

Minutes
December 6, 2011
PTO Board Meeting

Board Members in Attendance:

Holly Shilstone-President
Paul Heyburn-First VP
Liz Palmer-VP Finance
Margaret Young-VP Development
Meredith Maierson-VP Internal Relations
Kef Wilson-VP Public Relations
Tina Salem-Secretary
Frances Davidson-Past-President
Sandra Ahlhorn-Chair, Budget and Finance
Amie Canfield-Volunteer Coordinator
Madhuri Chilakapati-Volunteer Coordinator
Jennifer McCormick-Teacher Appreciation Director
Teri Gerber-Teacher Appreciation Director
Linda Elmer-5th grade Representative
Stephanie Moll-4th grade Representative
Laura Fertak-3rd grade Representative
Nicole Andrews-2nd grade Representative
Stephanie Slobin-1st grade Representative
Liz Daniel-1st grade Representative
Sandy Shaw-Kinder Representative
Kristi McCurley-Faculty Representative
Dr. Keri Fovargue-Head of School-Ex-Officio Member

PTO Members in Attendance:

Maria Onufrow-Directory Team

1. Meeting called to order by Holly Shilstone, President.
2. Approval of the November Minutes-Motion by Tina Salem, Secretary, seconded, all in favor, motion passes and minutes are approved with no substantive changes.
3. Updates by the Chairs, Vice-Presidents and Officers:
 - a. Finance-Liz Palmer-Fall Frenzy exceeded projections.
 - b. Development-Margaret Young-looking at comprehensive fundraising plan.
 - c. Barnes and Noble Book Fair-Sandra Ahlhorn-well attended-exceeded projections-plan to repeat next year. Book buddy program book drive

ends this week. Spring Scholastic in-school book fair week of Feb. 13th-15th-Family night will be the 15th and grandparents day will be moved to Saturday, Feb. 11.

- d. Public Relations-Kef Wilson-Paypal used on PTO website for first time for Winter Wonderland OM Dance and worked well. Yearbook discussion continued on delaying books-5th grade doesn't want delay-they eliminated autograph book due to cost and want to get their yearbooks before school lets out for signing, etc. Kef will explore cost for supplement to yearbook for spring events.

4. Update by Dr. Keri Fovargue-

- a. Book Buddy program change from Walnut Bend to Alcott. Principal Shenker of Walnut Bend and I agreed to support Alcott Elementary as this was the number one school listed recently in need for books. Sinclair Elementary will remain the Book Buddy program partner for the Spring.
- b. Working with our ROE team into makeover of the world map across from the office entry at the end of the hall.
- c. Outreach requests should go through Keri Fovargue so efforts are coordinated and the teacher feedback per Mrs. McCurley is appreciated on this coordinating effort.
- d. Wish list funds have been put into restricted equity account to ensure that money is used for purpose intended by donors. Dr. Keri Fovargue will be working with the Specialist and team on these requests as they relate to the IB curriculum and approval will go through Keri Fovargue. Dr. Fovargue will communicate to Liz Palmer as VP for Finance.

5. Any other business-Holly gave an update on Ways and Means from Christine Rodriguez-communication went out to Chairs and we will be utilizing HISD food services -Les Bayless for our events like we did for the Fun Run and Les will assist us with food services, especially as related to permit issues in the future.

6. Adjourn-Motion made by Sandra Ahlhorn, Seconded by Kef Wilson, Meeting adjourned.