

Pebble Creek Elementary PTO Board Meeting
September 6, 2012

Board Members Present: Casey Abegglen, Dawn Ament, Laura Arthur, Kelli Backstrom, Adrienne Bentz, Sarah Brieden, Sherry Caverlee, Jenny Dalsing, Krista Fazzino, Erin Frank, Lisa Garner, Sarah Hendler, Kara Holmgreen, Jill Homeyer, Ginger Howard, Tasha Johnson, Beverly Kuhn, Jen Lake, Wendy Letendre, Holly McBerty, Rebecca Melder, Carol Nesbitt, Amy Parent, Patty Pulnik, Kim Russell, Doug Sawyer, Christen Sharp, Nikki Theis, Michelle Tucker, Kelley Waguespack, Jodi Warner.

Guests, Teachers and/or Staff Present: Annette Roraback, Connie Wood

Kara Holmgreen called the meeting to order at 12:04 pm

Approval of Minutes: A motion was made by Laura Arthur to approve the May minutes. Wendy Letendre seconded the motion. All were in favor and none were opposed. The minutes were approved.

Principal's Report: Annette Roraback

- Annette presented new proposed panther logo designed by Melissa Nugent.
- BYOD - new district wide policy that allows students to use their own smart devices in the classroom.
- All Monday folder items need to be turned in to Debbie DeFiore the prior Wednesday to the items going out so that they can be sent to the teachers on Friday.
- Evaluated but not going to do it: Annette received a call from a city employee this summer expressing the need to have Lakeway drive striped for a turning lane. Further, it was discussed to change Pebble Creek's pick up procedure so that the buses would pick the kids up in front of the school and parents would pick their kids up in the back of the school. It was decided that our current procedures are the most efficient and effective.

- Pebble Creek me AYP (Adequate Yearly Progress) this past year. CSISD as a whole did not (in the area of reading in subgroups). 28% of all Texas school districts made AYP this year. These results are outlined on the district's website. Please visit the website to get a complete report.
- Dismissal procedures - Annette will send a letter home to outline the new guidelines for dismissal. Kinder and 1st graders must wait for their parents to retrieve them from school if they are designated as a walker. In addition, 2nd graders designated as walkers will also have to wait to be retrieved unless their parent submits a letter stating otherwise.

Academic Coordinator's Report: Connie Wood

Student Council is being reinstated for this school year under the sponsorship of Janet Anderson and two PTO volunteers.

Calendar:

9/11: Wear Red, white and blue

9/12: 4th grade Blue Bell Trip

9/13: VIPS orientation

9/17 - 9/21: Book Fair

9/26: Early release day - 12:45 pm

9/27: Chemistry Road Show

Treasurer's Report: Kelly Waguespack

- Beginning Balance: \$ 43,291.62
 - Ending Balance: \$ 50,977.58
 - Deposits: \$ 2,763.52
 - Disbursements: \$ 32,055.44
 - Ending MMA Balance: \$18,922.14
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- Kelly outlined reimbursement procedures. Please place all reimbursement forms in the Treasurer's Box in the office and let Kelly know that they are there.

- Sales tax exempt forms available in the Treasurer's Box also
- Cash receipts form procedures covered and all forms were distributed.

Committee Reports

A/R: Michelle Tucker

- The hallway board was put up in August with the theme, "Travel to Hollywood Down the AR Walk of Fame."
- We spent \$30.99 on foil stars for the individual student names.

Book Fair: Tasha Johnson

- Book Fair is the week of 9/17-9/21. We will be setting up on Thursday 9/13; Teacher Preview Day is 9/14
- Book Fair Information will be in student's 9/10 Monday folder: Letter from Mrs. Witte explaining general book fair information with attached Scholastic Book Flyer; One for Books Flyer; Family Dinner Flyer with attached menu and order form
- We will be having a Character Dress-Up day at school on Thursday 9/20. We don't yet know if we will have costumes for volunteers to wear Book Fair Week
- We've made a few minor changes from last year:
 - ❖ **Dinner:** Dinner this year will be from Chef Tai's Mobile Bistro instead of Olive Garden. Cake Junkie and Frost Bites food trucks will also be on site as well. All three vendors have agreed to donate 15% of sales back to the school. The food trucks will be located in the back parking lot of the school. People will come through the school, check in and pick up dinner ticket from volunteers stationed at the end of the third grade hallway, pick up food outside and then make their way to the cafeteria. All meal condiments, drinks, utensils will be in the cafeteria.
 - ❖ **Dinner Pre-orders:** - We have increased the prices for meals purchased at family dinner night to encourage people to pre-order meals. We know that some of these purchases are inevitable but having the bulk of the meals pre-ordered makes planning easier for Chef Tai (who wants to maintain a high level of service and food quality) and makes it

easier on volunteers --- less money to handle that night, less work recording dinners purchased, etc. We are not doing pre-orders for Cake Junkie and Frost Bites. These items can be purchased that evening. Cake Junkie and Frost Bites will handle their own sales.

