**oulevard PTO Meeting Minutes September 17, 2014**

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**In Attendance:** Kate Bennett, Beth Day, Traci Carpenter, Megan Hanger, Ramona Lowery, Patty Stevenson, Cindy Rakow, Naomi Hollander, Tony Peebles, Detao Gao, Marcie Mennes, Stacy a Hunter, Sarah Nagle-Yang, Thomas Chaney, Barb Horrigan, Angela Bailey-Sundahl, Nicol Coxon, Erin Zelin, Anna Thornton, Leslie DiNovi, Vicky Fagan, Lauren Rollins

1. **Call to Order:** Beth Day officially called the meeting to order at 7:04 PM***.***
2. **Approval of Minutes:** May 14, 2014 meeting
3. **Principal’s Report- Colleen Longo**

Presented by teacher rep Lauren Rollins in Mrs. Longo’s absence; Mrs. Longo was at Cleveland Clinic supporting her sister who was receiving a life time achievement award.

* Year is off to a terrific start. A thank you was extended to parents for helping students transition
* 3rd and 4th grade curriculum nights were well attended; Mrs. Longo is hoping for the same for the remaining curriculum nights
* A special thank you for the treats received
* Looking forward to a terrific school year

1. **VP Reports**
   1. **Communication- Barb Horrigan**

-9/20 family directory deadline; hardcopy also available upon request

-Refer to Boulevard webpage for PTO info/forms (i.e. check reimbursement forms, facilities forms etc).

-if want info displayed on webpage, must contact Beth Day or Carrie Shelfer

-info currently displayed: budget, meeting minutes, t-shirt order form

-Reminder: used book sale 9/18 where attendees can fill a bag for $15 (bags will be provided). Other days individual book purchases will be available. Help is needed each night if there is anyone available to assist.

* 1. **Educational Enrichment- Naomi Hollander**
* 12/18 teacher appreciation day is coming up, assistance will be needed
* May teacher appreciation week, assistance will be needed
* 11/5 Math night: contact Michael Greenberg to assist; email correction for him is “sbcglobal.net”
* Chess Club: Anne White needs assistance. Suggestion made to reach out to high school students who may be able to assist and fulfill their volunteer graduation contact hours.
* Request made to add to $50.00 to the budget for the Boulevard book bunch. Funds will be used to purchases notebooks and other miscellaneous items for the participants.
* Fall Beautification (10am – noon): new date is October 11th with a rain date of the 12th
* Young Authors: author is coming to Boulevard and Lomond, thus the two (2) schools will split the cost. Projected cost for Boulevard is $1200. Authors come in and visit with each class, does an interactive activity, sometimes a project. Students are typically permitted to purchase an autographed book
* Assemblies: activity not yet planned, will remain as a place holder
  1. **Financial Management- Nicol Coxon**

-fundraising activities are underway

-fall book sale 9/18 – 9/20

-coupon books will be distributed next week, $25

-pumpkin sale will be October 22nd and conference days if pumpkins are left

-boutique: advance orders will be taken, forms will be sent home. Adult shirts (male/female cuts) will be available as requested for staff.

-Heinens: reminder to sign up annually so that the school receives credit. Kate Bennett will update and provide instructions for the tasteful rewards registration process

-Target: reminder to sign up, 5% reward will come to the school

-Sweetie Fries: date TBD

-Deweys November 3rd: school will receive 10 – 20% of all sales (including phone orders) if Boulevard is mentioned

-Kalahari waterpark June 9th: price will again be $119 for 4 persons/room; $10/room will be donated to the school. 30 rooms have been reserved; a minimum of 10 must be used. Reservations can start as soon as contract is signed.

* 1. **Outreach- Marcie Mennes**

-Big thank you to Naomi Hollander for the Back to School Bash, all went well

-Kindergarten round up and play date in the summer went well. Carrie Huang and Amy McKinney will lead next year.

-New family welcome went well; Kate Bennett was the lead

-Coffee on the lawn went well for the first day of school. Amy Stark and Barb Horrigan were a tremendous help with the sign in sheets. Traci Carpenter was a big help with the follow up from the sheets. Great collaborative effort!

-Raider day (sponsored by PTO Council) went well. 27 families from Boulevard purchased tickets. Thanks to PTO Council for the wonderful prizes distributed that day. PTO council needs continued support for their activities

-Ice skating party: Sarah Augustine will take the lead

**-** Tour your schools October 13th

- Ice cream social in June (Stephanie Miller will take the lead)

-Clap out: Miki Graben will take the lead and has recruited some helpers. Suggestion made to solicit two – three, 3rd grade parents now, to assist so that they can transition to the activity the following year

* 1. **Parent Education & Advocacy – Angela Bailey-Sundahl**

-District is having a meeting with all PTO VPs October 2nd to conduct a brainstorming session regarding special education/legal matters

-International Partner Potluck: first meeting will be Friday 9/19. 31 families signed up (17 pairs). Problem: newer families have smaller children and are partnered with families with older children since that is all that was available.

-Pumpkin Carving event will be free for international families

-Girls/Boys night out: Sarah Nagle-Yang will assist the nurse with planning the activities

-Bike to school (healthy event) at the end of the school year: Sarah Nagle-Yang will take the lead

1. **Treasurer’s Report- Tony Peebles**

-Document camera demo (purchased last year by PTO) was used for the budget presentation

-in general approximately $15,000 in bank, $15,000 will be used this year and $15,000 will be put back so that we continue operating in the black

-modifications made to budget and approved as modified

-Treasurer request: email Tony Peebles or Kate Bennett 1 week in advance when the 2 cash boxes are needed for an event. Box will come with $50 petty cash that should not be counted with the event dollars received

-Treasurer will write checks monthly unless urgent. Request that check forms are properly completed to expedite the process

-Reminder to use tax ID form which is also available on line

-Financial total/summary is needed with each event report i.e. revenues, receipts, check request to be submitted

1. **President’s Report- Beth Day and Kate Bennett**

**-**Reiterated the need to complete financial forms and event summaries after each event. This will assist with future planning and ensures that volunteers do not pay out of pockets for events

-Measuring what matters report will be mailed to families this week

-Rainbow 5K Walk/Run at the middle school Friday 9/19, $25 to participate. Over $12,000 raised so far; still time to participate to support the middle school. Food trucks, games, activities will be set up for family fun as well

-Thank you to those that have stepped in to fill vacancies: (1) Carrie Shelfer as the webmaster, suggestion to move to legal size paper in the future for some Friday Flier Issues to ensure that all information is shared. Suggestion also made to do a blurb titled “3 ways to help your school”: Target, Heinens, Box Tops with details of each provided (2) Stacy Hunter will assist with the shopping reward. Suggestions made related to shopping rewards: go online to BOX TOPS and place orders at places such as Nordstroms and Land’s End to receive box top credits. Amazon has a reward program as well, more information forthcoming for both options. (3) Sarah Pernsteiner and Zachary Lewis may be assisting with the Boulevard Times

-Suggestion to bring spirit day back where students and staff can wear school shirts. Also suggested bringing a snack such as popcorn to every class again. Perhaps provide an opportunity for students to design their own shirts to wear.

1. **Old Business:** NONE
2. **New Business:** NONE
3. **Adjournment:** 8:30 PM