

**Bond Mill PTO  
Executive Board  
Meeting Minutes  
11/20/08**

**Present:** Kristen Ruiz, President; Howard Rosenberg, Vice President; Liz Dwyer, Treasurer; Mark Brackett, Corresponding Secretary; Monica Gribben, Recording Secretary; Justin FitzGerald, Principal; Umbrenda Fisher, 4<sup>th</sup> grade teacher; Kathleen Kennedy, special education teacher; Freda Ingram, counselor.

**Guests:** Dawn Bell; Debi Collins; Lucy Ertter; Debbie Fairall; Jen Hinkle; Rich Hinkle

Meeting called to order 5:04 pm

**President's Report:**

- The PTO list serve is being used to distribute meeting agendas, minutes, and other important notices. Would like to add teacher emails to the list.

*Action: Kristen Ruiz will provide teacher emails for list serve.*

- Spirit wear sales were approximately \$1,900. The items will be delivered in December. Thanks to Kim Jones for coordinating the spirit wear sale.
- The PTO is planning a Bond Mill Elementary School 40<sup>th</sup> anniversary celebration. Kathy Jacobs (5<sup>th</sup> grade teacher) and Umbrenda Fisher have volunteered to serve on the planning committee.

*Action: Kristen Ruiz will generate a call for volunteers, including parents and board members, to serve on the committee. Send via PTO list serve, PTO newsletter, and Bulldog Bulletin.*

- Discussed using the \$10,000 donation from the Archstone Group on items from the teacher wish list.
  - 2<sup>nd</sup>-5<sup>th</sup> grade classroom listening centers (need 14)
  - 3<sup>rd</sup> and 4<sup>th</sup> grade MSA Reading and Math workbooks

*Motion passed to spend \$3,000 on MSA workbooks. Motion passed to purchase listening centers for approximately \$5,308.*

*Action: Umbrenda Fisher to place order for MSA workbooks.*

*Action: Howard Rosenberg to explore pricing for listening centers.*

- Meeting day and time – continue to meet 3<sup>rd</sup> Thursday. Begin meetings at 6pm. Next meeting December 18, 6-8 pm. If change in time does not result in more members attending meetings over the next two to three months, then will return to earlier meeting time (5-7pm).

## **Guest Reports:**

Kristen Ruiz (for Cindy Dollen) – Recycling: Marketing the recycling program - next PTO newsletter, flyer at grocery stores and other places, and sending a letter home with students. In contact with local businesses and trying to reach others through Chamber of Commerce to get business participation in ink and toner recycling. Looking into aluminum can recycling. First ink and toner shipment to Funding Factory sent. Another shipment planned for late November.

Jen and Rich Hinkle – Write-a-Book: Two bookbinding nights scheduled. Will get list of judges from Amy Brennan (last year's chairperson). Went to judge's training.

Dawn Bell – PTO Website: Working with Carolyn Vincent. Showed sample page. Asked a series of questions. Plan to put up basic site in January.

### Questions:

1. Names, phone, email of board members? OK
2. General access or members only? Areas with photos of children should be members only. Other sections could be general/public.
3. Color scheme? Red, white, blue
4. Columns, 2 vs. 3? No decision, up to developers
5. Spanish option? Yes
6. How many developers? 2
7. Disclaimer? Yes

Update on PTO list serve - 263 names; would like to use iContact to administer list.

Dawn Bell – Playground Refurbishment: Have narrowed selection down to two vendors - Learning Structures and Landscape Structures. Continuing with fundraising by sending letters through Chamber of Commerce.

Justin FitzGerald noted that staff from Autonomy Zone office looked at playground and took inventory on a recent visit.

## **Treasurer's Report:**

All funds received through 11/19/08 have been deposited. Data entered into Quicken and reconciled bank statement ending 10/31/08 was provided. (Copies of Quicken and reconciliation reports submitted to President and Secretary at meeting.)

An updated budget report was distributed.

Bank account balance on 10/31/08 statement was \$41,205.30.

Final figures for the Sally Foster Fundraiser are not available yet. To date, profit is \$10,366. Refunds of overpayment are still being processed.

### **Principal's Report:**

- International Night successful with more than 100 attendees. Thanks to PTO for donation used to purchase drinks and paper products.
- Outback Steakhouse is sponsoring staff member of the month – Umbrenda Fisher won the honor in October.
- Winter concert to be held December 4<sup>th</sup> at 8:15am and 7pm. Expect parking to be difficult with more students participating with the addition of 4<sup>th</sup> graders to instrumental music this year. Per the fire marshal, parking is no longer allowed in the bus circle, except for the marked handicapped spaces. Signs have been posted. Curbs to be painted.
- The 5<sup>th</sup> and 6<sup>th</sup> grade will sell food at the concert to support their end-of-year activities.
- First round of art lessons complete. Second round of art scheduled for December. Thanks to Debi Collins for providing art instruction to our students.
- New night lead.

### **Old Business:**

- Student directory – hope to print by end of November.
- Digital cameras for teachers – need to check on this.
- Bylaws discussion – to discuss next month.

*Action: Justin FitzGerald to check with Christy Hyder (K teacher) on digital cameras.*

### **New Business:**

- PTO chairperson “thank you” dinner – June 12<sup>th</sup> at West Laurel Community Center.

*Action: Mark Brackett to reserve room at community center.*

*Action: Kristen Ruiz to book caterer, Beefalo Bob.*

- Art Auction – to discuss next month.
- Gifts for bus drivers and teacher holiday cards – Corresponding Secretary duty.

*Action: Mark Brackett to purchase gifts (approximately \$5 each) for bus drivers. Get number of bus drivers from Rich Kirkland (PE teacher).*

*Action: Mark Brackett to coordinate holiday cards for teachers. Monica Gribben to provide leftover cards from previous year. Kathleen Kennedy has cards to donate.*

- Linda Landau proposal – to discuss next month.

Meeting adjourned: 7:00 pm.

Submitted by:  
Monica Gribben, Recording Secretary  
December 10, 2008

*Action Items*

Kristen Ruiz:

1. Provide teacher emails for list serve.
2. Generate a call for volunteers, including parents and board members, to serve on the committee. Send via PTO list serve, PTO newsletter, and Bulldog Bulletin.
3. Book caterer, Beefalo Bob, for PTO chairperson “thank you” dinner (June 12, 2009).

Umbrenda Fisher:

1. Place order for MSA workbooks.

Howard Rosenberg:

1. Explore pricing for listening centers.

Justin FitzGerald:

1. Check with Christy Hyder on digital cameras.

Mark Brackett:

1. Reserve room at community center for PTO chairperson “thank you” dinner (June 12, 2009).
2. Purchase gifts (approximately \$5 each) for bus drivers. Get number of bus drivers from Rich Kirkland.
3. Coordinate holiday cards for teachers.