

Dover PTO

Minutes of a General Board Meeting

January 18, 2008

A General Board Meeting of the Dover PTO was held at Chickering Elementary School, commencing at 8:30 a.m. on Friday, January 18, 2008. Ms. White, the President, chaired the Meeting and Ms. Rinaldi, the Secretary, recorded the minutes.

Welcome

Ms. White started the meeting by welcoming everyone and laying out the agenda. Ms. White then introduced Deb Reinemann, Curriculum Coordinator to review progress on the Outdoor Classroom project.

Outdoor Classroom

Ms. Reinemann began by thanking all those involved for the hard work and time that they have put into this project thus far. Phase I – which includes hardscape items such as steps, containers, shed, and pipes for irrigation system – has been completed. Now, the task force is working on communicating with the students and teachers about the project. This communication is 2-way and seeks to not only educate students and teachers about the Outdoor Classroom and its potential uses, but also to solicit ideas on how each group envisions learning in this new environment.

As the plant beds are designed, the task force is also coordinating with the Fundraising Committee on plant and other donations from both landscaping companies and members of our parent community. There will also be an opportunity for students and parents to become involved in the Outdoor Classroom by coming to help plant over a predetermined weekend in April. After this planting and Phase II is complete, there will be a ribbon-cutting ceremony at our annual meeting on June 4th. This will be a great opportunity for everyone to see the finished product!

Budget

Ms. Friesen, PTO treasurer, gave an update on the 2007-2008 Budget. To date, we have raised almost \$39,000 through various fundraising venues, including our tupperware sales, check-writing campaign, directory sales, excuse pad sales, and “easy money”. This leaves us with at least \$23,000 more to raise in order to be at a positive cash flow for the year. Future fundraising opportunities

include the casual couples spring event, scheduled for April 5th. For details on each area, please see attached spreadsheet.

Ms. Friesen also stated that we are continuing to make progress investing in curriculum and teacher support. We have spent about \$14,000 to date on Curriculum Enrichment programs, and that number will grow to \$37,000 by the end of the year. About half of the teachers have spent their allocated \$250 for classroom libraries, and about half of the teacher grants have been reimbursed. Ms. Darragh, PTO Vice President, will follow up with the teachers on this to make sure they are using these resources. For more detail on these and other expenses, please see the attached spreadsheet.

Ms. Friesen noted that an audit committee has been set up to ensure that PTO funds are managed in a businesslike manner, and to ensure that the PTO's assets are appropriately safeguarded. Members are picked from the community at large, with one being a PTO Board member. The Curriculum Enrichment chair has been nominated by the Executive Board, because she offers a sound cross-check for the treasurer, being involved in a lot of the check requests but not having check-writing authority at any time.

Ms. Friesen also mentioned that the tax return is underway and will be completed by the end of the month.

Website

Ms. White updated the General Board on the progress of the website. She showed everyone present the current design of the website, which has been a collection of a lot of input from many people and much hard work by Ms. White and the Website Task Force. A test site should be up shortly so that the PTO Executive Board can begin creating the appropriate content for each web page.

Wrap-up

Ms. White thanked all those present for attending.

Laura Rinaldi