

SSKY PTO Executive Board Meeting Minutes
August 27, 2016 - 9 a.m.

Status Update Items:

1. Mr. Dawson update
 - Records Secretary has been hired. New duty aide hired and have another 2 hr position open. Communicating to families that children cannot be left in office after school as there is no supervision. Homework & Reading Clubs started.
2. General financial summary
 - CBP surpassed budgeted goals. Passive doing well. Vol Don conservative goal met. Enrichment on track. SSOS shows overage but is not. BTS went over budget.
3. Classroom Support Funds status
 - Mr. Dawson asked for updated totals before the next staff meeting. Will keep teachers updated. Possible letter in October.
4. Voluntary Donation status
 - Conservative goal met.
5. Enrichment enrollment status
 - Ready to go. Very few cancellations.
6. Community Business Partner status
 - Surpassing goal. Dine Arounds very successful. New level system is running well.

Discussion Items:

1. Vol Don follow up communication plan and Donor Recognition, incentives
 - Intend to send out a Thank You email via eblast soon. Thank You letters will be drafted and sent in October.
 - Need to reduce the amount of incentives ordered to keep costs on track. Will order soon.
2. Joe Muth memorial
 - Donations have come in. Working to meet with Rachel and discuss options.
3. Financial tracking procedures
 - Michelle owns the tracking of all items. Allows for everything to tie to account. Exception is specific CSF payments which are tracked by Jen, but Michelle has access.
4. Meeting minutes distribution
 - Consideration given to request to have minutes posted before approved at the following meeting. Not required to do so, but see no reason not to. Amanda moves to approve, 2nd, all aye. Approved. Minutes will be posted within 7 days and marked DRAFT until approved at next meeting.
5. Silent auction
 - Pulling out of another Golf Around. Considered putting auction with carnival but decided to do an adults-only event in January after consideration and discussion. Will be very low-overhead evening.
6. Enrichment / district
 - District Comm Ed asked for us to have one day without SSKY Enrichment classes. Agreed to Thursdays as off days for spring enrichment.
7. Volunteer at home opportunities
 - Several people willing/able to help at home. Need to consider opportunities for it.

8. Updates for daily announcements
 - Bianca will send a weekly update to Mr. Dawson for any PTO-related announcements that we would like read when possible during announcements.
9. Flag replacement and SSKY flag
 - Do we need a new flag and can we do an SSKY flag? New flag has already been ordered. Additional flags are an option as long as they fit with regulations. Will discuss using fundraising dollars to do it at a later date.
10. Teacher appreciation for specials and honors
 - Only classroom teachers receive gifts via TA funds collected with CSF. A few parents would like to be room parents for specials, honors, resource. Will need to budget for it this year through existing PTO funds. Mr. Dawson would like specials teachers to all receive same thing. Will discuss with MG Wargo and at general board meeting.
11. Budget increase status – Nurse
 - Nurse requested the budget remain the same as last year. Amanda moved to approve, 2nd, all aye. Increase approved.

Adjourned 10:45 a.m.