- ❖ **Volunteer Needs:** This year we added a third shift to the Family Dinner Night cashier schedule and shortened the shift time to 45 minutes from 1 1/2 hours. This will give more time for volunteers to eat with their family and shop with their kids. If you are a volunteer cashier and it looks like you won't make it through the dinner line in time to make your shift, we give you permission to cut in line. Book Fair is very busy and we need all the cashiers we can to ring up sales.
- ❖ **One for Books:** One for Books will work the same way that it has in years past. There will be a prize for the grade with the largest participation but have not determined what the prize will be. Please have your children cut out the "One for Books" star so our volunteers don't have to :)

Carnival: Sarah Hendler

- Carnival chairs have already begun meeting.
- We are still looking for a few chairs, please send anyone interested in our direction. We would love to have some new families involved.
- On October 8th, from 6-8 in the private room at Outback Steakhouse, we are hosting a Carnival Kick Off meeting for all chairs and anyone interested in volunteering for Carnival. Please pass this along. We are hoping to brainstorm ideas for the Carnival; everything from food to games to donors. It'll be a very fun, welcoming environment
- T-shirt logo was circulated

Garden: Sherry Caverlee

- 225 flats of pansies have been ordered from Zulkowski Greenhouses for \$8.75 per flat for a total of \$1988.75 (including delivery).
- New flowers were planted in the pots at the front of the school prior to school starting and the front gardens were weeded.

- Pansy order forms will go home in October and delivery will be in November.
- A fall garden clean-up is scheduled with the Pebble Creek cub scouts for November 11th.
- Extra pansies will be planted with girl scouts on November 18th.

Kinder Coordinator: Patty Pulnik

- Halloween party is currently being organized
- Were able to assign 2 volunteers to lunch period

Newsletter & Website: Doug Sawyer

- Content for the newsletter is due this coming Monday
- Doug is willing to help with wording
- Also send pictures
- The first newsletter will be a hard copy and will go home in the Monday folders.
- Board members can be designated as administrators on our Face Book page so that everyone can add content. Please email Doug if you would like to be set up as an administrator.

Panthers Helping Panthers: Kim Russell

- Panthers Helping Panthers "Pass on a Pack" backpack drive was a great success! We collected approximately \$30 and 30 backpacks!
- From that collection, Mrs. Zumwalt distributed approximately 28 backpacks to students at the start of this year.
- We still have a few backpacks and the entire cash amount to use as needed throughout the year.

Promotions: Mary Harrell

- We sent over 60 letters asking for award certificates to give students for meeting AR goals, perfect attendance, etc. We've had a good response!
- Chick-fil-A Spirit Nights will be on the following Thursdays Sept. 13, Nov. 1, Jan. 10 and March 21 @ the new Chick-fil-A. A flyer for the Sept. 13 Spirit Night will go home in next week's Monday folder.
- We're working on the October and December Spirit Nights and should have dates and restaurants soon.
- The Kroger Neighbor to Neighbor letter with barcode should be going home in next week's Monday folders. Please take it to Kroger and have it scanned even if you don't regularly shop there. Every little bit helps!

School Supplies: Laura Arthur

- Once again, Wilton's did a great job and all went smoothly this year. We sold 132 school supply kits and had a net profit of \$774.
- A special thanks was given to all those who volunteered to distribute boxes to the teachers' classroom before Meet the Teacher.

Staff Relations: Lisa Garner

66 name plates for the classrooms were made to replace the apples. The first teacher luncheon was a success. Thank you for the volunteers who provided food.

T-Shirts: Amy Parrent

- Design was presented for the shirts.
- They will not be available for the first field trip on the 12th when the 4th graders go to Blue Bell.
- We are looking for volunteers to help sort when they come indate yet to be determined.
- 8 sponsors were named

VIPS: Jodi Warner

- 9/13: VIPS orientation
- Email pool has been created so that email blasts will cover all volunteers and Board members.
- Volunteering will be done through Jooners.

Wee Deliver: Jennifer Lake

- Stamp contest notice will go home in the Monday folders later this month.
- A request was made for stationary donations for the wee deliver table.

Yearbook: Rebecca Melder

- Sold 397 yearbooks last year (2011-2012) which covered the cost of the yearbooks and shipping
- Yearbook orders for this year, 2012-2013, will be taken ONLY in October
- We have already started the design for this year and need you to start uploading your pictures
Go to images.balfour.com
Type in project number: 326985
Password: panthers
Give your name and email, then upload your pictures.
- A few important things to remember before you upload:
 1. Please crop the photo
 2. Please orient it the correct way
 3. Please choose just a few of your best of each event
- Theme "Pebble Creek goes Hollywood" 4th graders will participate in the cover contest thru art class

President's Notes: Kara Holmgreen

New Business:

a. Grants Committee:

- ❖ Grants forms are due by the 14th

❖ *The committee will meet later this month*

b. Directory/Secretary:

- ❖ *Committee members should submit their bullet points to Erin by Tuesday. This allows for the minutes to be more accurate and for the meetings to be more efficient.*
- ❖ *75% of the directory forms have been turned in and uploaded to the online directory.*
- ❖ *Email blast to the entire school with login information will go out next week.*

c. Trophy Case:

- ❖ *The school would like for the committees to be aware that the trophy case is for our use to promote events.*

Announcements:

- a. PTO Board Back to School Get together - 9/13 at 8:30 am at Panera Bread.*
- b. V. VIPS Orientation - 9/13 at 6:30 pm.*
- c. National Walk or Bike to School Day - 10/3*
- d. One Run 5K for Bachmann, Northcliffe and Holdsworth Families - 9/22*

The meeting was adjourned at 1:08 pm.

Next Meeting will be in the Library at noon on Thursday, October 4, 2012.

*Respectfully submitted,
Erin Frank, PTO Secretary*