

**Parker Core Knowledge PTO
September 17, 2008**

Tanya Bouthillier-President 303-805-2573, bouthillier@comcast.net
Heather Kasari-Vice President 303-805-9618, hkasari@comcast.net
Kathy Johnson-Treasurer 720-851-2828, kdj22@comcast.net
Jeanne Burks-Secretary 303-267-0671, burksmin@aol.com

Attendees: Teri Aplin, Karen Marceau, Suzanne Cline, Terri Clark, Jeanne Burks, Dawn Wade, Cyndi Erdmann, Pamela Pearson, Karin Piper, Sandy Higgins, Fiona Breslin, Tanya Bouthillier. Heather Kasari. Kathy Johnson

FUNDRAISERS	DISCUSSION	ACTION PLAN
School Registration/ GEM Night CHAIR: PTO PTO Point person: Tanya	Raised \$210.00 from vendors/GEM night	
Entertainment Books CHAIR: Jill Shadwell (H) 303-840-4975, (c) 720-272-1756 jillshadwell@comcast.net PTO Point person: Heather	Thusfar gross income \$7795.00 (minus payment to EB) Leslie Gross Fundraising Coordinator 720-253-9682 303-693-7419 (fax)	
Sally Foster CHAIR: Sandy Higgins (H) 303-840-2751 swhiggins@comcast.net PTO Point person: Tanya	Sally Foster (\$2,000) <ul style="list-style-type: none"> ▪ Move up Sally Foster: Pass out order forms by 9/25, order forms due 10/9, distribute items by 11/4 	<ul style="list-style-type: none"> ▪ Sandy will get together to get details from Judy Schofield
Butter Braids CHAIR: Tess Clothier (H) 303-805-8727 tessC@comcast.net PTO Point Person: Jeanne	(\$2,500 each sale) <ul style="list-style-type: none"> ▪ Pass out order forms 10/30 ▪ Orders due 11/17 ▪ Delivery date 11/20 	<ul style="list-style-type: none"> ▪ Needs help with delivery. Possible contact info to help "Russ" from Butterbraids
Bento Lunch Box CHAIR: Kairn Piper PTO Point person: Tanya	Income of \$135.02	On-line ordering option
ONGOING FUNDRAISERS	DISCUSSION	ACTION PLAN
Scripts CHAIR: Dawn Brady (H) 303-840-1020, (c) 303-725-2534 dawnbrady22@comcast.net PTO Point Person: Jeanne	(\$3,000) <ul style="list-style-type: none"> ▪ Four times per school year ▪ 	<ul style="list-style-type: none"> ▪ 10/2/08: distribute order forms ▪ 10/9/08: orders due ▪ 10/16/08: deliver ▪ 12/4/08: distribute order forms ▪ 12/11/08: orders due ▪ 12/18/08: deliver ▪ 3/5/09: distribute order forms

		<ul style="list-style-type: none"> ▪ 3/12/09: orders due ▪ 3/19/09: deliver ▪ 4/23/09: distribute order forms ▪ 4/30/09: orders due ▪ 5/7/09: deliver
Used Uniform Sales CHAIR: Lisa Olfoson (H) 303-840-5411, (c) 720-308-2578 PTO Point Person: Kathy	Income \$620.00	<ul style="list-style-type: none"> ▪ Need to solicit for gently used uniforms and advertise upcoming sales in Thursday newsletter ▪ 3 sales per year: <ol style="list-style-type: none"> 1. GEM night 2. Back to School night 3. Kindergarten orientation
Sweatshirts CHAIR: Lee Brooks (303)840-7471 PTO Point Person: Kathy	(\$3,000)	<ul style="list-style-type: none"> ▪ Will need new chair next year
Box Tops CHAIR: Jodi Richardson (H) 303-840-2623 jljcrich@yahoo.com PTO Point Person: Tanya	<ul style="list-style-type: none"> ▪ In efforts to promote, consider extra dress down day? 	<ul style="list-style-type: none"> ▪ Teri to put in Thursday newsletter ▪ Need collection bucket in front office
Campbell Soup Labels CHAIR: Michelle Martch (H) 303-840-5732 PTO Point Person: Tanya	(\$800-900 combined with Box Tops)	<ul style="list-style-type: none"> ▪ Teri to put in Thursday newsletter ▪ Need collection bucket in front office
Walmart Donation Letter CHAIR: Kristen Campbell (H) 303-883-8410 kris10campbell@msn.com PTO Point Person: Tanya	(\$25.00/month) <ul style="list-style-type: none"> ▪ Letter written to Walmart. Gift card is donated by Walmart 	<ul style="list-style-type: none"> ▪ Need a template letter
Walmart bag recycling		<ul style="list-style-type: none"> ▪ Teri will follow-up with 6th graders to see when startup date is
PTO SPONSORED EVENTS/PROJECTS	DISCUSSION	ACTION PLAN
Amazon Gift Cards CHAIR: PTO	(\$200.00 per teacher) <ul style="list-style-type: none"> ▪ Gift cards given to teachers for classroom supplies ▪ Teachers submit receipts ▪ December 19, 2008 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Movie Night CHAIR: Kristee Nyzyk	<ul style="list-style-type: none"> ▪ February 2, 2009 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Dads and Donuts CHAIR: Christy Johnson (H) 303-841-4569 cristy.johnson@comcast.net	<ul style="list-style-type: none"> ▪ Will need help day of ▪ April 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Movie Night CHAIR: Kristee Nyzyk	<ul style="list-style-type: none"> ▪ April 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION

