**May 4, 2016**

**Scholls Heights Library, 6:30pm**

**In attendance: Hilary Hillis, Tara Green, Jamie Barrett, Deanna Thornton, Shanan Gardiner, Sheila Baumgardner, Grace Peel, Paula Jones, Gretchen St. Claire, Angela Mitchell and Dani Cohen.**

Hilary Hillis called the meeting to order at 6:35pm.

1. **Officer’s Reports**
   1. **PTO Activity Reports**
      1. **Carnival Review** – Shanan Gardiner reported that this was a fun year for Carnival, particularly because we had good weather. All but six raffle baskets have been claimed. Shanan will take down the Carnival items on the bulletin board soon.
      2. **Spirit Wear at Carnival Review** – Leah Soles was not present to report. Jamie Barrett estimated that $135.00 in Spirit Wear was sold at Carnival.
      3. **Menchie’s update** – Deanna Thornton reported that D4$ Co-Chair, Katie Tabar, is waiting to hear from the Menchie’s owner. Tara Green will call the manager so we don’t sit on the issue anymore.
      4. **Art Show** – Deanna Thornton noted that the date for Art Show has been changed to May 20th. A building use form needs to be filled out, but there is a new system that they are trying to work through. There is nothing else scheduled in our school on that date. KT Emerson ordered ice cream for the Ice Cream Social. Art mounting starts tomorrow (5/5). Art will be hung on May 16th. Teachers will need to pull their bulletin boards down by May 13th so art can be displayed.
      5. **Scrip Week** – Paula Jones reported that Scrip order forms have been placed in teachers’ mailboxes to go home with students.
      6. **Field Day** – Deanna Thornton stated that Field Day is June 10th. KT Emerson has asked about popsicles for the event. We will run the same schedule as last year. Volunteers are needed for 5th Grade times.
      7. **Fifth Grade Send-Off** – Sheila Baumgardner got an update about event plans and buses have been ordered. Paula Jones got an e-mail from Alana Schell regarding Volunteer needs.
      8. **Staff Appreciation** – Dani Cohen reported that Staff Appreciation Week is going well. Monday - we had two masseuses giving 10-minute Chair massages, Tuesday – Sheila provided coffee, juice, and Chai tea, Wednesday – we delivered Caribbean Passion and Razzmatazz Jamba Juices, Thursday – we provide catered appetizers from Baja Fresh for Cinco de Mayo, Friday – we will announce the “You are a Gift” raffle winners and deliver treat bags. Cloud Nine Dental donated $150 for Staff Appreciation Week. The money will be used to create a snack bar on Friday, May 6th. Dani will be asking parents for candy donations for an end of the year Staff treat.
      9. **Fundraising** – Mike from SuperPlay spoke about fundraising/event opportunities available to our school. He offered the teachers and PTO two hours of free bowling with shoes. SuperPlay offers free bowling for kids over the summer, birthday parties, fundraising events and punch cards, Parent Only events, field trips, end of the year rewards, etc. For instance, SuperPlay would provide 2 hours of bowling for $15 with 50% going back to the school or 1 hour of bowling/1 hour of laser tag for $15 with 50% going back to the school. We could also host a Bowl-a-thon with an earning potential of up to $11,000. SuperPlay is installing a new cosmic light show for bowling that should be complete in the next two weeks. SuperPlay is willing to work with us and can organize fundraisers in several ways. Building capacity is 793/310 comfortably.
      10. **Dining 4$** - Deanna noted that attendance at Casa Lola was very light. May 17th is D4$ at Pizzicato. We need to push this D4$ or Pizzicato will cancel us. We need to make more than $500.
          1. One way to improve D4$ participation is to spend time on marketing and go over what tools are available to Chairs for marketing. Tara Green stated that we must have a Chair/VP meeting at the start of next year to review expectations.
          2. Our school could use a marquee. Sheila said that the community did not want a lighted board. To install any type of marquee would be a Facility Improvement Plan request.
   2. **President’s Report**
      1. **Board Open Positions**: President (1 open position). Shanan Gardiner accepted the nomination at the previous meeting. Vice President (2 open positions). Jamie Barrett nominated Grace Peel for Vice President. Shanan Gardiner seconded the motion. Grace accepted the nomination. Secretary (1 open position). Jamie Barrett nominated Angela Mitchell for Secretary. Tara Green seconded the motion. Angela accepted the nomination. Treasurer (1 open position) – No nominations. Volunteer Coordinator (2 open positions). Paula Jones had previously accepted the nomination for Volunteer Coordinator. A secret ballot vote was taken. **Shanan Gardiner was voted in as President, Grace Peel was voted in as Vice President, Angela Mitchell was voted in as Secretary, and Paula Jones was voted in as Volunteer Coordinator**.
