

HBES PTO Board Meeting Minutes
July 20, 2009

Meeting of the Hunter's Bend PTO was called to order by Anne Keener, President at 11:31am

President	Anne Keener	Present
President Elect	Amy Black	Present
VP Fundraising	Grace Paden	Present
VP Mktg & Comm	Heather Garinger	Absent
Secretary	Darla Harmon	Absent
Treasurer	Michele Boyette	Present
Volunteer Coordinator	Kim Reeves	Present
Room Parent Coordinator	Caroline Walsh	Present
Principle	Mike Parman	Present
Member at Large	Vanessa Fultz	Present
Member at Large	Gregg Heimendinger	Present
Specials/Special Ed Teacher Rep	Marsha Smitherman	Present
K-5 Teacher Rep	Celeste Grider	Present
Ex-Officio	Emily Butler	Present

Guest Allyson Wilcox was present.

Nominations and Elections – Anne Keener

Anne Keener apprised the board of VP Mktg, Heather Garinger's, written resignation dated July 14, 2009. Emily motioned to accept the resignation. Michele seconded. Motion approved.

Emily motioned to nominate Allyson Wilcox for the VP Mktg position. Kim seconded. Motion approved.

Treasurer's Report – Michele Boyette

The June 2009 treasurer's report was presented by Michele. After some discussion regarding surplus funds attributed to supply kit and rest mat orders received in the spring, a motion was made by Celeste to accept the report. Grace seconded the motion. Motion approved.

Anne noted that additional funds available upon the close of June 2009 treasurer's report were applied to the Playground Improvements budget line item, bringing the total to \$18,508.54, the possibility of which was discussed and approved by the board in Spring 2009.

Michele discussed the start-up funds scheduled for disbursement to teachers; full time teachers to receive \$300 each, part time teachers to receive \$150 each, and “Specials” teachers to receive \$1200 each for a total disbursement of \$17,574.54. Mike Parman stated that two early childhood education classes will attend HBES this year due to overcrowded conditions at Walnut Grove. The start-up total includes funding for these early-education teachers. Additionally, the two new teachers (5th grade) will be given \$250 each as start-up money to fund their classroom libraries.

President’s Report – Anne Keener

A need for two classroom rugs for Mrs. Hayes and Mrs. Hudspith was presented. The cost of the two rugs plus shipping totals \$1032.70. Emily motioned to approve the purchase. Kim seconded. Motion approved.

Anne suggested that the PTO Board host the teacher luncheon scheduled for August 11th. Caroline to coordinate the details and communicate with the board by email.

President Elect – Amy Black

- No report

VP Fundraising – Grace Paden

Grace presented a proposed list of 2009-2010 school year fundraising activities as follows:

- Invest Campaign
- Student Directory (one complimentary to all HBES families)
- Class T-shirts
- Hoe Down
- Jingle Bell Walk
- Hoodies
- Spirit Items (shopping bags, long-sleeved t-shirts, etc.)
- Restaurant Night
- Skate Nights
- Original Artworks
- Field Day T-shirts

Grace suggested one additional fundraiser: Hound Dog Round Up (change drive).

Discussion ensued regarding if class t-shirts should be one color versus a separate color for each class. Security/tracking of children on field trips was discussed in favor of choosing a separate color for each class. Cost of maintaining an inventory of each color

shirt for students registering after the start of the school year was discussed in favor of choosing one color shirt for all students. Vanessa motioned to approve one color t-shirt for entire student body. Kim seconded. Motion approved.

Vanessa to poll teachers mid-year regarding the pros/cons of the one-color shirt for all. The information will be used for decision making regarding the shirt color(s) chosen for the 2010-2011 school year.

Emily motioned to accept the list of fundraisers plus the addition of the Hound Dog Round-Up change drive. Kim seconded. Motion passed.

Amy suggested the PTO incent parents to buy the class t-shirts for their child by partnering with business that would offer children a discount or value added of some kind if the child is wearing the shirt while patronizing those business. Emily noted that, historically, a very high percentage of parents purchase the class t-shirts.

Amy motioned to approve the \$12 selling price for class t-shirts. It was noted that the cost of the t-shirts is the same this year as it was last school year. Vanessa seconded. Motion approved.

Grace motioned to set the suggested Invest In Your Child campaign donation at \$65 per child/\$125 family cap. Gregg seconded. Motion carried. Grace noted that the campaign will begin August 31 and end October 23rd.

Grace noted the Hoe Down will be held Friday, September 25th from 4-7pm

Grace noted the Jingle Bell Walk pledge forms will be sent home November 18th, the walk will be held December 3rd, the deadline for turning in the pledge forms is December 11th, the prizes will be distributed December 16th.

Anne shared the committee chair positions that had been filled.

Grace mentioned that assistance will be needed to distribute supply kits on a date to be determined, depending on availability of class assignments.

Grace discussed the student directory advertising sales as follows:

Full Page -- Back Cover	\$500
Full Page – Inside Front Cover	\$500
Full Page – Inside Back Cover	\$350
Full Page – Interior	\$200
½ Page -- Interior	\$125
1/3 Page -- Interior	\$ 75

Grace mentioned the potential idea of selling the three cover spaces via Ebay auctions with Julie Heimendinger's assistance.

Room Parent Coordinator – Caroline Walsh

Caroline informed the board of the bids obtained to produce and print the directory. The graphic artist is Margaret Crawford (HBES parent); the printer is Copy Solutions. The costs will be recorded in the treasurer's report but offset in entirety by revenue generated by ad sales.

Caroline polled the board for general content suggestions for the 2009-2010 student directory. Vanessa suggested including the dates of fundraisers and repeating the main phone number in numerous places in the directory.

Caroline polled the board for suggestions regarding choosing a standard version of the HBES Hound Dog to use on all materials during the school year, beginning with the student directory cover art. The board reviewed the hound dog art used the previous school year on the directory cover, the tote bags, the three t-shirts (class, Jingle Bell Walk, and the Field Day shirts), and the re-useable Hoe Down banner. The final decision for the art work used on the directory cover will be made in committee.

VP Marketing and Communications – Allyson Wilcox

- No report

Secretary – Darla Harmon

- No report

Volunteer Coordinator – Kim Reeves

- No report

Principal's Report – Mike Parman

Mike noted that the improvements to the K/1 playground approved and budgeted in the spring 2009, will be completed within the first two weeks in August.

Mike announced the arrival of two new assistant principals to HBES this year: Chad Walker and Karen Caldwell. Mrs. Caldwell will focus on special education needs. Former Asst. Principal, Andrea Guzak, has transferred to Oak View School.

Member At Large – Vanessa Fultz

- No report

Member At Large – Gregg Heimendinger

- No report

Specials/Special-Ed Teacher Rep – Marsha Smitherman

- No report

K-5 Teacher Rep – Celeste Grider

- No report

Ex-Officio – Emily Butler

- No report

Anne noted that the grounds are in need of landscaping assistance; Brickman is again donating their labor. Anne noted that a chair for the Beautification meeting is needed.

Emily motioned to adjourn. Amy seconded. Motion approved. Next month's meeting will be held Monday, August 17th at 10:00 in the conference room.