Moms and Muffins CHAIR: Christy Johnson (H) 303-841-4569 (email) cristy.johnson@comcast.net	<ul style="list-style-type: none"> ▪ Will need help day of ▪ May 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Tool Box Orders CHAIR: PTO	<ul style="list-style-type: none"> ▪ In the spring 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Teachers Birthday Cards & Starbucks CHAIR: Heather Newbrough (H) 303-840-2379 heathernewbrough@comcast.net PTO Point Person: Jeanne		<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION
Salad Luncheons twice per year CHAIR: Cheryl Hardy (H) 303-840-3784 cjh925@comcast.net PTO Point Person: Tanya	<ul style="list-style-type: none"> ▪ When should we do it? First week of December? We need to get together with "Hospitality" to coordinate luncheons 	<ul style="list-style-type: none"> ▪ NO NEW DISCUSSION ▪ Tanya will inquire
2nd Address Sign Installation CHAIR: Terri Clark (H) 841-0740 clarkscruisin67@msn.net		<ul style="list-style-type: none"> ▪ Will look into permits
Outdoor Classroom CHAIR: Fiona Breslin	<ul style="list-style-type: none"> ▪ Insect haven ▪ Butterfly ▪ Working on irrigation 	<ul style="list-style-type: none"> ▪ Need shade shelter
WISHLIST	DISCUSSION	ACTION PLAN
	<ol style="list-style-type: none"> 1. Apple Cart (24 laptops and a charging cart) Approx. cost \$30,000 2. Associated software for the laptops, if necessary Approx. cost \$3,000-10,000??? 3. 8 InFocus Projection units Approx. cost \$1,200 per unit 4. 16-18 Elmos (must have InFocus machines to work) Approx. cost \$7,00-10,000, depending on unit selected 5. 1-2 SmartBoards Approx, cost \$3,500/each 	
MISCELLANEOUS	DISCUSSION	ACTION PLAN
PTO meetings	<ul style="list-style-type: none"> ▪ Quarterly "open-to-the-public" meetings 	<ul style="list-style-type: none"> ▪ First PTO meeting 9/17. We will send memo in 9/11 Thursday folder. ▪ PTO officers will meet prior to 9/17 to set agenda

Recruitment and Retention of Chairpersons and volunteers	<ul style="list-style-type: none"> • Tanya has sent out letters to parents regarding PTO needs 	<ul style="list-style-type: none"> ▪ Table at GEM night to recruit ▪ Quarterly PTO meetings to keep parents informed
PTO Operations	<ul style="list-style-type: none"> ▪ Aim is to standardize and simplify PTO operations and practices ▪ Point Person’s Role: <ol style="list-style-type: none"> 1. Confirm dates 2. Confirm Chairperson has enough volunteers/help 3. Ask if Chairperson needs any supplies 4. Give them standardized form for reporting. 	<ul style="list-style-type: none"> ▪ Assign PTO officers as “point persons” for individual fundraisers and events ▪ Develop a standardized “Fundraiser Report Form” and envelope.
Donation Envelope	<ul style="list-style-type: none"> ▪ Discussed the idea of placing a letter/envelope for donations with each fundraiser for those people who elect not to participate in the fundraiser, but would like to still contribute 	<ul style="list-style-type: none"> ▪ Tanya to develop letter
POTENTIAL FUNDRAISING IDEAS		
Race for education	<ul style="list-style-type: none"> ▪ Brief discussion. Proposal documented in PTO meeting minutes from 1/23/07 	<ul style="list-style-type: none"> ▪ Chair: Yvonne Childs ▪ On-going discussion next PTO meeting this summer ▪ NO NEW DISCUSSION
Barnes and Noble Book Fair	<ul style="list-style-type: none"> ▪ No discussion. 	<ul style="list-style-type: none"> ▪ Contact person: Cindy Piggott ▪ NO NEW DISCUSSION
	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪

PTO Treasurer Report
9/17/2008

Ending Balance as of 9/16/08	\$17,304.00
SCRIPS balance as of 9/16/08	<u>\$3510.91</u>
Total in both accounts	\$20,814.91

Funds raised since 08/11/08

Vendor Donations/GEM night	\$210.00
Lunchboxes	\$135.02
Used uniforms	\$620.00
Sweatshirts	\$30.00
Walmart bag recycling	\$390.00
Bumper Stickers	\$40.00
Entertainment books	<u>\$7795.00</u> (minus payment to EB)
TOTAL	\$9220.02 (minus payment to EB)