

Staton Elementary PTO

Board Meeting Minutes

PTO Board Meeting - August 10, 2017

Meeting called to order at 8:33am by Gina Retke

Members and attendees present:

Gina Retke, President

Leigh-Anne Mateyka, VP

Nicole Hamilton, VP

Julie Leppelmeier, Secretary

Anne Tanaka, Membership

Rebecca Gates, Asst Treasurer

Yari Kartzmark, Treasurer

Kristina Havill, Yearbook

Jolene DiMaria, Hospitality

Jen Jost, Pioneer Nights

Lisa Himmelstein, Picnic in the Park

Alycia Nussbaum-Himmelstein, Picnic in the Park

Kristy Froehlich – Box Tops & Website

Lisa Kurtz – Picnic in the Park, Hospitality

Teri Cohen

Business

• **Gina Retke/President's Report:**

Vote to approve minutes from May 12, 2017 meeting.

Leigh-Anne Mateyka made a motion to approve the minutes for the May meeting as submitted; motion was seconded by Lisa Kurtz, motion passed and minutes approved.

- Gina thanked the PTO members who worked through the summer, and introduced Leigh-Anne Mateyka and Nicole Hamilton as Co-Vice Presidents.
- Ice Breaker was conducted by Leigh-Anne.
- Calendar/PTO meeting dates and times for the year were presented. PTO will meet on the second Friday

of each month at 8:35 am. Some event dates are not finalized.

- Gina reiterated the importance of recruiting volunteers, and to be on the lookout for e-mails and sign up sheets.
- Gina informed members that Staton Principal, Mrs. Tomlinson, or Vice Principal, Mrs. Solem, must approve all flyers before distribution, as well as anything that PTO wants to add to the website, Facebook page, or marquee, to include any event details and pictures.
- Open positions are currently Spring Event Coordinator, Trunk or Treat, Staton Wear, and Barnes & Noble.
- PTO is in need of volunteers for the Open House on August 11th, Boo Hoo/Yahoo, Kiss 'N Go, and Lunch Bunch.

- **Leigh-Anne/VP Report:**

- The PTO VP position has been split into two Co-VP positions. Members may contact either Leigh-Anne or Nicole for any reason, but Leigh-Anne will focus on Kiss 'N Go, Lunch Bunch, and social events.
- PTO needs volunteers for Lunch Bunch and Kiss 'N Go. An email will be sent from Volunteer Spot for sign ups. We need 2-3 people for Lunch Bunch each day to help kids throughout lunch periods. Help is also needed in the Kiss 'N Go line getting kids out of cars in the morning. Links to Volunteer Spot will also be posted on the Staton website and Facebook page.

- **Yari /Treasurer Report:**

- There have been a few changes made to the budget. Mrs. Tomlinson requested that the teacher's lounge be decorated for a few other events throughout the year, so \$150 was allocated in the budget. Additionally, the Staton front office will now be responsible for collecting yearbook money. This is a change, as PTO previously collected yearbook funds.

- We need to purchase Quicken online in order for the Treasurer to perform her duties. Cost is \$10 per month, and is included in the new budget.
 - PTO Board Members were reminded to use tax-exempt forms when making purchases, as we cannot be reimbursed for tax.
 - A motion was made by Kristy Froehlich to approve the 2017-18 proposed budget as submitted. Motion was seconded by Anne Tanaka. Motion passed and budget approved.
- **Lisa Kurtz and Jolene DiMaria/Hospitality Report:**
 - Welcome Back Lunch for teachers is August 18th from 9am-2pm in the teachers' lounge. Lunch is being funded by Apex.
 - Teachers' lounge is to be decorated 6 times this year, in addition to special considerations for teacher's birthdays and Teacher Appreciation Week.
- **Anne Tanaka/Membership Report:**
 - PTO membership last year was 226; we are anticipating a slight drop this year due to a slight drop in total students enrolled at Staton.
 - Volunteers are needed at Open House on the 11th.
 - PTO Board Members are asked to encourage people to join/donate to the PTO, and help get the word out about what the PTO does for our school.
 - Remember to recruit volunteers, and don't forget about the dads!
- **Community Events Report:**
 - Boo Hoo/Yahoo breakfast is August 14th at 8:50am.
 - Picnic in the Park is set for September 15th at 5:00pm.
- **Jen Jost/Pioneer Nights Report:**
 - Pioneer Nights are being coordinated with Mrs. Tomlinson; details will be available soon.
 - There is a possibility of a fundraiser at CPK the last week of September, a possible Battle Blast fundraiser

in October, and a possible Parents' Night Out in December.

- Barnes & Noble night is November 29th
- Additional possible fundraiser locations are Island's and Crystal Palace.
- PTO members are encouraged to take pictures at any Pioneer Night they attend and submit to Kristina Havill (yearbook).
- Cream/snow cone days will continue; details coming soon.

- **Lindsay Tomlinson/Principal**

- Mrs. Tomlinson thanked the PTO for their support and dedication, and shared her excitement for the first day of school and the coming year.
- Parking lot rules will be enforced. Kiss 'N Go procedures will be reiterated to parents to ensure efficiency and safety.
- We may designate a second Kiss 'N Go spot in the future.
- Safety is the administration's number one concern.
- Beginning with the second day of school (Tuesday, August 15th) parents will not be allowed inside the gate/playground area in the mornings. This is a safety precaution. Mrs. Tomlinson asked for PTO support. The afternoon procedures remain unchanged; parents may enter playground to retrieve their children at 3:10pm.

- Meeting adjourned by Gina at 10:30am