

June 08, 2015

Oak Hills PTO Meeting - School Library

Oak Hills Elementary Parent Teacher Organization

Attendance: Kim Douglas, Lark Asbury, Jen Anderson, Jen Anderson, Jennifer Perrella, Melica Ellerbrook, Jacqui Watson, Tony Davis, Rachel Pines, Kristin Hamann, Sam Shogren, Rebecca Moon Leibowitz, Brenda Zak, Michelle McGhee, Kathryn Webster, Cheryl Hagseth, Heather Hoxie, Michelle Carver, Loranne Carver, Wendy Turinsky, Jason Turinsky.

- Welcome/Call to Order*
- Called to order by Jason T.*

Review of Minutes

- Lark shared that Notes from May's PTO Mtg have been lost due to computer issues. If you have notes to share please email Lark at lark.asbury@nike.com.*

Principal's Report

- All set for field day! Wednesday 6/10*
- Two positions for next year to hire, Along with Another .5 PE Teachers.*

- Chromebooks “cases” were purchased which will be perfect for students to carry back and forth to the portables.

Officers' Reports

Treasurer's Report –

- No updated budget. Not a lot has changed, as it has been a pretty slow month.
- All reimbursements need to be turned in by the end of June (6/30/15) to Will or Tony.

Committee Reports

Jog-A-Thon Planning

- Pledge Star will be our platform for this fundraiser. Kim and Team have an idea – “Jump Start to Jog- A-Thon” This will be an opportunity for students to register a head of time and the class with the highest percentage of students registered will win a prize the 1st week of school.

Back to School Picnic Planning

- 4PM Class list will be posted / 4:30pm Supply Drop Off / 5-7pm Back to School Picnic – if you have ideas or questions please contact Michelle Carver & Heather Hoxie.

Vision Committee Update – Sam

- *2nd Mtg. was held. Looking at ways of communicating our “child 1st” structure and philosophy.*
- *New Business*
- *PTO Leadership Vacancy – Kathleen has chosen to step down from the PTO Board as Co President for the coming year.*
- *Michelle (Schnoor) Carver has stepped forward as a volunteer candidate for this position for the coming year.*
- *Discussion amongst the attendees on process and bylaws for what is appropriate at this time. PTO want to be transparent with the community and also meet the needs of the team and our vision moving forward.*
- *Lark makes the motion for the executive board to vote on filling the co-president position within the same meeting, 6/8/15 @ 2:45pm – Brenda seconds the motion. All in favor none opposed. Jason T recognizes the motion. Heather Hoxie nominates Michelle Carver for Co President for the coming school year of 2015/2016, Tony Davis seconds, All in favor none opposed.*

- Farewell to Staff Event Budget
- No budget was approved for this event. Wendy noted that costs have incurred to take care of this event and under \$250 is needed. Heather makes a motion for \$250 and Tony seconds the motion.

Announcements

- Farewell to Staff: June 8 - 4:00pm Transportation Solutions Meeting: June 9 6:00pm in Cafeteria
- Field Day: Wednesday June 10
- 5th Grade Celebrations: June 9 & 11
- Last Day for Students - June 12
- August PTO Meeting: August 18, Oak Hills Rec Center - 9:00am
- Typing agent was funded by the district for this coming year so that money can be allocated to another area that needs budget funds. Request for headphones and carrier were asked for the coming year - L. Carver motions for \$525 for headphones, Sam 2nds the motion and all approve.
- District Mtg. from the beginning of June noted:

- For Teachers stipend we must always have the receipt turned in before the check is issued.
- Also moving forward the District policy is that no gift cards are to be given but must be less than \$50 for each family per year if they are.
- Two check signers are strongly encouraged. Most PTO's require two check signers on checks. It should be part of the PTO's Best Practices per BSD Risk Management in light of recent fraud in other BSD school PTO's.
- Author Visit for next Fall currently being Coordination by Michelle McGee
- Art Night – a lot of family turn out all went well!!!!
- Google docs offered to all PTO member's – we will begin utilizing this moving forward for all secretary notes.
- Champions will no longer be here on campus for after school care in 2015 & 2016 school year.
- Adjournment - Jason T "Have a great Summer"

- **Executive Board Meeting @ 4pm**

- Check Signing – Kim Douglas and Melica Ellerbrook will be added as check signers, Lark Asbury & Tony Davis will remain check signers as well. Wendy motions for the above to be added for check signers, Melica 2nds all in favor.

- *Two Signatures - Next school year, two check signers will be required. Minimum amount required for two signers will be decided at beginning of next school year.*
- *Moving forward the following positions of two acting volunteers: Co Presidents, Vice Presidents, Treasurers, & Volunteer Coordinators. Chairs are to determine what roles/tasks they will split/divide and concur on and we will share through minutes at the August PTO mtg.*
- *Fundraising - Kim:*
- *Who signs the contract when we have a contract - Co Vice-President can sign along with another chair after PTO Co-President(s) have checked to make sure it doesn't encumber the pto in conflict with insurance.*
- *Co-Pres will sign with Kim on the Pledge Star contract.*
- *Envelopes - who's responsibility will that be? What will the envelope cover: Kim to work on the language of the envelope.*
- *Suggested of no charge for the directory communication on envelope to be decided beginning of next school year.*

- *By laws – there is supposed to be an audit once a year (tabled until start of next school year) – Tony hands over latest bank statement for Jason Turinsky and Michelle Carver to review at the mtg.*

Adjourned