



# James I Gibson E.S. PTO Minutes

---

September 10th, 2015 at 8:00am

In attendance:

Claire Olea  
Leslie Touvell  
Jacqueline Barr  
Melissa Helmink  
Rebekah Johnson  
Deborah Goodman  
Kristian Ryerson  
Heather Vincent  
Darla Richards  
Wendy Webster  
Sharon Palmer  
Regina Honey

Welcome and introductions. Welcome Wendy from the district program FACES.

\*Budget - Still finalizing the working budget of 2015-2016. Claire, Heather, Leslie and Melissa will meet Monday morning to complete it. Research and implement a new budget template/software.

\*Spaghetti Dinner - Claire is going to keep tabs on donated goods throughout the week. Melissa will contact the parent who volunteered to make pasta. Cook on Friday. PTO will purchase drinks and one or two sheet cakes from Costco.

\*Wendy Webster - FACES is a district wide program aimed at engaging parents which is proven to lead to the success of their children. Wendy is available to help with anything we may need. We can reach out to her for insight on how to get more parents and guardians involved.

\*Membership cards - Gibson PTO member wallet cards are now available and should be given out to everyone who joins our PTO.

Table will be set up at Open House tonight (9/10/15) and we will have forms and membership cards available. PTO members will be manning the table.

\*There is a list of things we need to put together for our tax exempt status before we can complete the paperwork. The application is lengthy and a CPA or accountant is needed per the advice of Regina Honey. Mrs. Goodman and Leslie are going to reach out to separate contacts they know who may help.

\*Heather is finishing the room parents kits this week.

\*Yearbook - Final numbers for the 2014-2015 school year \$4081.00 (Net), \$2913.48 (Cost) and \$1167.52 (Profit). The working for budget for 2015-2016 is \$3000. Pre-sales starting in November. Prices to be bumped up going on from then. Heather is going to contact the yearbook rep again this week.

\*Teacher Appreciation - Claire, Heather, Leslie and Melissa are going to finalize this budget on Monday morning. They will decide on appreciative giveback either purchased or volunteer donations.

\*Volunteers needed - Picture Day (October 1st) - Claire and Leslie. Watchdog Night - Jackie Barr, Melissa and Heather.

\* Goals for school, such as, after school clubs, community events field trips. Find out if the proper protocol is to write a check to the school for desired amount or to make the purchases for the school.

9AM - Meeting adjourned.

Secretary\_\_\_\_\_ Date of Approval\_\_\_\_\_