

**Creek Valley PTA Executive Board
Meeting Minutes
October 8, 2009-9:30am**

Present:

Carin Mehan and Beth Hansen (Co-Presidents), Eric and Joan Bjelland (Co-Presidents Elect), Rhondi Miller (Treasurer), Suzanne Klein (Secretary), Shanna Flynn and Kimberly Barrett (Site Council Representatives), and Kari Dahlquist (Principal)

Absent:

Kara Stechmann (Treasurer-Elect)

I. Report of Committees

-Barnes and Noble (Eleni Glerum)

Eleni updated the committee on the Barnes and Noble Book Fair event to be held November 14th at the Galleria. She said that there will be several events scheduled and that all purchases (except gift cards and on-line purchases) will benefit Creek Valley. Customers must mention the Creek Valley fundraiser at checkout. She said that out-of-town relatives can use the Creek Valley code at their own stores at checkout to take advantage of this fundraiser.

Eleni reported that they plan to use PFN, Posters, Signs, Fliers (at the Open House), and the PTA website to promote the event.

Eleni said there would be several scheduled events. These include reading sessions by Sarah Dolphin, Ann Peters, and possibly others. There will be a character greeter as well; possibly Curious George or Clifford. There will be a game table will be set up with vouchers for winners and donated prizes.

Eleni said that Creek Valley will receive 15% of the total earnings. She said we can expect to average about \$20/person. The money will go to the PTA fund, not directly to the media center.

Carin suggested handing out Creek Valley stickers for people to wear to help remind them and the cashiers of the fundraiser.

-Innisbruck School Supplies (Kris Pastor)

Kris addressed the committee regarding the school supplies. She said they worked at getting more marketing out last spring. Kris said that the number of families ordering school supplies definitely increased from last year, but that the number was still low. Rhondi confirmed that there were about 80 people who ordered their school supplies from Innisbrook.

Carin asked if they had looked into alternatives, such as also ordering planners and folders through Innisbrook. Carin said that last year she and Beth analyzed the budget for agenda planners and folders (previously ordered by the PTA president) and verified that expense outweighed the income. Kari said this is probably due to over-ordering. Kari said that the extras are made available to Sarah Tuma. Kari also mentioned that the District covers this

expense via a scholarship. Rhondi will talk to Sarah Tuma about resolving this budget issue.

Kris said that Countryside school has a plan in which, if they order enough from their school supplier, they get a kickback and actually earn money on this. Countryside ordered all folders, t-shirts, recorders, and agenda planners. Carin asked if their vendor is Innisbruck; Kris will check on this. Carin would like a comparison of prices with Innisbrook and other vendors.

II. **Call to Order (Carin/Beth)**

The meeting was called to order at 9:50 a.m.

III. **Approval of the Agenda (Carin/Beth)**

The agenda was approved as amended. Carin added school calendar, chair-e-mail communication, and PFN submission to Kari's report.

IV. **Read/Approval of Meeting Minutes (Suzanne)**

The minutes were approved as amended.

V. **Report of Officers**

-Treasurers Report

Budget Review

Rhondi presented the budget report for September 2009. PTA Membership dues came in during the month of September and totaled \$8,907 in income. As an aside, Rhondi said that Artsonia (listed under income) is not up and running as of yet. Kim said that the art projects aren't done yet and that their goal is to have an example online by October 31st, and start-up by November 30. Rhondi said that Gift Wrap came in under budget. Carin said that we will continually re-evaluate fundraisers on an on-going basis.

Rhondi had a question regarding the Calculator expense line item. There are still calculators outstanding. Kari confirmed that there are always extra calculators. Rhondi was concerned that someone should be keeping track of this. Eric said that he investigating some other ideas.

Rhondi reported September expenses as \$910 for Fifth Grade Promotion, \$70 for Geography Bee, \$198 for Grants, \$400 for Hospitality, \$421 for School Supplies, \$600 for PCN, \$225 for PTA Legal/Insurance/CPA, \$165 for School Signage, \$353 for School Store, \$1,255 for Scrips, and \$6,300 for Teacher/Classroom Supplies.

Rhondi asked if we needed to budget for extra School Supplies for the school Social Worker. Rhondi said she would follow-up with Sarah Tuma on this.

Rhondi said that the Room Party expense always comes over as a credit. She will add this to the income side of the budget.

Carin asked to have the Gingerbread House and Dad's Event added to the budget, similar to Mom's Night Out.

Membership Update

Kara was unable to make it to the meeting, so Rhondi presented her PTA Dues and Room Party Fees Report. According to the report, 86.2% of all families have paid their room party dues and 87.7% have paid their PTA dues. After some discussion, the committee agreed that these were good results and that we should make them known on the PFN. The PFN report will congratulate those that paid and serve as a reminder to those who have not paid.

-Presidents Report (Carin/Beth)

Grants/Donations

1. 10 CD players requested by Kari Dahlquist. The committee will hear from Best Buy regarding a donation within the week.
2. Motria got several new requests for stability balls. There was some discussion regarding the coordination of stability ball use either by grade or throughout the school. Kari reminded staff that there is training involved in being able to use these balls in the classroom. Ms. Greene's class has them, Ms. Gamble's class is getting them; now the other 1st grade teachers are interested.

Carin said that there continues to be a need to have more volunteers for grants and donations. The work can be done from home.

Beth reported that there is a Best Buy program to donate reward points to local elementary schools. They do activities for local elementary schools and also have made donations for carnivals. After discussion, it was decided that Beth should pursue more information regarding this.

Bylaws (Carin)

Carin reported that she and Beth obtained from the Minnesota State PTA the 2005 version of the bylaws. The current version in the binder is from 1996. Carin provided the committee with the 2008 Minnesota PTA template with recommendations written by her and Beth.

