

## Exec Board Minutes September 26, 2016

### CONSENT ITEMS

August Exec Board Minutes – Approved, with notation that nurse budget is same as last year. August minutes amended.

Financial Statement through August 2016 – Will consent every month moving forward

### DISCUSSION ITEMS

1. Finance
  - a. On course for the year. Specific numbers available upon request.
  - b. Amazon Affiliate - \$200 in program; great program to participate in.
  - c. Silent Auction over budget, but money is already accounted for in Carnival budget and will be moved.
  - d. Karen Klein has started her teaching program for the year
  - e. Teacher Appreciation funds were distributed to room parents this month.
  - f. Check request timing – Requests required 48 hours prior to check cutting on 1<sup>st</sup> & 15<sup>th</sup>. No minimum required, within reason.
2. Classroom Support Update
  - a. 72% participation
  - b. How are new families paying CSF? Through office?
  - c. Letter to be populated through administration for teachers to contact remaining families.
  - d. Additional \$1 collected from grade levels that do not attend STEM – money rolled back into those grades.
3. District Training on Financial Best Practices
  - a. Recommends that Exec Board approves previous month's financials.
  - b. Recommends both President and Treasurer sign checks
  - c. Box Tops will now be considered community service activity for PILOTS.
  - d. PILOTS procedures – we can still administer their tshirt orders. No chaperone money goes through PTO.
4. Marketing / Communications
  - a. Amanda not in attendance but working with new volunteers on eblast. Need to establish content and deadline guidelines.
5. Voluntary Donation update

- a. Freebies – delivery timing, distribution process. Wonderland expenditure is upfront cost, with a three year plan. Jen motions to approve budget not to exceed \$2,500 for fundraising rewards, 2<sup>nd</sup>, all aye, approved.
    - Fundraising to work on presentation of items & distribution schedule
    - Fundraising to create invitation to Principal's Circle attendees; two lunches preferred
  - b. Donor thank you letters – Vol Don list updated with addresses. Bianca updated thank you letter, Jen to create mail merge and print letters. Letters to be mailed prior to Oct 15.
  - c. Working to create Wonderland donor signage. General discussion to the what/where/when and how far in the future to extend.
6. APEX planning update & plan moving forward
    - a. Met with APEX team and discussed emphasis on classroom rewards, prizes being distributed at the end of the day and not in a competitive manner as in year's past.
  7. Community Business Partner update
    - a. Meeting earlier in the month discuss tying in with Hospitality.
    - b. Banners need to be made for Kumon and APDO.
  8. Plan for Teacher Appreciation for Specials
    - a. General discussion regarding \$40 budget per teacher in 13 teaching areas totaling \$520. Mr. Dawson moved to approve, 2<sup>nd</sup>, all aye. Budget approved.
  9. JM memorial
    - a. Rachel would like to plant a tree, have his name on plaque, and donate remainder to SSOS. These two areas were Joe's passion. Possible ribbon cutting in January.

#### ACTION/VOTING ITEMS

1. Grant request: Art clay. Motion tabled.
2. Budget for Teacher Appreciation for Specials. Approved.

ADJOURNED – 11:07am