

**PTO Quarterly Meeting
November 14, 2009
6:30pm**

Agenda:

1. Welcome/Call to order
2. Review of Year-to-Date Budget
3. Review of Recent Financial Requests
4. Review of RTR Financials
5. RTR Debrief
6. Upcoming Events--Festival of Treats (Tues, Dec 17), Winter Uniform Sale (Friday, Feb 14)
7. Final Comments and Adjourn

Meeting Attendees:

- PTO Board Members - Tina Loutsch, Penny Teder, Resmy Kurian, Jessica Bergeron, Christie Wills, Amanda Weidner
- ERA Faculty/Staff – Romelle Pornschloegl, Karen Conner, Kelly Schiffman

Minutes:

1. Christie began the meeting at 6:32pm. (Christie motion/Penny second, all in favor).
2. Tina provided a current copy of the PTO Budget and opened for discussion
 - a. Tina noted the Kindermats expense of \$355.26, applied to Miscellaneous Items-K to 5 Grade (line 31) budget item. She asked if this was intended to be a net expense to the PTO budget or a reimbursed expense. Christie responded that this should be a reimbursed expense (no net impact to PTO budget). Tina will follow up with Jodie Greer, who is administering the collection of fees & purchase of mats for kindergarten families.
 - b. The group discussed the changes to Hyland Hills' program for groups this year. Every week of Ski Club this year, we must purchase a minimum of 20 lift tickets to maintain the discounted price. Ski Club leaders have limited the dates that will be offered and hopes that we can manage to have at least 20 tickets sold on each date; otherwise, there will be a net cost for the activity this year.
3. Christie presented requests for financial support from the PTO:
 - a. Christie noted that the PTO board had previously approved up to \$500 for "coach wear" for coaches in each sport. This expense will be applied to Miscellaneous Items-6 to 12 Grade (line 30) budget item.
 - b. Grade 2 teacher Lisa Hopper requested \$109 for a reading software subscription for her students, for supplemental reading support. The software is called Raz-kids and several attendees noted that it has been used by Grade 1-2 teachers in the past with a \$4 fee required from families. After discussion about the mission of the PTO to support a range of activities that benefit a broader portion of our community, the group decided to deny the request and ask Ms. Hopper to try providing the software for her students with the fee from families. (Amanda motion/Christie second, all in favor).
4. Christie presented the 2018-2019 financials comparison for Rockin' the Ridge. Our overall net profit for 2019 decreased by about \$1,000. The line item with the largest difference from 2018 was Punchcard sales (\$1205 in 2018, \$650 in 2019). It isn't clear why sales of punchcards were so much lower this year. Christie noted that we have 50-60 water bottles left, which can be sold at future events. She is going to contact Mr. Babler to see if there is interest in selling these at

the concession stand for sports events. There is also a limited amount of spirit wear remaining to sell. These items will be available for purchase at the winter Uniform Sale.

5. Christie presented some feedback she had received from various parties and the group discussed the event overall:
 - a. It was great to have administration presence at the event!
 - b. It was also good to have such strong volunteer participation by upper school students and the after-party was a great success! The group discussed the issue of having middle school students that volunteered for early shift and then did not have any assigned activity until the after-party. There were several ideas, including having a “teen lounge” that students could check into after their shift, where they could have snacks and watch a movie, etc. It was also suggested to pair adult volunteers with student volunteers and/or assign student volunteers to activities that are less complicated to lead.
 - c. Next year, there will be first aid kits available, and the administration will make sure that all school leaders and PTO leaders know where first aid stations and AED devices are located in case of emergency.
 - d. The room used for Crazy Hair was not cleaned completely and restored to its normal state after RTR. We need to make sure that all classrooms used for activities are photographed before RTR and checked by a PTO leader (not just volunteers) after RTR.
 - e. Ventilation was an issue for Crazy Hair again. The group discussed the suggestion to have this activity held outdoors in future years, using activity tents. Karen suggested that the courtyard could be a possible location.
 - f. The inflatables and game truck were the biggest hits again this year.
 - g. The group agreed that it would be great to have more upper school faculty involvement.
 - h. Karen suggested that volunteer coordinators reach out to faculty/staff sponsors of NHS and Ambassadors during the summer planning to make sure RTR is presented to students of both groups as opportunity to fulfill service hours.
6. The group discussed upcoming PTO events:
 - a. Festival of Treats is scheduled for Tuesday, December 17. Merry Jo Orr is leading this event again this year.
 - b. Winter Uniform Sale is scheduled for Friday, February 14.
7. The meeting was adjourned at 7:20pm (Amanda motion/Christie second, all in favor).