

Trace PTO Meeting Minutes

Thursday December 4th, 2014

Location: Multi-Purpose Room

Called to Order & Welcome: 6:40pm Michelle Quarneri, PTO President*

*Elected by the Board of Director's after the Former President, Veronica Leora-Ano stepped down

Attendance: Heather Bilich, Sonia Lee, Terry Lee, Jeanette Marin, Lenia Melendrez, Mary Pascual, Michelle Quarneri, Pia Rieppo, Randi Rosen, Jeanne Rupprecht, Catherine Sam-Long, Michele Seaton, Joanne Warburton, Mr Gonzalez

Approval of Minutes:

- Motion made by Jeanne Rupprecht to approve the November meeting minutes. Unanimous approval.

School Update: Mr Gonzalez (for Ms Rocha)

- Dec 5th
 - Cultural exchange, 9am in the multi-purpose room
 - Objective: Cultural awareness
 - 2nd grade field trip to Patchen Farm
 - From 1:30 – 3:30, distributing Christmas trees to those families that have been identified, Trace has a list of recipients
- Dec 10th: Band concert, 5pm and Strings concert, 6:30pm
- Dec 11th: Choir sings at the district office, 9:00am
- TWBI orientation beginning for current families in the program with kids entering kindergarten next year. 2 sessions on Dec 17th, 9am and 3pm
- TWBI orientation for all families starts in Jan. Families only need to attend 1 session, either at the district office or at Trace
- Also on Dec17th is the VIA committee meeting, 3:00pm in the Library
- Classroom Coordinator's Meeting, Thurs Dec 18th, 9:00am
- Also on Dec18th, the choir will sing at Christmas in the park, 6:00pm
- Dec 22 – Jan 5th: Winter break,...1st day back at school is Tues Jan 6th

Officer Reports:

Treasurer: Pia Rieppo

- Budget Update: Goal: \$71k, Current income: \$40.87k, current expenses: \$20.7k
 - Fall festival numbers
 - Goal: \$21k, Final Net Income (after dispositions): \$16.6k after dispositions
 - Revenue: \$27.7k, expenses: \$7.7k, net income: ~\$20k prior to 5th grade & TWBI dispositions
 - 5th grade disposition, \$3.15 and TWBI \$183
 - Walk-a-thon revenue: \$13.5, expenses: \$2.1k, Net income: \$11.37k

VP of Ongoing Fundraising Update: Jeanette Marin

- Flyer sent in Wed folder, 1 page list of the various ways to earn money for the school on a regular basis
- Pasta Pomodoro restaurant night, Dec 3rd, numbers are not in yet
 - Every 1st Wed of month the restaurant will host Trace, 20% back to school
- Every 3rd Wed of the month Tuti Frutti will host Trace. Flyer will available on the website and will also go out in the Wed folder
- Coupon books are still available at the merchandise table, \$20 for a book
- Write a check will start in Jan

Current Business

Fall Festival: Sonia Lee, Co-VP of Seasonal Fundraising

- See Candy drive ending now, 78 orders currently but orders are still coming in. \$9600,....est \$2700 (5th grader would get ~\$700). Final numbers should be available by end of the week.

Future Business

Winter Wonder Lights: Heather Bilich (Event Lead)

- Date: Friday Dec 12th
- Time: 5pm – 7:30pm
- 2.5 tons of snow will be brought in
- Food will be sold at the event by the 5th graders and PTO: Mexican food (5th graders), pizza, hot dogs?, hot chocolate, coffee, juice and water
- Bake Sale, cookie / cupcake decorating station, merchandise sales (t-shirts, hats, rubber bracelets,..), tattoos for kids, pictures with Santa
- Singing ~6:30pm (a few songs) followed by laser lights and xmas tree lighting
- Boutique – small boutique businesses can buy a table to sell their merchandise, \$25 entry
- Holiday specs sold at xmas in the park, \$2...kids love them, can we get them in time and for a good price?
- Toy donation box will be out during the event,...we will donate new toys that haven't been opened to a local charity organization (ex: Sacred Heart or Toys for Tots).
 - Email will be sent to the membership and flag salute announcement will be made
- In case of rain: If it rains in am, but clears up in the afternoon, we will still have the event. If it is expected to rain, the event will be cancelled.
- Sign up to volunteer via the Trace PTO iVolunteer.com website – WWL is the only event currently listed. Separate section for the bake sale.

Announcements:

PTO newsletter in the works, hopefully it will be distributed in the Wed folder next week

PTO Mother's Day Event is not a SELAC event, it is a PTO event. PTO website will need to be updated to reflect this.

Next Meeting:

Date: Jan 8th, 2015

Time: 6:30 – 8:00pm

Location: Multi-Purpose Room

Meeting Adjourned, 7:28pm

Minutes compiled by Randi Rosen, PTO Secretary