

C. S. Lewis Academy Parent Teacher Organization

Board Meeting Minutes – Wednesday, December 10, 2008, 6:00 p.m.

Attending: Diane Samudio, Marilyn Roberts, Noele Corrigan, Heather Davis, Jerri Stilson, Ms. Kunkel

I. PTO Newsletter

- A. It was discussed how often the PTO Newsletter should be produced. Once a week would be too often. It was decided that every other week in the Thursday folders would be appropriate.
- B. The first newsletter will come out Thursday, January 8, 2009.
- C. Noele as the secretary will be responsible for gathering information and producing the newsletter.
- D. Items for the newsletter will be due by the Monday before the newsletter comes out.
- E. The newsletter will also provide opportunities for CSLA families to place classified ads; i.e., items for sale; birthday announcements; message to students/teachers/staff; home businesses; etc.
 - 1. Cost for classified will be as follows:
 - a. 1/8 page = \$1
 - b. 1/4 page = \$2
 - c. 1/2 page = \$4
 - d. Full page = \$8
 - 2. All proceeds to go to PTO.
- F. Noele will put together note to send home in the Thursday folder on December 18, 2008.
- G. Item for 1-9-09 newsletter, Ms. Kunkel needs new room mom, Heather will try to find one first.

II. Dates for Spelling Bee, Science Fair, & 5k

- A. Diane will find dates for state deadlines for the Spelling Bee and Science Fair. We will choose our dates based on those dates.
- B. 5k will be held Saturday, May, 16, 2009.

III. Character Connection Committee

- A. There are a few people who have signed up to be on the CCC, they need some guidelines as to what this committee is to accomplish.
- B. Noele is one of those who signed up and will contact the other two people on the list and ask if one would be willing to be committee chair.
- C. It was discussed that there should be a monthly theme, starting in January with Accountability, February - Responsibility, & March - Respect.
- D. Committee will be responsible for the following:
 - 1. Holding a monthly assembly based on the character trait.
 - a. Clear dates each month with Mr. Finch.
 - 2. Put posters up in the hallways covering current theme with quotes, definitions, etc.
 - 3. It was discussed incorporating segments in each assembly to teach students various aspects of proper etiquette.

IV. Fund Raisers

- A. Valentine's Dance in February for adults.
 - 1. Date - Friday, February 13th, or Saturday, February 14th.
 - 2. Need to provide Babysitters in various classrooms.
 - a. Parents will need to RSVP for babysitting.
 - b. Charge will be \$2 per child for the evening.
 - c. Ask for 6th & 7th grade girls to volunteer as babysitters.

3. Dance will last 2 hours 7-9 pm.
 4. Will need to advertise to more than CSLA families, through local newspapers, flyers in major stores, etc.
 5. DJ & Sound System
 - a. Noele will include that we need a DJ & Sound System in the 1-8-09 newsletter, and each newsletter thereafter until found.
 - b. Was mentioned that KSL.com has a place to trade services. Heather? to look into that.
- B. Life Touch family portrait fundraiser.
1. There is a \$10 sitting fee, PTO receives entire \$10.
 2. Families then purchase pictures per sheet.
 - a. Diane to get more information on cost per sheet.
- C. Pampered Chef
1. Heather handed out fliers to parents.
 2. All items ordered will be delivered to Heather's.
 3. Items should arrive around December 22nd.
- D. Discovery Toys
1. Noele sent note home in last weeks Thursday folder with information and an order form. A reminder Email was also sent to parents today.
 2. Deadline is Friday, December 12, 2008.
- V. New PTO email
- A. Noele as secretary will be responsible for checking email.
- VI. School Lunch & Pizza Fridays
- A. In order to apply through the state for subsidized school lunch and to have it catered through Nebo school district, someone who works for the school needs to apply. Brynn Janke went to training this past summer, Jerri will follow up with her.
- B. Pizza Fridays - Little Ceasars will be the least expensive option. Can call them that morning with order and they will have pizza ready at designated time.
1. Noele to price out Pizza, juice box, and fruit cup.
 2. Noele to find out if Little Caesar's has desert style pizza and price.
- VII. CSLA PTO Bylaws - Approved.
- VIII. Literacy Festival
- A. Festival will be held Friday, March 6, 2009.
- B. Response from teachers for Book Basket Book and classroom game.
 1. We currently have Bramhall, Sorensen, Laird, Lallatin, & Kunkel.
 - a. Marilyn will put follow up note in teacher's boxes on Monday, December 15th.
- C. Storyteller - Nicole, Jerri's friend, will be the storyteller. To start at 6:30, and have 10 minutes story every 15 minutes until 8:30. Suggested she tell one story the first hour and another the second.
- D. Usborne Book Fair - Jessica Anderson has contacted rep and given dates.
- IX. Smith's Earn & Learn - Becky not present
- X. Board Award - Diane awarded Heather with Board Award for getting out Pampered Chef Fund Raiser fliers to parents. The consultant did not get back to her until very late and she was not able to get them in the Thursday folders, so Heather came to the school and handed them out to the children as they left the school.
- XI. Meeting Adjourned