

Mark Twain Elementary
PTO Board Planning Session
August 18, 2011



I. Welcome

- PTO Meetings confirmed to be 1st Tuesday of every month at 6:30 pm at school (babysitting will be provided)

II. Approve Minutes (May and June)

Shelley Rota approved the minutes and Alva Allen 2nd them.

III. Principal's Report

- Facilities – common halls, grade halls and cafeteria walls repaired and painted.
- A/C problems – some chillers haven't been working and automation problems. Repairs underway to fix on-going problems.
- Benny & Betty cleaning at night.
- Mr. Alfonso Smith is our new interim plant operator.
- The yard/land is a work in progress
- Our school is one of the top 6 of the worst school in the district for energy efficiency. Chevron is helping to fix everything that is needed to make it a more energy efficient building.
- Budget – Received \$25,000 to pay tutorials for small group instructions and to improve the guided reading program. Long term goals with money: consistency in each classroom when it comes to technology, rugs, documentation cameras (ELMO). Mr. Lowry will let Mrs. Patin know how many cameras we need and the cost.
- Projected enrollment 762, we are now at 772. We are also receiving \$85.00 more per student that was given to the school from the state. Last year our number was 772.
- New Teachers:
 - Nurse Charlotte Stevens
 - K- Blaire Brown & Angie Sigmon moved to Kinder
 - 1st- Lisa Mackie resigned and took a job in Spring Lourdes Pasquel replaced her.
 - 2nd – no change
 - 3rd - Ki Wen, Jennifer Denise, Alicia Reed & Karen Watts (DL)
 - 4th - Susana Franco
 - 5th - Carol Sharp and Rudy Castillo (DL)

Questions for Mrs. Patin – Do we have an Assistant Principal? No we do not have one specifically assigned to this role but Janelle Wade is the Instructional Coordinator and she is someone she can trust and help with special projects.

Who do we go to if there are issues? Melissa Patin or Janelle Wade or Jackie Black She will be meeting with Janelle Wade every Friday, Kathleen Blakeslee every Friday and twice a month with Jackie Black, Janelle Wade and with Pansy Gee to discuss school wide initiatives/issues/events.

IV. President's Report

- Thanks for keeping the momentum going this summer.
- The website team did an amazing job! We should all use it, keep it and update it regularly with relevant information.
- Goal/Budget is to cut expenses – How can we save money this year?
- Supply room is clean and organized. Shelley spoke: There is TONS of coffee/creamers & sugar. If you buy coffee you will not be reimbursed. Only buy what you need and leave

leftovers in the supply closet. Please KEEP IT ORGANIZED. Everything is labeled in the closet.

- Communication – Policy on what is distributed and placed on website will be created. Instead of placing everything on the Twain Times there will be a Community Bulletin Board at the front of the school. Mrs. Patin will put together a policy on how items are placed there.

V. Budget & Treasurer's Report

- Several Goals this summer were completed:
 - NOW campaign tax letters were sent off to those who contributed over \$250.00. We raised \$68,127. \$25,000 went to the school
 - Audit was completed by Steven Hecht and Heather Crowder from the Compliance Committee. Some adjustments were made and the 2010 taxes were filed. The audit team will report its findings in September.
- Check or Cash requests will be processed within a week
- Can leave deposits in the box but no cash!
- Need a hard copy – no emailed invoices will be accepted.
- Budget presented
 - Corporate campaign line item increased because the Bash and Spooky underwriting responsibilities moved here.
 - Child safety fees increased by 7%

VI. Action Items

PTO 2nd Grade Level Director

- Heather Barrow was voted in by Ashlyn Tankersly and 2nd by Alva Allen, motion approved by 30 ppl.

VII. School Store Update

Back To School Sale/Volunteer Fair – starts Saturday at 9 am – noon. If you can stop by to help that would be great. Deanna said if you are at the school on Friday around 9am she could use help with stuffing envelopes.

VIII. Bash Update

- The theme is Lights, Camera, BASH! We have started to get donations. The event is February 10th at the Crowne Plaza Reliant again.

IX. Bingo Report

- January 13, 2012, Friday 6 pm – 9 pm

X. Shout Outs

- Recruitment/Kinder Rep/Website, Ashlyn & Toni (Hospitality), Website team
- Look forward to working with all of you
- 3:30 – 4:30 Lemonade stand on Friday to benefit the Berry Kids
- Don't forget the PTO welcome breakfast