

**Parker Core Knowledge PTO  
September 17, 2009**

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Attendees: Heather Kasari, Rebecca Murray, Janie Amos, Beth Marquart,  
Conni Czarnecki, Terri Clark, Janet Ellison, Tanya Bouthillier, Cheryl Hardy

Opening statements:

- Heather Kasari opened with an announcement we made close to \$10,000 in profits from the the ABC Fundraiser!

Financial Review:

- Janet Ellison went over the financials, suggested our goal be "stay positive this school year, not spending more than we take in for the year".
- Expense thus far this year is appx \$200 for GEM night

<b>FUNDRAISERS</b>	<b>DISCUSSION</b>	<b>ACTION PLAN</b>
<b>School Registration/ GEM Night</b> <b>CHAIR: PTO</b> <b>PTO Point person:</b>	<ul style="list-style-type: none"> <li>▪ Launched PTO theme at GEM night</li> </ul>	
<b>Entertainment Books</b>	<ul style="list-style-type: none"> <li>▪ Discontinued</li> </ul>	<ul style="list-style-type: none"> <li>▪ Switched to Gold C Books</li> </ul>
<b>Sally Foster</b> <b>CHAIR: Sandy Higgins</b> (H) 303-840-2751 <a href="mailto:swhiggins@comcast.net">swhiggins@comcast.net</a> <b>PTO Point person :</b>	<ul style="list-style-type: none"> <li>▪ Discontinued</li> </ul>	<ul style="list-style-type: none"> <li>▪ New ABC fundraiser</li> </ul>
<b>ABC Fundraiser</b> <b>CHAIR:</b>	<ul style="list-style-type: none"> <li>▪ Fundraiser has begun. Orders due 9/8</li> <li>▪ Colorado owned company</li> <li>▪ Was guaranteed our profits from entertainment books</li> <li>▪ Sales are over \$20K</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery by mid October</li> </ul>
<b>Gold C books</b> <b>CHAIR: Jill Shadwell</b>	<ul style="list-style-type: none"> <li>▪ \$10 per book. \$6.00 profit</li> <li>▪ May include flyer with book with</li> </ul>	<ul style="list-style-type: none"> <li>▪ Launch date: October 1</li> <li>▪ Sell dates 10/1 – 10/14</li> </ul>

	<ul style="list-style-type: none"> <li>suggestions, i.e., Christmas gifts</li> <li>Not for teachers gifts...they are already getting one</li> <li>We need 4-6 people to help distribute books to the classrooms. Oct. 1 afternoon.</li> </ul>	<ul style="list-style-type: none"> <li>Will need help distributing</li> </ul>
<b>Butter Braids</b> <b>CHAIR: Tess Clothier</b> (H) 303-805-8727 <a href="mailto:tessC@comcast.net">tessC@comcast.net</a> <b>PTO Point Person:</b>	<ul style="list-style-type: none"> <li>Potential dates in October and February</li> </ul>	<ul style="list-style-type: none"> <li>Further discussion needed</li> </ul>
<b>ONGOING FUNDRAISERS</b>	<b>DISCUSSION</b>	<b>ACTION PLAN</b>
<b>Scripts</b> <b>CHAIR: Conni Czarnecki</b>	<ul style="list-style-type: none"> <li>Gift cards to restaurants and businesses. You get \$ for \$. The businesses give a percentage of the gift card back to PTO.</li> </ul>	<ul style="list-style-type: none"> <li>Conni will be sending out script information after she meets with last year's chair person.</li> </ul>
<b>Used Uniform Sales</b> <b>CHAIR: Lisa Olfoson (H)</b> 303-840-5411, © 720-308-2578 <b>PTO Point Person:</b> <b>Kathy</b>	<ul style="list-style-type: none"> <li>3 sales per year: <ol style="list-style-type: none"> <li>GEM night</li> <li>Back to School night</li> <li>Kindergarten orientation</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Need to solicit for gently used uniforms and advertise upcoming sales in Thursday newsletter</li> </ul>
<b>Sweatshirts</b> <b>CHAIR: Jen Kester</b> (303)840-7471 <b>PTO Point Person:</b> <b>Heather Kasari</b>	<ul style="list-style-type: none"> <li>Net \$3674.75</li> </ul> <p>There has been a request to change our sweatshirt design. Currently, we make 50% profit per sweatshirt (\$15.00). The alternative sweatshirt needs to be competitive in profit before pursuing this with Teri Aplin and OC.</p>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Box Tops</b> <b>CHAIR: Heather Brown</b>  <b>PTO Point Person:</b> <b>Tanya</b>	<ul style="list-style-type: none"> <li>Usually profit ~\$1000.00, only \$181.50 past year</li> <li><b>Need to promote box top collection</b></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Campbell Soup Labels</b> <b>PTO Point Person:</b> <b>Tanya</b>		<ul style="list-style-type: none"> <li><b>Will discontinue fundraiser next year</b></li> </ul>
<b>Target Charge card</b>	<ul style="list-style-type: none"> <li>PCKCS gets a percentage everytime one uses their charge card</li> </ul>	<ul style="list-style-type: none"> <li>Teri Aplin will place note in Thursday folder</li> </ul>
<b>Walmart bag recycling</b>	<ul style="list-style-type: none"> <li>\$390.00</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>PTO SPONSORED EVENTS/PROJECTS</b>	<b>DISCUSSION</b>	<b>ACTION PLAN</b>
<b>Spirit Nights</b>	<ul style="list-style-type: none"> <li>Headed by Aly Auster</li> <li>Meet once per month at local restaurants.</li> <li>Proceeds go to school</li> <li>May promote Scripts card for the Spirit Night Venue that month</li> </ul>	<ul style="list-style-type: none"> <li>First night 9/15 at Texas Roadhouse</li> <li>Janet will follow up on the proceeds from Texas Roadhouse.</li> </ul>

