

Benjamin PTO Board Meeting
Monday, August 13, 2012
6:30 pm

- 1) Welcome- meeting called to order at 6:40 pm
- 2) Secretary Report
 - a. Meeting minutes to approve from May 2012 were not available at this meeting. Will be approved at September meeting (along with August meeting minutes)
- 3) Treasurer Report
 - a. Proposed 2012 budget was covered in detail. Goal is to have more clear explanation of where all money is being allocated, show remaining balances in each line item budget and specify what wish list money will be utilized to purchase.
 - b. Changes to budget (which will be made prior to approval at September meeting) include:
 - i. Add item under "Expenses" for Labels for Education
 - ii. Box Tops will need to increase their "Expenses" amount to account for cost of shipping all box tops. (Previously this was paid out of pocket by Committee Chair)
 - iii. Labels for Education will be listed as \$0 under "Income" because we don't know how much we can anticipate.
 - c. Discussion about Wish List. Must have a specific plan for what the money is being saved for (i.e. playground equipment). Marlys will also talk with staff about what items they would like to see purchased to help firm up the wish list.
- 4) President Report
 - a. Agenda
 - b. PTO roles and responsibilities write up distributed to all Committee Chairs- we will be working to become more consistent with a traditional PTO and be as detailed as possible to make handoff easier to others and to be well documented in the event of an audit (many documents listed below will be made available for use on the Benjamin Website)
 - i. Committee Chair job descriptions and time commitment
 1. Committee Chairs are expected to provide input and revisions to the descriptions as we progress through the year. These are just a starting point.
 - ii. Top 10 Things a PTO Should Know About Robert's Rules of Order
 - iii. Committee Contact list- revisions will be made, but will be for use by Committee Chairs only
 - iv. PTO Budget Reports (available online)
 1. Expectation that all Committee Chairs will be complete this for all income and expenses throughout the year.
 - v. Committee End of Year Report (available online)
 1. Must be completed by each Committee Chair at the end of the year to allow for enhancements/improvements the following year as well as easier handoff to next Committee Chair.

- vi. Cash Box Request (available online)
 - 1. This is mandatory if requesting a cash box to be made available for an event. Must be presented to Treasurer with 1 week advance notice.
- vii. Check Request (available online)
 - 1. This will be used when a bill needs to be paid by the PTO (not to request reimbursement for a purchase an individual made)
- viii. Deposit Notice (available online)
 - 1. This should be completed any time you submit money to the Treasurer for deposit. Please keep a copy for your own records.
- ix. Reimbursement Request (available online)
 - 1. This must be complete any time an individual purchases something with their own money and needs to be reimbursed.
 - 2. Copy of receipt must be attached
 - 3. THE RECEIPT AND REQUEST FOR REIMBURSEMENT MUST BE SUBMITTED WITHIN ONE MONTH OF PURCHASE.
 - 4. If purchasing personal products at the same time, please use a SEPARATE TRANSACTION. Having personal items purchased under the same transaction is a nightmare for determining reimbursement and can cause auditing problems as well.
- x. Teacher Fund Request (available online)
 - 1. This must be completed by a teacher requesting money from the PTO
 - 2. This form is to REQUEST money be allocated to a teacher, not to receive reimbursement. Approval must be obtained (using this form) prior to purchasing anything.

5) Principal Report

- a. Current enrollment for the 2012-2013 start of school: 735 students.
- b. Ended 2011-2012 school year at 691 students (lots of growth from enrollment)
- c. Apartment complexes (Wingover) that feed into Benjamin will become open enrollment for any new students (including those that registered in August). Existing students from those apartments will remain at Benjamin.
- d. Sections for this year will be:
 - 5- Kindergarten
 - 5- 1st grade
 - 4- 2nd grade
 - 5- 3rd grade
 - 4- 4th grade
 - 4- 5th grade
- e. Art will be in the cafeteria or in classroom, depending on lunch time
- f. Music will be entirely in classrooms (music teacher's office will be in 2nd grade resource center). Will have a part time music teacher (not yet named) to assist full time music teacher (more classes than one full time teacher can accommodate in a week)

- g. New staff for this year (WELCOME!):
 - i. Carol Johnson- 5th grade
 - ii. Brooke Thomas- 1st grade
 - iii. Christi Koechle- 1st grade
 - iv. Lauren Romero- Music
 - v. Chris Mitchner- ELL (office will be located in the 3rd grade commons resource room)
 - vi. Sarka Bafna- our new 1x1 instructor for those students needing additional English assistance. (office will be located in the Kindergarten commons resource room)
 - vii. Angela Dietsch- school nurse
 - h. Additional Teacher news:
 - i. Mrs. Jackie Sappington (1st grade) retired
 - ii. Ms. Sprau got married!! She will remain Mrs. Sprau
 - iii. Miss Darien Welch will become an IMC co-lead
 - iv. Amy Brooks will be heading all special education at Benjamin
 - i. School Start Time- REMINDER! 8:45am to 3:30pm
 - i. Drop off is from 8:25am - 8:40am
 - j. Back to School Night- Tuesday, August 21st from 6:00 – 7:30pm. May bring supply kits and meet teachers at that time.
 - k. First Day of School- Wednesday, August 22nd
 - i. Half Day hours: 8:45 – 11:45 am for ALL students (even kindergarten)
 - l. Curriculum Night- September 13th – Two identical presentations will be made by all teachers at 6:30pm and 7:00pm to allow parents to get to all classrooms for their children
 - m. School Wire- this will be the new interface for the Unit5 website. All school sites will also be utilizing School Wire. Should be up and running soon.
 - n. School Chorus will be offered for 3, 4, and 5 grade students at Benjamin! More information to come soon.
 - o. Give With Target- Facebook promotion. Yes, this is valid, so please vote! Information available on the Benjamin Website, or just search “Give With Target” on Facebook. You may vote once a week and each time you vote Target donates \$25 to the school. Tell your friends! This is valid until mid September.
- 6) Vice Principal
- a. If you are interested in taking over Dine-Around Committee, please talk to Dawn Ogorek
- 7) Box Tops
- a. Info form will go home the 2nd Friday after school begins (included in the big information packet)
- 8) Carnival
- a. Date for Carnival will need to be set at the September PTO meeting.
- 9) Hospitality
- a. Staff Hospitality- Welcome Back lunch will be on 8/21 for all staff
 - b. Student Hospitality- “Cool Treats” will be provided to each student at Back to School Night

- 10) Labels for Education
 - a. Collected 3,355 points from our May submission
- 11) Room Parent Coordinator
 - a. Sign up sheets will be in each classroom at Back to School night.
- 12) School Directory
 - a. Will be condensed to make it more eco-friendly
- 13) Spirit Wear
 - a. Forms will be released the 1st Friday after school starts
 - b. Decision- we will not continue to order extra shirts to keep on hand. There are plenty of opportunities to order throughout the year.
 - c. Fun new designs- and individuals can choose t-shirt and design combination this year!!!
- 14) Supply Kits
 - a. DONE!
- 15) Unraiser
 - a. Forms will be updated to list items that money was used for in the 2011-2012 year, will suggest a donation amount per family.
- 16) Volunteer Coordinator
 - a. Forms will be collected and updated.
- 17) Old Business
 - a. We need to determine how to pay for the Education Subscriptions. Will validate this for the September meeting.
- 18) No additional New Business
- 19) Adjourn- Motion to adjourn by Amanda Fischer and seconded by Wendy ???