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| ***Central Montessori PTSA Meeting Minutes October 10, 2013*** |
| **Attendees:** Jessica Matyi, Trish Espinoza, Jody Sanderson, Julie Roff, Scott Manni, Kim Robertson, John Bodine, Carolyn Carr Latady, Kelly Lessman, Tina Sparby, Nikki Theisen, Angela Lundblad, Jeremy Holcomb, Briana Sykora |
| **Topic**  | **Presenter**  |
| * Welcome & Introductions
 | Trish Espinoza |
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| **Principal’s Report** | Kelly Lessman |
| * Presented Positive Happenings (CME, ALC, Steps) to the School Board at the Oct 3rd meeting
	+ Every month a different building has 10 minutes to share something with the board
	+ Used a video to effectively use time to highlight CLC
* Teacher conferences are next week M/T/W
	+ Will see a “blackboard” email soon
* Gosiak’s room won 1st place for the decorate the door contest
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| **President’s Report** | Trish Espinoza |
| * Fall Conference/Teacher Meals October 14-17
	+ Julie Roff – Monday meal should be set, still need food for Tuesday, Wednesday is usually left-overs
	+ Staff count is 10-12 people for purposes of things like this
* Wish List Update
	+ Some discounted end of season supplies were purchased already with PTSA funds.
	+ Wish tree will be posted by Jessica Matyi over by the whale mural; parents can take notes and bring supplies in to office
* KidsStuff Coupon Books – books went home yesterday. Due back 10/22. Teachers have received their free book. Any funds turned in early will go to office and will be picked up by Angie Lundblad daily.
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| **Treasurer’s Report** | Jody Sanderson |
| * Financial Update
	+ Bank Transfer in process to Lakes Area
		- $10,500 transferred. $10,000 put into savings account, currently a money market account earning interest. We can change at any time if the balance needs to drop below $2,500. $500 put into checking account. There are no fees. Online banking will also be set up.
		- Will need to order checks, but the bank prices were very high so shopping online to find a better deal.
		- Will need to order a few Deposit only “stamp” & will check into bank recommendations on whether to include account number
		- TCF will be closed and all funds transferred as soon as all these pieces are in place.
* Insurance was paid and increased insurance to cover medical.
* Membership dues need to be collected and sent to the state by 12.1.
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| ***Committee Reports*** |
| * Art Adventure
	+ Theme is “Dressed for the Occasion”
	+ Volunteers: Angie Lundblad is the coordinator; Jessica Matyi and Tina Rehbein are additional picture people; looking for additional volunteers to help with classroom activities
	+ Targeting 2 events per classroom including plaster for 4-5-6, with some supplies from Laura Anton
	+ Plan to rent kits for later months next year
 | Angie Lundblad |
| * Art & Academic Expo
	+ Planning for some time in January to enable display of Art Adventure projects
 | Angie Lundblad |
| * Book Fair
	+ Books set up in the STRIVE room
	+ Volunteer update for Fall Book Fair – more than last year!
	+ Some Scholastic Dollars expire before the end of the month. Decision was made to order online for family fun day to ensure purchase posts before the credit expires (approx.. $200)
	+ Walk-a-thon winners (5 of them) each have $50 in scholastic bucks to spend in addition to $5 scholastic bucks that teachers can give to students
 | Julie Roff |
| * Box-tops, etc
	+ Jessica Matyi is taking over box-tops and prepared Oct shipment
	+ Check just arrived from last year
 | Jessica Matyi |
| * Build-a-Boat
	+ No update this week (this is a May/June event)
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| * By-Laws
	+ Julie Roff will type up from hard copy of prior version, making clerical edits as necessary
	+ Entire PTSA board will review before finalizing
	+ Must be sent in to MN PTSA in December
	+ Julie to give Kim Robertson electronic copy to post on the website
 | Trish Espinoza |
| * Communications
	+ Meeting Notices and Other Communications:
		- Email reminders
			* Jody Sanderson to send email to teachers and principal requesting parents receive reminders in regular school communications
			* Kelly Lessman will send “email blackboard” reminders
		- Paper reminders
			* Recommendation to use a non-school color and always use the same color (so parents recognize that something is from PTSA) – Julie Roff to look into this
			* ANY COMMUNICATIONS THAT NEED TO GO INTO THE FRIDAY FOLDERS MUST BE PRINTED AND HANDED TO TEACHERS BY FRIDAY MORNINGS – some items have been coming too late
	+ Newsletter:
		- Trish Espinoza to send initial suggested content out by email
		- Others can comment by email over next few days
		- Julie Longtin is being asked to edit for grammar, formatting, content and flow
		- Target is to send home in Friday folders the week after PTSA meeting, but this assumes Julie L is given sufficient time
	+ Website
		- Noted link from CME Parents page still goes to old website – Kelly Lessman to contact Michelle Ulvin to see if we can get this updated
		- Kim Robertson (who is maintaining website) asked for website feedback next time
		- Forest Lake / Forest View website raised as a great example of a really interactive site
	+ Decision not to set up a Facebook site
 | All |
| * Fundraising/Playground Committee
	+ Shared several options for the space considering budget, usability, and the pending move
	+ Meeting attendees found several options to be appealing and agreed with Jessica’s proposal to allow the students to choose the final design once options were narrowed down to best few
	+ Teachers & staff will be asked to select options to be voted on
	+ NEED MORE TIME TO DISCUSS PLAYGROUND AT NEXT MEETING
 | Jessica Matyi |
| * STEM Outreach
	+ Will contact ‘The Bakken’ to set up a time for an electricity show – students are studying this now, so anytime this school year is OK
	+ Will email teachers to discuss best option for Kim Robertson and other parent volunteers to come into classrooms for STEM activity
	+ Plan to have STEM table at Family Fun Day again
 | Kim Robertson |
| * Walk A Thon
	+ No updates given today (this is a May event)
 | Trish Espinoza |
| * Yearbook
	+ ALC students will be creating as part of a 2nd semester class – Kelly Lessman will act as the liaison
	+ Pictures can be provided on a disc or flash drive to Kelly Lessman
	+ Need a CME parent to coordinate ordering of yearbooks – Julie Roff may be up for this
 | TBD |
| ***MISC.*** |
| Peanut butter and tree nuts are OK in the lunchroom. District procedure in place to ensure no cross-contamination.  |   |
| ***NEXT MEETING: November 21, 2013 (early due to MEA)*** |

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| ***Committee:*** | ***Chair:*** | ***Helpers:*** |  |  |  |
| ***Art & Academic Expo*** | Angie Lundblad |   |   |   |   |
| ***Art Adventure*** | Angie Lundblad | Tina Rehbein | Jessica Matyi |  |   |
| ***Book Fair*** | Julie Roff |   |   |   |   |
| ***Box Tops/Labels*** | Jessica Matyi |   |   |   |   |
| ***Build A Boat*** | Trish Espinoza |   |   |   |   |
| ***By-Laws*** |  Julie Roff |   |   |   |   |
| ***Communications*** | Julie Longtin |   |   |   |   |
| ***Family Fun Day*** | Nikki Theisen |   |   |   |   |
| ***Fundraising/Playground*** | Jessica Matyi |   |   |   |   |
| ***Ham Bingo*** |   |   |   |   |   |
| ***STEM Outreach*** | Kim Robertson |   |   |   |   |
| ***Walk-A-Thon*** | Trish Espinoza |   |   |   |   |
| ***Yearbook*** |  |   |   |   |   |