

Stone Creek School PTO Meeting Minutes
“When our parents are involved, students achieve more”
PTO Board Only Meeting - August 14th, 2007

Attendees: Sandy Apps-President, Karen Eyrich-Vice President, Stephanie Novosad-Treasurer, and Jill Bossow-Secretary

1. Welcome to a new school year by Sandy.
2. Financials – We reviewed P&L and made a few adjustments to reflect leaving \$1,000 in the account for the 07/08 school year. Karen will contact Betsy Hill to find out how many magnetic white board they need for us to purchase (as per our June minutes). Stephanie will email all of us after she makes the adjustments.
3. Lunch Program – We will be serving lunch 3 days per week and milk 4 days per week. Monday=Sloppy Joes Tuesday=Mac & Cheese Thursday=Pizza. The cost per lunch will be set at \$5 and we will make 3 lunches per day available for free for qualified children. Milk will not be served on Wednesday. We agreed to hire a part time employee to manage the lunch program since we are now servicing three lunches. Sandy will be in charge of creating a job description and soliciting applicants. Jill will be in charge of putting information on the web site. Stephanie will be in charge of paying employee and employment taxes.
4. Web Site – Jill is working with Cynthia Forstman to move our data from our old site to the school’s new site. See attachment “A” for more details.
5. Spirit Wear – We will offer a “hoodie” to sell for spirit wear this year. Sandy will research the cost and communicate at our first PTO meeting.
6. Volunteer Time – Sandy had a productive meeting with Betsy Hill and Kevin Kromer regarding the expectations of the PTO working with the school. See attachment “B” for a summary of this meeting.
7. Volunteer Fair – Sandy will type up the descriptions of each PTO committee in an effort to communicate at the Ice Cream Social and on the Web Site the volunteer needs of the PTO.
8. Field Day – Kathy Fort-Carty is in charge of this event for the PTO. The PTO will provide lunch at this event as well.
9. Enrichment – We would like to see Sunshine Math, Chess Club, and Ski School/Ski Club continue this year. Additional enrichment ideas that were discussed:

- a. Swim Team – Jill will contact Teresa Scala to find out if she is interested in creating this program. Teresa is a professional swim instructor and this would be a program where the parents would pay Teresa direct and we would help with organization and communication.
 - b. Home Economics – Sandy voiced interest in researching
10. EZ School Supplies – They messed up on most of the orders due to using a third party distribution this year. EZ School Supplies has agreed to replace all of our orders at not cost. We will communicate this to the parents via email.
11. The second Tuesday of each month will be designated for PTO Meetings at 6:30pm at Stone Creek School.
12. PTO Calendar – Sandy presented a proposed calendar and revisions were made. Sandy will email everyone the revised version in the near future.

Meeting adjourned

" A "

PTO Web Pages (3 total)

When you are on a PTO page the following side boxes will include:

Red Box: Lunch Sales link

Orange Box: Can't change...will be the same as home page.

Green Box: PTO Upcoming Events (list PTO events only from the calendar-automated)

Photo Box: Random photos

Text Box: We will have 3 pages: About Us (located under About Us & PTO on main navigation), Board & Committees, and Minutes & Financials (located under PTO on main navigation).

Details on text part of page (I will add all photos and text when admin is ready):

1. About Us – PTO & PTO: This is going to be an informative page...verbalizing the big picture on goals and events for the year.
2. Board & Committees: This is going to be a list of Board Members and Committee Chair names and info regarding that committee (ie: purpose/goal/etc.). I would like to make sure that we have the ability to enter an email address and have it be clickable (I'm sure that won't be a problem).
3. Minutes & Financials: Need to make sure that I can attach pdf's to words that I type (again...I'm sure that is already built in to the functionality of the admin).
Ex: I will type a heading called Meeting agenda and I need to be able to attach a pdf of the agenda to that word...same with minutes and financials.

