

PTA Open Meeting Minutes
May 10, 2011 - Hugo Elementary Media Center
Call to Order 4:35 PM

Board Member & District Attendees: Teresa Dahlem-Principal, Jewels Slowikowski-President, Cherie Balthazor-Vice President, Beth Donahue-Treasurer, Michael Bailey-Secretary, Dr. Lovett – District Superintendent

PTA Member Attendees: Rebecca Caturia, Mike Fish, Shelly Grover, Kristi Ide, Stacie Jensen, Mary Jo Rhude, Jessica Hickman, Sue Olsen

Non-Member Attendees: Katie Ahrens

Introduction

Notes: PTA Meeting Sign-up sheet, and hand outs: Treasurer's Report, April Meeting Minutes & May Meeting Agenda, 2011-2012 PTA Board Ballots

2011-2012 PTA Board Elections – Nominations had been taken prior to meeting. Nominations were available at the meeting as well, but none were offered. Only 5 nominees, one for each position were offered, so a voice vote was called for. Our 2011-2012 Board Officers will be: President – Beth Donahue, Vice President – Kristi Ide, Treasurer – Melissa Tucker, Secretary – Mary Jo Rude, Fundraising Coordinator – Sue Olsen

Principal's Report: Teresa Dahlem –

Thanks to all the current Board Members for their efforts this year.

A Vice Principal for the Schools was announced in the last School Newsletter. Jason Healy joins the Hugo Schools team from Birch Lake Elementary and has been in the White Bear Lake School District since 1997. He will dedicate most of his time at Hugo Elementary, but will share in the responsibilities for both schools.

Internet Safety Special Meeting for Parents was held on May 5th at 6:30pm in the Oneka Media Center – Only 4 Parents and 3 Teachers were there. The Deputy Sheriff that presented offered to come again in the Fall.

August 27th – Staff & Teachers 5K Family Walk/Run & 1/2 Mile Fit Run announced

Benefitting "Trouble Free Playgrounds". Each Classroom will be provided their own Playground Equipment that they are responsible for keeping safe and accounting for. This will help build responsibility and respect for property. Google "Trouble Free Playgrounds" for more information.

President's Report by Jewels Slowikowski:

Thank you to the PTA Members for a great year! Good luck to all the Board Members on the coming year.

Secretary's Report by Mike Bailey:

April 12th Meeting Minutes

Motion to accept the Minutes – Jen Durand 1st Jen Larson, 2nd, Motion Passed, Minutes Approved

Treasurer's Report

Budget & Balances Report Presented

Motion to accept the Treasurer Reports – Sue Olsen 1st, Charlotte Deinhart 2nd, Motion Passed, Reports Accepted
Fundraiser Comparison from past years was presented and discussed. Estimates for next year on the Fundraisers we are planning to do for sure were generated as well to compare against the proposed budget for next year.

The Proposed 2011-2012 Budget was presented and discussed. A group of PTA Board members and parents met on May 3rd to evaluate each budget line item from this year and estimate need for next year. When compared to the Fundraiser estimates, we should be able to make next year's proposed budget.

Enrollment for the 2 schools is going from 815 students in the Fall of 2010 to an estimated 840 students for the Fall of 2011. Each budget line was explained and discussed.

Motion to Approve budget of \$47,700 was 1st by Jen Durand, 2nd Jen Larson. Motion Passed. This budget includes the purchase of the final classroom Smartboards for Hugo Elementary!

Open Forum

Fund Raising Proposals

Kristi Ide – Proposed Antiquities Portrait Fundraiser – Students sell \$10 Coupon for a Family Photo Session with a Classic Era Theme complete with Props and Costumes. The \$10 includes a photo session and a 10x13 Photo. The School commits to selling at least 60 Coupons. Bonuses are awarded to the school for the number of Coupons Sold plus the number of photo sessions that are held.

There are also Incentives for high sales students (10 Coupons+). Paid Packages for volunteer coordinators.

