Jeff Polk asked that Shana be cc'd on e-mails regarding the event.

Next item discussed was Walk to School Day (Oct 7<sup>th</sup>), PTO ran the event last year. Parent Natalie Gryba wants to help, but someone to run it is needed. It was discussed how to get food items donated. Shana Nibert will try to get the Chic-Fil-A cow here. Deann Barnett brought up that \$100 was spent on this event last year. Deann Barnett made a motion to add Action Item C, Scholastic News Subscription for Middle School (approximately \$250). Shana Nibert seconded the motion.

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

A. Move Night Planning- Jeff Polk requested from the School Board, 3 movie nights for the year. The first one on September 11<sup>th</sup> is to be cancelled, October 9<sup>th</sup>, and December 11<sup>th</sup> are upcoming. Concessions, donation amounts, movie selections (G and PG only), and numbers of volunteers need to be determined. A \$5 per person donation was suggested, then offering a family donation amount. Monies brought in must be as a donation. Deann Barnett suggested starting a committee that does movie night planning. It was suggested by Jeff that the students vote on the movie, and have their parents sign the child's vote, which would advertise the event. Kat Brownsberger volunteered to head up the committee responsible for movie night. Jeff suggested that Kat decide when to have a meeting for the movie night committee, how much money is needed for materials, as well as a marketing plan for the event. It was recommended that we do a pre-sale, \$1 donation for the movie.

B. Budget Planning- A proposed budget was passed out. Jeff made a motion to move the budget discussion to October, Erica Martin seconded. All were in favor none opposed.

C. School Calendar Magnets- Cost per unit is \$1.34, for \$250.00 + \$30.00 Shipping Cost. Magnet is 4 x 7 and was a great product, but with it being September, perhaps it would be best to have the product available for orientation next year. It was suggested that it be given to PTO members with their sign-up next year. It was suggested that at the last meeting as a board, we discuss ordering the magnets for next year.

D. Allocation of future monies raised (ABC, Movie Nights, popcorn Fridays, School Wish List)- Sophie stated that parents want to know where the fundraising money is going. School has provided a wish list, and before getting bids on certain items, we need to decide what we want to contribute to. Bylaws state that we have to allocate money, and vote what we are going to spend it on. The Marquis for the front of the school came up, it was discussed that all school organizations help contribute. Zoning issues, as well as issues with the developer, need to be ironed out. Perhaps approaching the school board is the way to go.

Another big item on the wish list is, re-barking the front landscaping, estimate is in the thousands. Jeff Polk suggested perhaps making it a Saturday work project, where people volunteer. Once we see how well ABC does, we will have a better understanding of what we can contribute to. Also, exterior security cameras are on the wish list. Perhaps by the November or December, and we get ABC's numbers and have a movie night under our belts, then we can better determine where the money can go.

E. Middle School Dance Volunteers (need small group to report to Tara Ferguson)- Discussed previously. Heather Cockerham and Ms. Ferguson will get together.

F. Walk to school (needs volunteers under direction of school events committee)- Discussed previously as well.

G. Staff Needs (Ferguson- Scholastic Renewal; Zock-Prize Bucket)- Scholastic Renewal previously discussed.

H. Day Family Emergency Needs- No emergency need, so not considered.

#### **14. Audience Comments:**

Kat Mosberger commented about the Healthy Initiative, which she discussed previously with the school board. She wants events to follow guidelines in the Healthy Initiative, like most schools are required to follow. There was some misunderstanding, but was cleared up when it was discovered that she wanted healthy choices in addition to other foods. Deann Barnett suggested we try the idea at movie night and see if the alternatives will work.

Someone in the audience asked if any parents have legos at home that they would like to donate to the lego club, Mrs. Vazsary could really use them. Also, the issue of first aid kits for teachers and after school sports came up, Deann Barnett stated that she thought Tricia Green possibly had them at her home. Sophie Hansen was going to contact her to see if she could get them. Also suggested was that we give a window decals with Member Sign ups.

Jen Zucker brought in some personalized posters that had the Peace Builders Pledge, personalized with a student's photo. The posters were nice, but to produce them as a fundraiser we need to check into possible copyright issues. Sophie was going to check with either Mr. Dinnel or Mr. Parker to get information as to the legality of producing the posters.

A motion was made to open the agenda again due to some typos on the back page, on item #11, it should read Item #15; item 12 should read #16; item 13 should read #17, and item 14 should be #18. Also under consent agenda in item 15A, should read approval of the August minutes not June. Deann Barnett made the motion, Erica seconded. All in favor, none opposed.

#### **15. Consent Agenda:**

Sophie had a correction to the August minutes. In item 12 (Presidents Report), Sophie Hansen asked Matt Barrett, school board Treasurer, does the PTO need permission to sell scholastic wear with the BLRA logo on it? The SBC has permission, not the PTO. Matt said no.

The motion to accept the minutes, as amended, for the August meeting was made by Deann Barnett, seconded by Erica Martin. All in favor, none opposed.

#### **16. Specific Actions to be considered by the PTO Board (Quoram must be present)**

##### **A. Membership Fall Drive**

Presented by PTO President

Description: Booth at the October 1<sup>st</sup> Paragon Night, Heather Cockerham to be in charge. Reward of a jeans day in November will given to the class with the highest percentage participation.

Motion made by: Shana Nibert

Seconded: Sophie Hansen

All in favor, None opposed

**B. Hospitality Teacher Birthdays**

Presented by PTO President

Description: The hospitality committee has requested permission to do monthly birthday celebrations for staff and teachers.

Motion made by: Deann Barnett                      Seconded: Sophie Hansen

All in favor, None opposed

**C. Middle School Junior Scholastic News Subscription**

Presented by PTO President

Description: Mrs. Ferguson requested \$235.00 (27 Total) to continue the subscription

Motion made by: Sophie Hansen                      Seconded: Erica Martin

All in favor, None opposed

**CLOSING SECTION**

**17. Future Business** (PTO Board President)

A. Mrs. Zock has requested \$50.00 a month for her prize bucket which was previously discussed. It was said that perhaps we could ask her to elaborate because \$50.00 a month seems excessive. It was decided that a one-time \$50.00 payment will be given by PTO for the prize bucket.

B. Allocation of Monies

C. Figure what is owed for the decals

**18. Next Meeting/Adjournment** (PTO Board President)

A. Next New PTO Board Meeting Date: Tuesday, October 13, 2009 at 6:00pm

Adjournment motion made by: Deann Barnett      Seconded: Shana Nibert

Roll Call: All in favor, none opposed

Meeting Adjourned at: 8:54pm