



James Monroe Elementary PTO Meeting Minutes

December 2, 2009

5:30pm – 6:30pm

Board Members:

President – Karen Sakai, 867-5100, sakai@gojamesmonroe.org

Vice President – OPEN

Treasurer – Maricel Balanon, 614-8179, balanon@gojamesmonroe.org

Secretary – Theresa Quintal, 387-4478, quintal@gojamesmonroe.org

Attendees: Karen Sakai, Maricel Balanon, Theresa Quintal, Rudy Morales, Sheila Faraghan, Caroline Ocampo, Jill Wurm, Rebecca Jauregui

Time	Item	Owner
5:30 – 5:35	Welcome	Karen
5:35 – 5:40	Introductions	All PTO members
5:40 – 5:45	Old business and approval of last meeting's minutes	Theresa
5:45 – 5:50	Treasurer Report A. Washington Mutual B. Citibank	Maricel
5:50 – 6:05	Committee Reports A. Box Tops Collection, Tanya 1) Sent in 27,500 box tops = \$275.70. Check should be sent to us on the 15 th of this month. Main Office please keep eye out for it B. Campbell's Soup Labels Collection, Tanya 1) As of 11/4/09, Monroe has 12,830 points C. Cell phone & Ink Cartridge Recycling , Tanya 1) Still collecting D. Direct Donation Program, Spanish version & Chinese version available, Karen 1) Copies are posted on the bulletin board in copy room and in the news section of the school website. Teachers & staff, anytime you have a blank side on your newsletters, choose a version to distribute. 2) 3 donors to date – raised \$765 (Rm. 21 & 8, Rm. 17 & 1, Rm. 8) E. Escrip (Macy's & Safeway/Pak n Save) Program, Karen 1) Enrollment forms are distributed on the back of the monthly Supply Drive flyers 2) Raised: June 2009 - \$228.93, July 2009 – 209.59, Aug 2009 - \$200.50, Sept 2009 - \$401.43, Oct 2009 - \$200.95 F. Shares (Lucky's) Program, Caroline 1) 3% payment on all qualified purchases made by cardholders when presented at checkout 2) April (57.84), May (47.94), June (46.32) payment - \$152.10 3) July (42.66), Aug (33.03), Sept (55.41) payment - \$131.10 G. Scholastic Book Faire , Theresa or Tanya 1) Next sale will be in May during Open House week H. Chuck E. Cheese Fundraising Night , Karen 1) Next event, December 9, 3pm-9pm	Various

- 2) Raised: Sept - \$67.44, Oct - \$13.08, waiting for Nov results
- I. Fall Fundraiser, Maricel
 - 1) Items for distribution will arrive on 12/3
- J. Six Flags Tickets, Karen
 - 1) Total of
- K. Supply Drive, Karen
 - 1) November – Antibacterial wipes – collection complete
 - 2) December – Water – flyers will be distributed this week
- L. Holiday Basket Raffle, Maricel
 - 1) Baskets should be completed by 12/1 for display, 6 baskets turned in
 - 2) Raffle ticket sales 11/16 – 12/11
 - 3) Raffle will be held week of 12/14
- M. Target - (School Safety & Supply Fund), Queta
 - 1) Funds maintained by Main Office

The most recent Target donation to this school (August 2009):	140.05
Total of all Target donations to this school through August 2009:	3280.14
Amount accumulated toward the next Target donation: *	103.23
Number of REDcard holders who have designated this school:	24

- N. 5th Grade Craft Fair, Theresa & Tanya
 - 1) Great success. Raised \$726.17 towards 5th grade promotion activities
- O. Crab Feed, Theresa, Tanya & Rudy
 - 1) Official date - Friday, January 29th
 - 2) Advertisements will begin soon
 - 3) Committee Meeting on Dec 16th @ 5pm at Horatio's
- P. Yearbook, Theresa
 - 1) Need assistance from parents to send in pictures from field trips and classroom events
- Q. Spring Fundraiser, Maricel
 - 1) Hershey's candy bar assortment
- R. Walkathon, Mrs. Mok & Mrs. Watkins
 - 1) San Leandro Sports Foundation will be sending check to school and another check from Kraft Foods for matching funds.

6:05 – 6:15 Announcements Various

6:15 – 6:30 New Business Various

A. Fund Requests

- a. Perimeter fence for James Monroe
 - i. Quote was received for \$9500 from district. Requesting \$4750 from PTO, pending district funding of \$4750 - APPROVED
- b. Scholastic Book Credits
 - i. Requesting to use credit of \$1000 for teacher reference materials – APPROVED
 - ii. Requesting to use credit of \$1000 for library nonfiction materials - APPROVED

B. 2009-2010 Event Matrix

C. Open forum to all members

- 1) Ideas or thoughts
 - 1. Motion to officially move PTO meetings to 1st Wednesday of every month at 5pm - APPROVED
- 2) Questions
- 3) Anything

6:30

Adjournment

Karen