

**OAES PTO Board Meeting  
8 September, 2010**

Meeting convened @ 2:45.

**Members Present: 14** (see PTO Bulletin Board for more info).

**Guests Present: 2**

**Board Reports:**

**Treasurer's Report** – Bank Balance @ 7/31/10 = \$28,430.66. Balance on Hand @ 9/8/10 = \$23,491.64. Preliminary Budget presented (#'s based off last year with some increase to account for increase in number of students). Need to have Proposed Budget mostly finalized by next PTO Board Meeting on 4 October. Final Proposed Budget will need to be voted & approved by General Membership at Fall Festival @ the end of October.

**Secretary's Report** – Email routings created for different groups on the PTO email account. Chairs will be notified of login & password. Will verify that all positions have received a continuity binder. Report PTO volunteer hours for prior month at Board Meetings.

**Popcorn/Spirit Shirt Fridays** – Supplies for at least the first month have been purchased & are in the cupboard. First popping will happen this Friday, 10 September (because of Typhoon last week). We will pop for the entire school. Still signing people up for popcorn (students & volunteers). Notices were sent home with students this week for popcorn sign up. A. has taken a full time position at the school, so will not be able to continue as Popcorn Chair. She will help fill in before 7:45 on Fridays, until new Chair is found. Thanks, A., for all your help getting this set up.

**Spirit Shop** – Order of TShirts was to be ready by 1 Sept. Because of Typhoon, order will be picked up today, 8 Sept. Outstanding TShirt orders are in the TShirt cupboard waiting to be filled. Spirit Shop will be set up at Open House on 13 Sept.

**Family Fun Nights** – Still working on plans for the year. Scheduling Fall Festival for 28 or 29 October. M. will continue to serve as Co-Chair. M. is looking for someone to fill the FFN Chair position. Names of those people who signed up @ Meet & Greet to be on FFN Committee have been given to the Chair.

**Box Tops** – Reported that a list of items had been picked out by PDCE, Sure Start, & Kinder from the Campbell's Labels catalog last year. Nothing had been ordered, but wondered if we should. We decided to table this until it is figured out what they have on hand already.

**School Pictures** – Oct 12 & 13. Posters will be going up by Open House night.

**Book Fair** – Will be ordering books for the Book Fair. Tentative date: Nov 15-16. (See new business)

**Publicity** – What are the expectations for the Publicity Chair? No continuity binder was left behind. Much improved communication/publicity is needed this year. K. has much

experience in this area. Will visit outside of meeting time to discuss opportunities for this year.

**Fundraising** – What are the expectations for Fundraising for this year? Last year the only “formal” fundraiser done was Current (ordering thru flyer/online). We made \$565 off the Current fundraiser. No real decision as to continuing the Current fundraiser. (Note: Other places we earn funds from – popcorn, spirit shop, school pictures, book fairs, box tops, yearbook? – The Fundraising Chair is not responsible for these avenues of income, as we have separate chairs for them.) A suggested fundraiser for this year, with strong support, is the Personal Art Creations. One company suggested: [www.originalworks.com](http://www.originalworks.com). Those persons who signed up @ Meet & Greet to be on the Fundraising Committee will be forwarded to K.

**Homeroom Parent Coordinator** – M. will be coordinating with teachers & D. to have each class select their Homeroom Parent, ASAP. This will be a great avenue for communication between PTO & parents.

**Nomination Committee (MM, MR, AM)** – Slate of Candidates for Elected Positions (Pres, VP, Sec, Treas) will be presented at the Open House on 13 Sept. It was decided that blank pieces of paper would be handed out to be used for a written vote, if any positions were contested. Currently the VP position will be done via written ballot. Votes will be cast (voice and/or written) at the Open House. Written ballots will be collected and sealed in an envelope. Nomination Committee will convene the following morning to count votes and make notifications.

**Teacher Liaison** – D. will work with teachers/staff regarding Lakeshore Learning rugs for classrooms (see new business).

**Dates:**

- Popcorn Fridays – Sept 10, 17, 24, Oct 1
- Open House – Monday, 13 September
- New Spouse Orientation – Friday, 17 September
- Donuts for Dads – Wednesday, 29 September @ 7:30AM in cafeteria
- School Pictures – Tues & Wed, 12 & 13 October

**Old Business:**

- **Welcome Back Breakfast for Teachers** – provided Thurs before school started \$90.92 (fruit tray, veggie tray w/dip, bagels w/cream cheese, muffins)
- **New Parent/Student Orientation** – thanks to volunteers
- **Meet & Greet** – thanks to volunteers, got more parents signed up for PTO, popcorn, & spirit shop sales – suggested that we get another cash box to separate popcorn sales for spirit shop sales (was a bit congested & confusing to have them together).
- **Library Rug** – arrived and in place
- **PE Equip** – arrived and in place
- **Brainpop Renewal** – due in October, check has been given to Mr. R to submit renewal. Once renewed, we will need the new password so that it can be passed on to the entire school. Some teachers use it in their classroom. Home access is included, so students can use it at home. Homeroom Coord will insure that she gets the new password from Mr. R. Communication thru the Homeroom

Parents (emails/newsletter to students) and the PTO Newsletter will be used to inform parents/students about the program/password.