Erin Yoshida – Proposed Selling "Smelcils" Scented Pencils – Cost is \$0.50 and are Sold for \$1 at PTA Events.

Gold Plate Dinner Report – The event was held on April 29th. \$6800 Raised (Best Ever) with only 43 of the 100 Raffle Tickets Sold prior to that evening. The Silent Auction and Games of Chance that night were the major contributors to the profits. The Event committee also did a fantastic job of keeping expenses down with donated items. Proceeds went to the New Classroom Technology Account (Smart Boards). This year's event will nearly purchase 2 of the 7 smart boards needed for 1st Grade classrooms by next Fall.

Kiss the Pig Report (Mary Rhude) – Thursday April 21st Raised \$600, only \$400 was profit because this year we had to pay for the pigs to visit. Thanks to all the Teachers and Staff for their enthusiasm and participation.

There was a request for the PTA to Contribute to an Eagle Scout Candidate who is building short book shelves for the Kindergarten Classrooms. Motion to give \$200 from the PTA by Beth Donahue, 2nd Cheri Balthazor. Motion passed.

There was also a request for a Donation to the Hugo Lions Club in order to help supply the 4th & 5th Graders Kazoos for the Hugo GND parade. Mike Fish made a motion to give \$60, Jen Larson 2nd. Motion Passed.

Motion to adjourn by Mike Fish 1st , Jen Larson 2nd - Meeting Adjourned at 6:30

Upcoming Dates and Events

Board Transition and Summer Planning Meeting – May 24th 5:30 at Oneka Elementary Media Center

Cancer Walk – June 6th

Graduation – June 8th

Gold Plate – Feb 3rd, 2011

Spring Fling – May 5th, 2011

2011-2012 Hugo & Oneka PTA Board Member Descriptions

- **President**
 - Set and Publish the agenda for the monthly PTA meetings
 - Coordinate guest speakers and committee members who wish to present at meetings
 - Coordinate the give-aways for the meetings (We can get rid of this as far as I'm concerned)
 - Distribute upcoming announcements to the schools for Monthly Newsletter and Friday Folder Distribution
 - Primary Liaison Board Member for Faculty
- **Vice President**
 - Backup for the President
 - Primary coordinator for Corporate Donor information
 - Organizations who have given in the past
 - Primary contact info
 - Amount of notice needed to coordinate a contribution
 - Preferences on what activities they want to be associated with
 - Primary Liaison Board Member for Classroom PTA Parents
 - President in Waiting for the next year's Board
- **Treasurer**
 - Collect Funds and Make Payments to and from the Associated Bank Accounts
 - Collect and pass on PTA Member Dues
 - Manage the Budget and make reports
 - Manage tracking for accounts related to Scholastic, Box Tops, Milk Caps, etc.
 - Liaison Board Member for Box Top/Milk Cap Committee Chair(s)
- **Secretary**
 - Keep and Distribute Meeting Minutes
 - Maintain Active PTA Member list
 - Maintain PTA email list & broadcast emails as needed
 - Maintain Facebook Group and Post Messages & Events
 - Provide info and links for the PTA web page on the School's website
 - Update The Citizen & Press Publications on PTA news and upcoming events
 - Primary Liaison Board Member for Membership Committee Chairperson
- **Fundraising Coordinator**
 - Manage the Fall Catalog Fundraiser with help from that committee (I'm guessing on these activities)
 - Sales Catalog Choice
 - Event Promotion and Catalog Distribution
 - Prize setup and coordination
 - Order collection and transmission
 - Merchandise Distribution

- Prize Distribution
- Reporting and Performance Tracking
- Maintain Binders related to all Fundraising Projects for the benefit of those Committee Chairs
- Past History (What's worked and what hasn't)
- Relevant Contacts, Vendors and Donors
- Tracking Expenses & Revenue
- Primary Liaison Board Member for Fundraising Committee Chairs