

**Stevens Creek Elementary School  
P.T.O. Meeting**

**September 10, 2009**

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<b>BOARD MEMBERS</b>			
X	<i>PRESIDENT</i>	Julie Van Gelder	X
			<i>TREASURER</i>
			Gia Morris
X	<i>PRESIDENT</i>	Louise Schie	X
			<i>TREASURER</i>
			David Morris
X	<i>AUDITOR</i>	Rick Haller	
			<i>CHECKS</i>
			Cathy Wood
X	<i>HEALTH &amp; SAFETY</i>	Meera Ramanathan	X
			<i>HEALTH &amp; SAFETY</i>
			Eman Hamwi
X	<i>PRINCIPAL</i>	Vivian Franklin	X
			<i>ROOM PARENT COORD</i>
			Denise Franklin
	<i>ROOM PARENT COORD</i>	Kim Ploshay	X
			<i>SECRETARY</i>
			Aena Prakash
X	<i>STAFF LIAISON</i>	Amy Vidunas	X
			<i>STAFF LIAISON</i>
			Jana Weber
X	<i>VP FUND RAISING</i>	Lesley Reid	X
			<i>VP GRANTS/WISHLISTS</i>
			Sangeeta Peris
<b>COMMITTEE MEMBERS</b>			
X	<i>PP SOLICITATION</i>	Denise Franklin	X
			<i>PP PRIZES/GAMES</i>
			Cris Vaughan
X	<i>TECHNOLOGY TASK FORCE</i>	Kuldeep & Akbal Karlcut	X
			<i>PAST TREASURER</i>
			Linda Orvick

7:08 pm – Meeting called to order by Julie, and introduction of the Board.

Principal's Report

- Vivian informed that current enrollment is 624 students, 27 classrooms, and two student teachers
- Vivian has met to discuss Science Fair with Dipti and Great Books with Denise
- Art teacher has not yet been selected
- Music program has hired John Hess to do music assemblies, and to increase the amount of singing time
- Traffic program will begin in October; liability issue for parent helpers needs to be checked; Garden Gate Elementary School has a successful training program for parent helpers
- Computers need replacement; may need to spend from allocation
- Light bulbs for ELMO projectors cost \$200 each, which totals \$7,000.

Audit Report

- Rick presented on behalf of last year's auditor Brian
- A final report is yet to be released because of two outstanding issues, one a small discrepancy in revenue, and the other in expenditure. Julie stated that the amounts are relatively small. David confirmed that it is a few hundred dollars, that these are for numerous small items which were not submitted in a timely fashion.
- This year, the deposits and expenses need to be done on a timely basis
- David stated that there will be hard close cycles this year

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- Julie stated that the bulk of the report looks fine, and that the report will be sent, via e-mail to the Board on September 15<sup>th</sup>, and voted on that day, as per the by-laws.

**Motion:** Shall the Audit Report be submitted to the Board via e-mail on September 15, with the Board voting also via e-mail ?

**Passed**

CEEF Matching Fund Grant

- Vivian informed the Board that the school will be getting a CEEF Matching Grant for Art/Music/Technology for \$3,000 because the PTO is paying for Art
- Julie said that the current budget must have a CEEF line item as proof that PTO is paying for Art, in order to receive the matching grant.

Budget

- Gia and David handed out the final draft of the budget, and each line item was discussed with the board
- Both Linda and Sangeeta voiced concern that the budget show 'Reserve' as a line item because the District may ask for payment for services later in the year without due notice.
  - Julie asked what percentage of the budget should be kept in reserve. Both Linda and Sangeeta said that in past years the District has asked for up to \$5,000.
  - David informed the Board that the line item under Expenses listed as 'Extra Programs' is the reserve
- Amy asked if Mini-grants will be reduced from the currently budgeted amount of \$15,000. Julie answered that at this point it is hard to say because mini-grant are funded via the Pumpkin Panic fundraiser in late October; however, the revenue numbers were conservatively budgeted
  - Sangeeta stated that it is better to fund mini-grants before Pumpkin Panic as the teachers need to make reservations well in advance to secure their spots; Julie and Vivian said it can be taken under consideration
- Julie informed the Board that there is no line item for 'Library' as the librarian receives sufficient funds from the Scholastic Fair
- Linda asked that next to 'Ice Cream Social' the notation "not separately tracked" be deleted; Julie and David concurred.

**Motion:** Shall the Board pass the draft Budget as Final, with the condition that the Audit Report to be finalized as previously voted upon ?

**Passed**

Clean-Up of By-laws

- Louise and Julie had sent out an e-mail to the board about this issue; the Board was comfortable with all changes
- One week prior to the next PTO meeting, the changes to the by-laws will be sent out in the school newsletter.

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**Motion:** Shall the committee positions of 1<sup>st</sup> Day Coffee and Potluck be deemed the responsibility of the Hospitality Chair, and/or assigned personnel?

**Passed**

**Motion:** Shall the by-laws as revised, be presented at the next meeting for approval?

**Passed**

Committee Roster

- Louise informed the Board that almost all positions are filled for the year, with the exception of Walkathon Auction/Raffle and Yearbook Photographer, though there are potential candidates for both.

**Motion:** Shall the Board approve the Committee Roster?

**Passed**

Fundraiser – 49ers

- Julie estimated that this fundraiser would generate \$1,000 for the school at no cost to the PTO. It will be held on Sunday November 8<sup>th</sup>, with tickets selling for \$35 each.

**Motion:** Shall the Board support the 49ers Fundraiser?

**Passed**

Direct Donation

- Lesley informed the Board that the DD drive has generated \$33,000 in revenue
- Denise suggested that a clearly labeled box be placed in the office for collection, as checks have been lost in the past
- Vivian requested that all the pages of the list of donors be printed in the newsletter
- Julie reminded the Board members that to serve on the Board, one must have paid the \$35 PTO dues.

Questions/Comments

- Linda asked about the final minutes from the 2008/2009 year; this new Board must pass those last set of minutes
- Cris asked about the budget for Pumpkin Panic, and was directed to Kumar Ganapathy, the current chair, who will be holding a budget/planning meeting with all the PP committee chairs.

The meeting was adjourned at 8:17pm.

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Respectfully submitted by,

Aena Prakash, Secretary