- **Teacher Start Up Funds** – We are giving \$100 this year. A handful of teachers have submitted their requests. D. will send a reminder to teachers to submit their receipts by December.
- **Turf Tote w/Equipment** – Tote with equipment to be used for recess on the pool turf area. Ordered. Only one thing has a “shipped” status.
- **Sure Start Equipment** – PTO did not fund anything for Sure Start for the past 2 years. Question on excess equipment – if not being used, can it be re-allocated to recess equipment? End of last year the Box Tops Chair approached PDCE/Sure Start/Kinder with potential to “purchase” items with Campbell's labels. Nothing was ordered. It was decided that an assessment needed to be made as to what equipment is there and if it is being used. Nothing will be ordered via Box Tops or other PTO funding, until the assessment is made. (Also see new business regarding Recess)
- **Peer Mediation** – need receipts submitted for equipment/supplies (approved last PTO year), Training/Teambuilding still needs funding. Sec will follow up with Mrs. L.

#### **New Business:**

- **Book Fair** – Will be ordering books for Nov Fair while they are offering free shipping. Tentative dates: 15-16 November. 15<sup>th</sup> from 5-8PM, 16<sup>th</sup> from 7:30AM-3:30PM. K will work with Mr. S about using the gym for the 16<sup>th</sup>. Fair will need to be set up immediately after school on Monday the 15<sup>th</sup> and immediately taken down at 3:30 on the 16<sup>th</sup>. K suggested a banner be made and posted for the entire Base population to see – giving them the opportunity to shop, expand our income potential.
- **Battle of the Books** - \$800 for awards for this school year (books already paid for). D will work on finalizing needs for this year. She was given approval to start buying the books for next year to take advantage of sales & reduced shipping.
- **Spirit Shirt Fridays** - Last year students were encouraged to wear their OAES t-shirts or a blue shirt on Fridays. When teachers did their popcorn count they also submitted their count for number of students wearing their “spirit shirts.” A quarterly party was to be given to the class who had the highest participation. We decided that a monthly party would be done this year. Count of spirit shirt wearers would still be done by the teachers and submitted with their popcorn envelope. Popcorn Friday Chair would be responsible for keeping track of the Spirit Shirt Count and carrying out the monthly Spirit Shirt Party. We decided to do ice cream sandwiches for the celebration. If there is a student that has allergies, an alternate treat can be selected for those students. Publicity needed here to teachers & students/parents.
- **Monthly BDay Cake** (DM) – other schools have offered cupcakes at the end of the month, during lunch period, for only those students whose birthday falls in that month. (Student’s whose birthday falls in the summer would be added to another month.) Some classrooms don’t allow birthday treats to come into the classroom and some parents don’t send treats in. It was decided we would not pursue this program, due to needing a Chair for it/year already started/concern for parent’s wishes with regard to their children’s food choices & allergies.

- **Rugs** – 8 or 9 rugs were purchased from the BX for the Kinder, 1<sup>st</sup>, & 2<sup>nd</sup> grade classrooms to start the school year with. The removal of all carpet & tiling of entire school this summer resulted in need for rugs to be used for “floor work” in these classrooms. Many of them spend a lot of time on the floor and the tile is not conducive for “floor time.” D. will get with teachers/staff tomorrow to see who would like to order Lakeshore Learning rugs. Notice has been given (& will continue to be given) that the rugs will remain with the school. They are not the property of the teacher/staff. We may need to move the BX rugs to different spaces if/when replaced by Lakeshore Rugs.
- **Recess** (Equipment, Pavement Painting, School Donation from USAFed?) – J will talk to Mr. P regarding policies/procedures for Recess. We may form a committee to assess recess time to see what is being used, what could be done to make it better. After results of J & Mr. P meeting, we can proceed with decisions on purchasing additional equipment, painting pavement, etc. USA Federal Credit Union had planned to set up a donation jar at the BBQ & Blues for funds to be used for OAES recess equipment. BBQ & Blues was cancelled because of the typhoon. Will need to follow up with them to see if they want to pursue this at another time. CN is the contact person at the credit union.
- **Open House** – set up at 4:00. We will be setting up Spirit Shop, Popcorn Sign ups, & PTO sign ups (general membership forms & volunteers).
  - SEE PTO Bulletin Board for more info
- **Donuts for Dads** – Formerly known as Pastries for Parents, we decided to change it back and focus on the Dads. Last year more Dads attended their function than the Moms’s did for their Muffins for Moms. This will give us the opportunity to target getting Dads involved in helping out PTO. Sign up was passed for help with this event. We have plenty of water bottles/juice boxes left over from New Student Orientation to use for this function. They are stored in the PTO cupboards & under the popcorn machine. Need to publicize the event.
  - Volunteers:
  - Purchasing Food: DG
  - Set Up/Serving: MR, MA, SY

**Board Positions Open:** Popcorn Fridays Chair, Family Fun Night Chair, Field Day Chair; Elections for Pres, VP, Sec, Treasurer on 13 Sept.

#### **Tentative PTO Event Schedule for the Year:**

- September – Donuts for Dads (29 Sept)
- October – Fall Festival (28 or 29 Oct)
- November – Book Fair & Reading Themed Family Fun Night (Mon eve event w/book fair open before & after, book fair open all day Tues)
- December – Free movie @ Base Theatre; Music Concert (Music teacher prepared & performed, PTO serves refreshments following)
- January – BINGO
- February – Family Fun Night (maybe art themed – art show w/art fundraiser??)
- March – Dr Seuss Week; Terra Nova Testing
- April/May – Book Fair & Battle of the Books

- May – Field Day
- Other FFN ideas: Science Night, Math Night

**Next Board Meeting: Monday, 4 October @ 2:45 in school cafeteria**

Meeting adjourned @ 4:20.