PTO STORE Pages

Functionality: Need to be able to:

1. Add a "sale" whenever we want. Would like to add all quarterly sales at the beginning of the school year (ie: start date and end date) so we don't have to remember to add/remove when the sale starts/ends. Also need the flexibility to add a sale at any time...in case we have a last minute fundraiser. (Cynthia: we need to give them everything up front and Ming might be able to add sales for us if we have another one to add)
2. Ability to re-open a sale to add people after the deadline has passed. (Cynthia: Ming might be able to do this)
3. Ability to have people pay via credit card or by check. When they pay by check we need to be able to go in on the back end and mark the check as received (we are paperless...this is how we keep track of who has paid and who hasn't). This will help us keep track of who still owes money.
4. Ability to export all data into excel.
5. Receive money from PTO sales separate from school sales.
6. Parents need to receive a receipt via email once they have placed their order (and receipt needs to say Stone Creek PTO for our sales)
7. The parents need to be able to have a password protected accounts so they can view their history of purchases and save their credit cards online. In

conjunction with this there needs to be "forgot password" functionality.
(Cynthia: This will happen later...when we have the ability to connect it to Power School...for now it isn't wise to spend the money in this area)

8. Because this is account driven...When setting up their accounts, the parents should be able to add their kids and classrooms that they are in to make ordering easy. (Cynthia: ditto comment on #7)

Membership Sales: To become a member they will need to donate \$ towards PTO.
This is an open dollar amount field and can only be done via the internet. Data I need to collect via the export to excel function:

Autofill from account info:

First Name
Last Name
Mailing Address
Email Address
Phone Number # 1
Phone Number #2

Our average costs to run the PTO is ~~20000~~ \$20/family...

They need to enter:

Amount Donated
Pay by: Check/CC (cc info can auto fill)

Payment Status: Full/Partial/UnPaid

Pizza Sales: We will sell this on a quarterly basis...all four quarters will be available to purchase until the deadline for that sale has passed. This will be a set dollar amount charged per student. Data I need to collect via the export to excel function:

Autofill from account info:

Parent First Name
Parent Last Name
Mailing Address
Email Address
Phone Number # 1
Phone Number #2

From a dropdown list (autofilled from parent's account)

Child's Name
Child's Classroom (ie: K-Vandertuin)

They need to enter:

Pepperoni or Cheese
Paid by: Check/CC

Auto Fill:

Payment Status: Full/Partial/UnPaid
Amount Paid
Amount Due

Sloppy Joe Sales: Similar to pizza except we don't need to choose between two different meals. This will be a set dollar amount charged per student.

Autofill from account info:

Parent First Name
Parent Last Name
Mailing Address
Email Address
Phone Number # 1
Phone Number #2

From a dropdown list (autofilled from parent's account)

Child's Name
Child's Classroom (ie: K-Vandertuin)

They need to enter:

Paid by: Check/CC

Auto Fill:

Payment Status: Full/Partial/UnPaid
Amount Paid
Amount Due

Regular Milk Sales: Similar to pizza except no choices. This will be a set dollar amount charged per student.

Autofill from account info:

Parent First Name
Parent Last Name
Mailing Address
Email Address
Phone Number # 1
Phone Number #2

From a dropdown list (autofilled from parent's account)

Child's Name
Child's Classroom (ie: K-Vandertuin)

They need to enter:

Paid by: Check/CC

Auto Fill:

Payment Status: Full/Partial/UnPaid
Amount Paid
Amount Due

Soy Milk Sales: Similar to pizza except no choices. This will be a set dollar amount charged per student.

Autofill from account info:

Parent First Name
Parent Last Name

Mailing Address

Email Address

Phone Number # 1

Phone Number #2

From a dropdown list (autofilled from parent's account)

Child's Name

Child's Classroom (ie: K-Vandertuin)

They need to enter:

Paid by: Check/CC

Auto Fill:

Payment Status: Full/Partial/UnPaid

Amount Paid

Amount Due

add

Spirit Wear: Won't start this sale until we have a logo and approval from school board.

Autofill from account info:

Parent First Name

Parent Last Name

Mailing Address

Email Address

Phone Number # 1

Phone Number #2

From a dropdown list (autofilled from parent's account)

Child's Name

Child's Classroom (ie: K-Vandertuin)

They need to enter:

Size:

Paid by: Check/CC

Auto Fill:

Payment Status: Full/Partial/UnPaid

Amount Paid

Amount Due

Jill Bossow

From: Cynthia Forstmann [cynthia@writeedgeinc.com]
Sent: Monday, August 13, 2007 10:07 PM
To: dave@onlinesaratoga.com
Cc: 'Marquita Rhodes'; 'Jill Bossow'
Subject: PTO
Attachments: Store.xls

