

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

November 12, 2009

Page 1 of 5

BOARD MEMBERS			
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>HEALTH & SAFETY</i>
			Eman Altayeb
X	<i>HEALTH & SAFETY</i>	Meera Ramanathan	X
			<i>SECRETARY</i>
			Aena Prakash
X	<i>PRINCIPAL</i>	Vivian Franklin	X
			<i>VP FUND RAISING</i>
			Lesley Reid
X	<i>ROOM PARENT COORD</i>	Kim Ploshay	X
			<i>VP GRANTS/WISHLISTS</i>
			Sangeeta Peris
X	<i>STAFF LIAISON</i>	Amy Vidunas	X
			<i>STAFF LIAISON</i>
			Jana Weber
COMMITTEE MEMBERS			
X	<i>CEEF BASKETS</i>	Mala Sarma	X
			<i>DIRECTORY</i>
			Carmen Uruena
X	<i>PUMPKIN PANIC CHAIR</i>	Kumar Ganapathy	X
			<i>PP PRIZES/GAMES</i>
			Cris Vaughan
X	<i>TECHNOLOGY TASK FORCE</i>	Kuldeep Karicut	X
			<i>TECHNOLOGY LAB</i>
			Juana Berstein

7:02 pm – Louise Schie called the meeting to order, and the Board accepted the minutes from the previous meeting.

CEEF Update

- CEEF representative Terry Hughmanek presented the school with a check for \$8,329. This is a \$3,000 matching grant for Arts and Technology, and the remainder will be used for the music program for K-5.
- Mala reported that there will be a film festival for all students to submit a short film. The deadline for ePic is Feb 25, and the awards will be on April 1. The CEEF website has detailed information.

Presidents' Report

- Louise thanked everyone for the Direct Donation and Pumpkin Panic fundraising efforts; and announced a thank-you party for all volunteers on Dec. 3
- Louise stated that the art teacher's contract has been signed, and that the PTO is contributing \$10,000 towards the teacher's salary
- Louise informed the Board that Denise Franklin has resigned as Room Parent Co-Coordinator for personal reasons; Kim Ploshay will continue in her role as the Room Parent Co-Coordinator.

Computer Lab Phase 2 Report

- Juana Berstein gave the Board a tour of the computer lab, software and facilities, which enabled the Board to better understand the problems with the existing set up and tables

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

November 12, 2009

Page 2 of 5

- The new computers have arrived, but new tables must be ordered with a cord management system, and must be durable because of the heavy usage by students. Table size must be very specific (24 inches deep) to accommodate the size and layout of the computer lab.
- Juana has selected the Smith System tables; 21 tables are needed.
- The Board asked many questions relating to cost:
 - ~ *can we find cheaper tables?* Not of the size we need.
 - ~ *can we find a cheaper vendor?* Staff has contacted many vendors, and very few carry this size table.
 - ~ *can we get a CUSD discount?* Yes, we are getting a group discount, which brings the cost down below what one can find on the internet.
 - ~ *can we use a vendor other than one the district uses?* A CUSD vendor comes with both a warranty, and help in maintenance from the district
 - ~ *why must the tables have a cord management system?* For safety reasons cords must be kept away from the children
 - ~ *why must the tables be 24 inches deep?* To accommodate the size and layout of the computer lab
 - ~ *can't we build our own tables out of plywood?* These tables are professionally made, are durable, are safe, and have a warranty.
- The discussion concluded with emphasis on safety, usability and durability of tables, so that they will last twelve years, about as long as the old tables
- Vivian used SLIP (School Improvement and Library) Fund to loan the PTO \$6,900 for the purchase of the computers.

Motion: Shall the PTO release the remaining \$18,000 budgeted for the tech lab to repay \$6,900 to the school, and the remainder to purchase 21 new tables for the lab?

Passed.

