

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

**October 8, 2009**

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<b>BOARD MEMBERS</b>			
X	<i>CO-PRESIDENT</i>	Julie Van Gelder	X <i>TREASURER</i> Gia Morris
X	<i>CO-PRESIDENT</i>	Louise Schie	X <i>TREASURER</i> David Morris
X	<i>AUDITOR</i>	Rick Haller	X <i>CHECKS</i> Cathy Wood
X	<i>SECRETARY</i>	Aena Prakash	X <i>HEALTH &amp; SAFETY</i> Eman Altayeb
X	<i>ROOM PARENT COORD</i>	Kim Ploshay	X <i>STAFF LIAISON</i> Jana Weber
X	<i>VP GRANTS/WISHLISTS</i>	Sangeeta Peris	
<b>COMMITTEE MEMBERS</b>			
X	<i>PP PRE-ORDERS</i>	Ceci Imamura	X <i>PP PRIZES/GAMES</i> Cris Vaughan
X	<i>CEEF LIAISON</i>	Mala Sarma	X <i>49ERS FUNDRAISER</i> Julie Parlan
X	<i>TECHNOLOGY LAB</i>	Juana Berstein	

7:02 pm – Julie Van Gelder called the meeting to order, and the Board accepted the minutes from the previous meeting.

Presidents' Report

- Julie and Louise reported on the Financial Investigation and Discovery Team
- The reserve is larger than need be
- The Team will look at categories of financial strategies
- Currently working on looking at numerous suggestions for fundraisers, and will bring these before the Board next month
- Asked the Board to finalize and sign the Constitution, the revised By Laws and the Code of Ethics.

CEEF Update

- Mala reported on this year's event
- The theme will be "Dreams Are Made Of..."
- The CEEF basket may include a discount for an Amazon Kindle, and a 'dream tree' will be created with leaves representing donations from parents
- CEEF is organizing an E-Pick movie making project; all CUSD students are eligible to submit their own movie using QuickTime by Apple; deadline for submission is February 11, 2010; screening and awards will be on April 1, 2010; the theme is 'virtual tutelage'.

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Computer Lab Report

- Juana Bernstein requested approval for 42 new computers (hardware and software), and new workstations
- In previous years, the PTO voted to upgrade computers every three years; that period is many years past
- The new computers will last four to five years
- The new machines and workstations will enable the Technology Lab to offer the students more time in the lab, going from one time a week to two times a week.
- The District will support software for macs, thus saving on the cost of maintenance fees
- This will cost the PTO \$45,700, including tax and cost to recycle old equipment

Treasurers' Report

- David and Gia provided a comprehensive report
- 2008-2009 Year End statement is audited and closed out
- Q1 statements are complete
- All bank accounts have transferred over to current treasurers and presidents
- Online access of accounts has been set up
- Requested and received the elimination of fees from Chase bank, garnering a savings of \$1,000 per year; will request same from CitiBank
- Located tax returns for past three years (federal, state, and county)
- Located original IRS tax exemption determination letter from 1991, and the 2004 IRS letter confirming continued tax exempt status; (electronic copies of these are available for all PTO members to view, and to donors)
- Room parent reimbursement procedures now require receipts for all expenses
- They are implementing auditor's recommendations, including:
  - ~ calculation formula checks built into statements
  - ~ monthly statements to be completed one week after month end
  - ~ end of month reconciliation between income and expense
  - ~ all four bank accounts to a month end reporting cycle
  - ~ scrutinize all bank charges, and question abnormal or excessive fees
  - ~ at quarter end (and fiscal year end), analyze YTD actuals to budget
  - ~ create a process for handling cash/coin/monies collected.
- Recommend the purchase of a lock box for the PTO locked cabinet for better management of cash/coins; and a better collection/validation process for fundraisers
- Request for more PTO envelopes with window and double flap
- Also request that someone be appointed to submit forms for donations with a company match, as the process has become complicated.

Vote to Pass Amendments to the By Laws

**Motion:** Shall the Board approve the revised By Laws?

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**Passed. And By Laws signed by the Board.**

Vote to Pass the Code of Ethics

**Motion:** The first course of each committee leader is to read and follow the procedures as stated in the Committee Procedure Book, namely the Code of Ethics.

**Passed.**

Pumpkin Panic Update

- Louise reported that the Fire Marshall would check the safety of the set up
- The dunk tank is to be replaced with a 'splat ball' with a catapult
- The goal is to keep expenses under \$8,000, a savings of \$1,000 from last year because the Vaughn's are building many of the games
- The Haunted Hallway is prepared by the fifth-graders, but is not paid for by them

Direct Donation Update

- Julie Van Gelder reported that the drive has been extended by one week
- As of this meeting \$81, 800 have been collected from 215 families
- Given the early success of the Direct Donation drive, Julie asked for early release of funds for mini-grants and assemblies to enable the teachers to plan/book events for the year.

**Motion:** Will the Board release \$3,000 for the year's assemblies to the teachers?

**Passed.**

**Motion:** Will the Board release \$15,000 for the mini-grants?

**Passed.**

49er's Update

- Julie Parlan reported that this fundraiser made \$465
- The tickets were purchased at \$25 and sold at \$35; 48 tickets were sold; actuals are \$480 less a \$15 service charge.

Meeting adjourned at 8:15 p.m.

Respectfully submitted by,

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Aena Prakash, Secretary