Hi,

Had a very productive meeting with Jill Bossow on the PTO to cover all of our questions on the website and store. A couple of notes:

- 1) For the PTO Tab, please change the drop down to:
 - a. About Us
 - b. Board and Committees
 - c. Minutes & Financials
- 2) Please also add these three pages to the CMS so that Jill can start populating them.
- 3) For the PTO Green Area – is it possible to have Events from the Calendar marked in the category of PTO default here?? If so, we could change the title to "Upcoming PTO Events."
- 4) The store set-up without accounts/passwords will work . . . we should revisit the Power School integration in the future.
- 5) The only items the PTO will have in the Store at launch are:
 - a. Pizza
 - b. Sloppy Joes
 - c. Milk
 - d. PTO Memberships
- 6) See attached spreadsheet for store categories, product details, and break-outs for bank accounts and transactions. Jill will provide the exact pricing for her items shortly. I still need to fill-in the Long Descriptions.
- 7) I am following up with Terry at First Data for some specific questions regarding the fee/transactions and how and when monies are transferred and reported.
- 8) I've walked Jill through the CMS and when the back-end of the store is ready to share, I want to show her that as well. I have assured her that all of her store transactions can be exported into Excel!!
- 9) Jill, I forgot to mention the "Volunteer" link at the top of the page. We're planning to build a form where people can "submit" their hours for approval by the person in charge an activity and that these will become part of a database where down the road, families might "check" their hours in. I am also thinking this page might advertise the need for volunteers . . . a resource open to the PTO as well.
- 10) One the three questions Dave sent earlier – "No" to taxes, "No" to shipping, and "No" to alternate shipping addresses.

More to follow,
Cynthia

8/14/2007

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2007/2008 Stone Creek School Fundraising and volunteer planning meeting
June 14, 2007

Attendees: Sandy Apps, Karen Eyrich, Betsy Hill, Kevin Kromer, Laurie Liddick

Volunteer areas:

Identified Five areas for volunteer opportunities.

1. Classroom
 - a. Parents wishing to volunteer in a specific classroom will coordinate with the teacher for the best days/times. Betsy will request teachers put out specific activities they would like help with (small group, large group, clerical)
2. School time
 - a. Parents wishing to volunteer generally in the school will coordinate with Administration. Betsy discussed conducting training on reading for parents wishing to help out in this capacity at the start of the school year. General clerical and other help can be scheduled as well
3. PTO- Home room parent
 - a. Home room parent would be responsible for coordinating the parties (Halloween, Holiday, Valentines, field day) in the classroom, Jog-a-thon and lunch/recess duty. May be called upon if other needs arise.
- 4/5. PTO/School board
 - a. Both the PTO and the School Board have committees and other groups that meet on an ongoing going or temporary basis. Parents may get in involved with these committees or may be on the board for either organization.

Lunch /Recess duty

2 Staff members will monitor lunch/ recess periods daily. We will ask for two parent volunteers to assist with K-1(80 kids) lunch/ recess. We will ask 1 volunteer to assist with 2-3 (80 kids) lunch/recess and 1 volunteer to assist with 4-7 (80 kids) lunch/recess. Request is four (4) hours for K-1 parents and two (2) hours for 2-7 parents during the year.

Hot lunch service

PTO is looking to hire a person to serve the hot lunch 2 times per week to rely less on volunteers.

School work days (formerly PTO work days)

Continue to have a school work day the last Sunday of each month. The facilities committee will coordinate activities for this day. Staff can send in items as before for work in their classroom. PTO may provide drinks, Pizza and projects as before.

Ice Cream Social – August 30th 4-6 P.M.

Board and PTO will serve Ice Cream. A volunteer fair will be set up to show parents all the areas they can volunteer their required 40 hours of time.

Volunteer time

Better tracking needs to be set up for next year, some sort of system needs to be developed.

PTO meetings

We discussed having some sort of training before each PTO meeting. Topics brought up were, Cindy Hester's trip to Japan, specifics on each curriculum, Love and Logic, Powerschool use.

Fundraising

It was decided there would be one Activities calendar for the school. This would contain School activities (CSAP testing, assemblies, field trips), PTO activities and School Board activities. General dates for major fundraisers were looked at. Fundraising will include a Golf tournament this fall, Jog-a-thon in November, Great Snowball race in January and the Kentucky Derby in May.