

WJH PTO Minutes 1-06-09

People in attendance include, in no particular order: Dennis Roos, Jana White, Donita Stepan, Jen Reichel, Winnie Williams, Katy McElwee-Stevens, Diane Jordahl, Debbie Bandholz, Julie Bunch, Deb Richter, Beth Eisenrich, Kate Gore

Book Fair

The book fair is upcoming during January parent-teacher conferences. Deb Richter and Beth Eisenrich are heading things up and were present at the meeting. They were wondering whether the school has cash registers, tablecloths, and other items that are needed. We don't have anything they were looking for. They will approach some of the elementary schools to see whether we might be able to borrow some of the items they need.

They will not do Lunch with a Loved One, as youth perceive the lunch room to be crowded, and they don't seem as interested in this as kids at the elementary level are. We will also let the Book-o-grams go since we aren't sure how it would be coordinated, and we don't have a lot of time left to do it.

Book fair fliers will be given out in English classes so the teachers can promote it. English teachers will sign up to bring their students through the fair during English class hours. Students can purchase books at that time if they like, or record books they would like their parents to purchase. We will hold the book fair during school on two days to get all the classes through, and the two evenings of conferences.

The book fair books that go on tables, will be placed in the alcove, which can be locked. The 5 double cases of books that can be locked at night will be opened and placed in the library near the alcove. This allows the library to continue to be used for classes during the 3 days of the book fair, and requires no one to police the books when the book fair is closed but the school is open.

The books will be delivered on Friday, January 16th.

In the alcove, the round tables and chairs will be removed. They will be replaced with long tables Mr. Roos has that we can use.

We will not implement the student CREW we talked about, but we will ask students in NJHS and any other students that would like to volunteer. If your student would like to volunteer, please let us know.

Staff Dinner

Debbie Bandholz is leading. Staff present asked that we notify them in advance so they can plan accordingly.

Scrips

Winnie Williams reported for Laurie Ehle. We're going to try to launch the scrips program in conjunction with conferences. Scrips permits us to make money from everyday purchases people would make anyhow. People purchase gift certificates from us at face value for groceries, gas, and other every day purchases. They pay for those items with the gift certificates, we receive a percentage of the face value of each certificate.

Ongoing Support for Christensen family

We haven't received an update from Shannon Smith yet. It's our understanding that she is out-of-town. She has tracked what was received for the family.

Money

We discussed and approved our first budget, and current financial position. The approved budget and current position are available on our website at: <http://www.woodburypto.org/docs/budget.pdf>.

Special Requests

We received a proposal from Jana White in the media center to fund incentives for the AR program. The program meets our criteria of serving a large number of students. If a student strives for an A, they would earn 75 AR points. The AR incentive program begins rewarding students who receive 50 AR points. There was some discussion about whether this was appropriate. Teachers and staff explained that not all students will ever be able to achieve 75 points but that we still want to give these students something to strive for. The incentive at that level is simply an ice cream sandwich. Incentives are given out 3 times per year to encourage students along the way. For the year, next year, the incentives would take about 1/7 of our current budget. We decided that while this is an annual program, we would not make it a line item in the budget. We chose instead to ask it to come to us as a special request each year to be considered against other proposals that might come from other departments. Ultimately we approved \$700 of special request money to be spent on the remaining two incentive periods this year.

By-laws

We discussed, changed, and ultimately approved our first by-laws. The approved by-laws are available on our website at: <http://www.woodburypto.org/docs/Bylaws.pdf>. The By-laws we accepted call for us to have a secretary, which we believe we need, so we will be seeking a secretary. If you are interested, or even just willing, please let us know.

Upcoming Meetings

Winnie will miss the March and May PTO meetings due to a class she is taking. Katy will preside. The By-laws state that the next to last meeting of the year would be our elections for the upcoming year, so we decided we needed to add an April meeting.

Non-profit Status

We have a complete draft of our 501c3 application, minus a couple financial items. Katy McElwee-Stevens is doing a detailed review of the completed application. Diane Jordahl and Winnie Williams will complete the financial information together. We will then file our 501c3 application. The budget includes our one-time application fee of \$750. Once we receive 501c3 status, we will file with the attorney general's office.

District Committee Reports

We were going to hear from liaisons to district committees, but approval of our budget and by-laws took so much time we chose to defer this to another time. In addition to Gifted and Talented, and Communicators, people asked to hear from the Curriculum Advisory liaison as well. We need to figure out who that is for sure.

Other Misc Notes

We will put our Funding Proposal Forms and Check Request Forms on the Web. The funding proposal form is already up in PDF and Word. There are links at: <http://www.woodburypto.org/docs.html>.

We need about 1 week of lead time to get copies through the district.

1st school newsletter goes out in early August. We can add a one page newsletter, and we would like to do that to get the word out about scrips, box tops, milk caps, and upcoming events.