

# **Lake Forest Elementary PTO**

## **Meeting Minutes**

October 13, 2010

7pm-9pm

Type of Meeting: General Meeting

Meeting Chair(s): Damien Pallanes

Invitees: LFE PTO membership

- I. **Call to order** - Meeting was called to order at 7pm.
- II. **Approval of minutes from last meeting** - May 2010 meeting minutes were approved as published.
- III. **Financial Reports**
  - A. June financial statements were published and discussed. June ending cash and equivalents were approximately \$115k.
  - B. The largest cash disbursement was for school staff positions. Funding for these positions will continue into the 2010-2011 school year.
  - C. The audit of the 2009-2010 fiscal year was concluded with a favorable assessment by our volunteer auditors. No control deficiencies were identified.
- IV. **Old business**
  - A. Committee Chair Opportunities – Brenda Ciampa gave an overview of the Holiday Boutique event. A volunteer is needed to coordinate activities for the week of Dec 6<sup>th</sup>. Up to \$500 of additional funding was allotted for complimentary bags to be distributed for Holiday Boutique purchases.
  - B. Teacher Updates – Teacher updates were provided for all grades.
- V. **New business**
  - A. 2010-2011 Preliminary Budget - The .budget was approved as presented and previously published.
  - B. October/November Activities
    1. **Book Fair** – The book fair vendor was switched to Scholastic for a better selection and improved returns to the school.
    2. **Holiday Boutique** – The BOD is considering options to minimize any theft during the Boutique. The PTO is purchasing items for sale rather than using an outside vendor. Returns to the school should be improved from around \$1,400 to approximately \$4,000.
    3. **Dinner Night** – The next dinner night will be at The Habit. The theme is *Crazy Hat* night.

C. **Other** – Mrs. Vaught addressed the membership. Student population is up from 875 to 904. 150 students are English learners. She expressed thanks for parent patience on classroom changes. The school API (Academic Performance Index) score improved from 890 to 901. The recognition awards assembly will occur in November.

VI. **Adjournment** – Meeting was adjourned at approximately 8:30pm.