Board members provided the following input:

Kimberly was concerned about the quorum number being 3. After much discussion, Eric suggested that a quorum be 7 members, including 3 members of the executive board. The board unanimously agreed.

Carin said she added Site Council to the officers under election.

The committee agreed that, on page 10, 3 days should be the time frame in which to call a special/emergency meeting of the Executive Board.

Regarding fund-raising, Carin said that committees do not submit plans to presidents, but should keep a binder for succession for the next chair.

Regarding page 11, section 2, "term limits". Kim asked whether or not term limits were a good idea given the lack of depth of volunteer support. Carin suggested that if someone is wishing to chair, the term limit will be 2 years or until your successor is appointed by the President Elect.

Per the Minnesota State PTA and also the 2005 bylaws, Carin said that we need to post the bylaws for 30 days prior to a vote. In 30 days, the Creek Valley community will be invited to approve or deny the bylaws. We need to have a general PTA meeting in November immediately following the Executive Board meeting in order to accomplish this.

Carin said that she will update the bylaws with recommendations provided today, get them to the media center for 30 days for review by the Creek Valley community, and set up the November 12th meeting for 11:30 – 11:45. She will have this added to the next PFN (since the website is down) that there will be a vote on the bylaws at the November 12th meeting, and all are welcome.

-Co-Presidents Elect Report (Eric/Joan)

PLC Report

Eric reported that the Middle School is being reviewed; academic achievement has stagnated. Possible sources include start times, secondary activities, athletic conferences, more kids doing x-games activities, and facilities. He reported that Cornelia Elementary is approaching 20% diversity. There is a need to reevaluate the whole district – busing, etc.

Eric said that \$1.6 million was cut from the budget this year; the next cut is even more (2010-2011). He said he will be attending the October 22nd meeting on this.

Eric said that there is an Elementary School Roundtable that goes before the PLC. It is a great place to bring up topics of discussion such as school supplies, carnival, etc.

-Site Council Report (Shanna/Kimberly)

Shanna said that there was a discussion regarding the confusion with the money at the open house. One suggestion was to put tables in **all** of the hallways, and eliminate them from the classrooms. Another suggestion was to pay PTA and Room Party dues at the Open House and pay field trip dues later. Shanna also reported that there was discussion regarding the return of early conferences next year.

-Principal's Report

School Calendar

Kari reported that she received communication from the district regarding discussion for the next year's school calendar. Specifically, they want to discuss early/late start and cement down certain dates. Gwen wants the voice of the parent at these meetings now. One of the proposed changes is that all elementary schools go to late start. The first meeting is October 12th from 4:30-6:30. We need to get one person (and only one) to be the Creek Valley representative at this meeting.

PFN submission

Kari reported that the PFN committee meets every other week. This week we had an extra submission by Beth Kolles. Kari said that she has received feedback that the PFN is too long. There was much discussion regarding the size of the extra submission (too long). The board decided to go back to every week, but that there would not need to be a PTA page every week or Kari's letter every week. Carin said that perhaps we should alternate PTA with Kari's letter.

Other

Kari said that World Cultures Day is October 23rd. Creek Valley is doing Pennies for Peace, Book and a Buck (Kenyan school fundraiser), and A Ball and A Buck. Karen Bone, a former parent, made book marks for Book and a Buck. Tara Gupta is collecting used soccer equipment, money, etc. for A Ball and a Buck. There are 3 countries and 3 ways to help.

Kari said that she intends to keep communicating our school goal: reading.

Kari reported that a ½ day paraprofessional was hired for ½-day Kindergartners as their numbers were high.

VI. Unfinished Business (Carin/Beth)

-Remaining Chair/Co-Chair Openings

Beth said they have one person who is thinking about chairing the carnival. She said she'll know within the next 10 days. She also has a call in to Deb Hanson, who ran a carnival at another school last year. Regarding the progress of the carnival, Beth has underlying things setting in place. We have had people sign up for raffle baskets and other chairs.

Beth reported that Kathy and Tyler Rendleman resigned as webmasters. Kevin Miles is a possible new webmaster; Beth will interview him tomorrow. The feedback she has received regarding the current website has been that the system it is using is limited, challenging, and hard to work with. The domain and the account owner can't be changed. It means we need to rebuild from scratch. The new website will have more capability. It will cost approximately a third of what the current website costs (\$19.95/mo compared with \$6.95/mo.).

VII. New Business (Carin/Beth)

Beth said she is looking for more ways to market for the school store. She said that Cindi Laurent knows her expenses, but she doesn't always know what she recoups. She had about \$1,300 in inventory that didn't move last year and that marketing is difficult for her. Beth suggested doing a one-time page/ad for school store with the dates throughout the year, etc.. These dates would include open house, carnival, Scholastic book fair. There was much discussion regarding why the school store has not always had a presence at some of these events. Beth reported that they had the School Store open during Carnival last year and that it was not a distraction. Agreement was reached by the board to try having the School Store at the Scholastic book fair. Carin is approaching the Scholastic Committee regarding this. High ticket items tend to sell better when parents are present. The school store benefits the media center as well as other student activities. Eric suggested (regarding the book fair) we could limit it to non-competitive big-ticket items (no pens, etc.).

VIII. Announcements (Carin/Beth)

Carin said that the Gift Wrap chair will be present at the next meeting with final numbers. She also said that Ann Peters will come in November as well.

Carin said that the Executive Board picture will be postponed until next meeting.

IX. Adjourn

Meeting adjourned 11:55 am.

Minutes respectfully submitted by Suzanne Klein.