      2. **Chair Open Positions**: Carnival Auction/Procurement – Lauren Lancial is a possible chair. Tara Green suggested that we could do a silent auction and Bowl-a-thon in one night. Jamie Barrett would consider Chairing. We can always get Disney tickets from Disney donations. Shanan will try to find the husband/wife written down on a blue KG Interest form who were interested in Chairing.
         1. Art Show/Ice Cream Social will be combined to 1 Chair person.
         2. A Passport Chair is still needed.
         3. The Board needs to figure out what to do about Carnival before the budget meeting. We should let parents know that the future of Carnival is in danger. Shanan Gardiner suggested that we could budget Carnival as a wash with $5,000 Income and $5,000 Expense so that we have the line item and then have the fall to advertise the open Chair position. We can then make an addendum to the budget if necessary.
   3. **Volunteer Coordinator’s Report**
      1. **Carnival Volunteer Review** – Carnival volunteers were at 38%. This is a low number. We had some wonderful high school volunteers. We need to try and figure out if this low number is because of the new system or something else (i.e. more working families). We could send out an end of the year survey via paper or e-mail. Maybe we should take some things out of the PTO calendar. The Board should revisit this issue at the budget meeting.
      2. **Upcoming Volunteer Needs** - 5th Grade Send-Off and the Art Show. Most Art Show Volunteers are people who were involved with Art Literacy.
      3. **Fishbowl Winner**: Shawna Rinaldi
   4. **Treasurer’s Report**
      1. Jamie Barrett reported that Carnival made about $13,000, which includes the silent auction. There was $2,740 on Square for Silent Auction. Shanan stayed under-budget with $4,948 spent out of $5,500.
      2. Jamie made a correction to the budget sheets by moving the Big Al’s bowling to the D4$ account.
2. **Principal’s Report**
   1. **Classroom Numbers** – Sheila Baumgardner reported that Scholls Heights is down 1 staff member for the 2016-2017 allocation. The grades are currently structured as follows: KG – 4 classrooms, 1st Grade – 4 classrooms, 2nd Grade – 3 classrooms, 3rd Grade – 3 classrooms, 4th Grade – 4 classrooms, 5th Grade – 3 classrooms. Principals will put in their numbers starting in August; therefore, another 5th Grade teacher may be added in August.
   2. The Staff appreciated everything during Staff Appreciation Week.
   3. **Draft Calendar** – Sheila shared a Draft 2016-17 Calendar. The date for School Supply Drop-off is not set yet due to a National Speaker. On Thursday, September 1st, Meet Your Teacher can’t start until 4:30pm. Considering doing supply drop off from 8-9am or 3pm on Friday, September 2nd.
      1. Shanan Gardiner asked if we had to stick with Dorian as our school picture company. Sheila responded that the District uses Dorian.
      2. Discussion about what time to hold PTO Meetings. Tara Green thought that there was better attendance when meetings were held during the day; however, we need to make sure a Secretary is available to take Minutes. Sheila Baumgardner suggested holding PTO meetings at 2:35pm at pick-up. Shanan Gardiner suggested a 1pm start so that the meetings would be complete by 2:35pm. The Board needs to let Helen know when a final decision is made about meeting times.
      3. Other calendar dates: It was requested that Fun Run be changed to October 13, 2016. The Book Fair is scheduled for October 19-21 to coincide with conferences. Sheila will check with the staff regarding their preference of date for the Harvest Party (either Friday, October 28th or Monday, October 31st). It was suggested that McDonald’s Dining for Dollars be reserved on November 9th. Nothing is scheduled for the month of December. The International Festival will be held in January. Sheila said that the International Festival will carry on okay without her presence. The Science Fair will be in February. Considering a Spring Dance on March 17th or possibly a Winter Ball in December. Carnival is “To Be Determined” with a possible date of April 27th. The Art Show would be in May; however, the current Chair is uncertain whether this event is needed next year. It was agreed that the Art Show would be left on the calendar for now. Fifth Grade Send-Off will be in June.
3. **Adjournment** – The meeting was adjourned at 8:15pm.