Principal's Report

- Vivian restated that CEEF has given \$3,000 matching funds for Arts and Technology, and \$5,329 is available for the K-5 music program
- There are 8 teachers that would like to attend the CEEF Gala in January, at \$150 per ticket
- Vivian also discussed the highlights of the staff learning day (which was in the newsletter): What do our kids need to know in 15-20 years? Global access, cooperation and collaboration. Another challenge is to prepare students for jobs which currently do not even exist, but will be new in the future
- The emergency drill was conducted effectively
- Vivian will assemble a committee of teachers to determine which classrooms will get the older computers from the computer lab.

Staff Liaisons' Report

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

November 12, 2009

Page 3 of 5

- Amy reported that the science camp was a great event for the 5th graders, and that she has heard from the camp staff that they especially like to have Stevens Creek Elementary come each year.

Treasurers' Report

- David and Gia provided the monthly report for October; the month ended with a positive cash balance
- Pumpkin Panic brought in over \$15,000
- Taxes have been filed; PTO owes \$10
- Room parent reimbursement process must be streamlined; there is still too much variation in how/when/how much the room parents spend. Receipts must be submitted, and by a fixed deadline.

Vote to Waive PTO Dues

Motion: Shall the Board continue the established convention of waiving the dues of the Principal and the staff liaisons?

Passed.

Pumpkin Panic Update

- Kumar gave a summary of the effort, which brought in over \$15,000
- The Vaughns (Cris and her husband) made many of the games, which brought down the costs quite a lot
- Bracelet sales were slightly higher than last year, but drink and food sales were lower due to cooler weather and introduction of new items
- Kumar collected \$1,250 in cash donations as well as the bike which was used in the raffle
- Louise explained that \$250 should be added to the PP budget for next year to purchase safety materials, like fire retardant cloth. This item will be added to the proposed 2010-2011 budget to be considered at the May 2010 meeting.
- There was discussion of a basket auction and evening fundraiser, adults only.

Direct Donations Update

- Lesley informed the Board that \$95,597 have been collected in Direct Donations; that is \$82,610 without company match, & with 65% of the families contributing.

Health and Safety Committee Update

- Meera and Eman also reported that the emergency drill went well
- They observed that the emergency shed is located near the office, and is too far from the field where the children will be in an emergency
- If it rains, the children will get wet. On a hot day, there is no shade
- They are suggesting that each classroom be provided with a backpack holding a spray bottle and 20 disposable ponchos
- If the ground is wet, some tarps should be purchased for the kids to sit on

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

November 12, 2009

Page 4 of 5

- The water bottles kept for emergencies should be replaced at the time of the Walkathon
- The school should offer an H1N1 awareness program
- Hand sanitizers should be installed near the lunch tables and in the computer lab
- The Board asked about costs (start up and on-going)
- Meera and Eman will return to the board with a detailed plan, with costs.

Student Directory

- Carmen's recommendation is to go paperless
- The current cost is \$800 per year for printed directories
- A .PDF file can be e-mailed to families that have paid their PTO dues this year
- A few printed copies can be kept in the office
- For the next academic year the directory can be e-mailed to all parents who get the weekly newsletter

Motion: Shall the Board authorize the student directory to be e-mailed to PTO members that have paid their dues this year?

Passed.

Frieker Program

- Lesley reported on this walk/bike program to encourage better health
- A scanner will be used to scan a tag attached to the child's helmet or backpack
- The scanner will be located near the bike rack
- Each time a child walks or bikes to school, they earn points which can be exchanged for some incentive (like extra recess time)
- Lesley is pursuing a grant from the City of Cupertino for \$5,000 to start the program
- Lesley is asking the PTO to assist in promoting the program and supporting the program's incentives
- The PTO would like carpooling to be included in this for the students that live too far to walk or bike safely to school

Fundraising Framework

- Julie discussed the need to have a form that can be used to evaluate all new fundraisers proposed to the PTO
- Julie used the EcoMetro Guide coupon book as an example of questions to ask when considering a fundraiser for the school (how much will it cost the PTO, how many volunteers, how long will it take, how much money will it generate)

Motion: Shall any new fundraiser proposal use the framework to research the idea before discussion at a PTO meeting?

Passed.

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

November 12, 2009

Page 5 of 5

Meeting adjourned at 9:20 p.m.

Respectfully submitted by,

Aena Prakash, Secretary