	<ul style="list-style-type: none"> <li>First Spirit Night was a success, \$180 profit</li> </ul>	
<b>Sock Hop</b> <b>CHAIR: Terri Clark</b> <b>Co-chair: Aly Auster</b>	<ul style="list-style-type: none"> <li>Terri went over the initial plan for the sock hop and will be sending out meeting minutes from the first meeting.</li> <li>Aly Auster is the co-chair for the event.</li> <li>Rebecca will discuss the sock hop plans with the Teacher Coordinators at the planned meeting 9/18.</li> <li>The PTO team would wear "pink ladies" tshirts/jackets.</li> </ul>	<ul style="list-style-type: none"> <li>November 13, 2009</li> <li>Promote in Thursday newsletter for volunteers</li> <li>Terri will advise on the final budget (predicated to be less than \$1K).</li> <li>Next Meeting is 9/29, 1pm at the Target Starbucks.</li> </ul>
<b>Dads and Donuts</b> <b>CHAIR: Christy Johnson</b> (H) 303-841-4569 <a href="mailto:cristy.johnson@comcast.net">cristy.johnson@comcast.net</a>	<ul style="list-style-type: none"> <li>Will need help day of</li> <li><b>April</b></li> </ul>	<ul style="list-style-type: none"> <li>NO NEW DISCUSSION</li> </ul>
<b>Moms and Muffins</b> <b>CHAIR: Christy Johnson</b> (H) 303-841-4569 (email) <a href="mailto:cristy.johnson@comcast.net">cristy.johnson@comcast.net</a>	<ul style="list-style-type: none"> <li>Will need help day of</li> <li><b>May</b></li> </ul>	<ul style="list-style-type: none"> <li>NO NEW DISCUSSION</li> </ul>
<b>Tool Box Orders</b> <b>CHAIR: PTO</b>	<ul style="list-style-type: none"> <li>In the spring</li> </ul>	<ul style="list-style-type: none"> <li>NO NEW DISCUSSION</li> </ul>
<b>Teachers Birthday Cards &amp; Starbucks</b> <b>CHAIR: Heather Newbrough</b> (H) 303-840-2379 <a href="mailto:heathernewbrough@comcast.net">heathernewbrough@comcast.net</a> PTO Point Person: Jeanne		<ul style="list-style-type: none"> <li>Heather Newbrough will continue to chair next year</li> </ul>
<b>Salad Luncheons twice per year</b> <b>CHAIR: Cheryl Hardy</b> (H) 303-840-3784 <a href="mailto:cjh925@comcast.net">cjh925@comcast.net</a> PTO Point Person: Tanya		
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Outdoor Classroom</b> <b>CHAIR: Fiona Breslin</b>	<ul style="list-style-type: none"> <li>Insect haven</li> <li>Butterfly</li> <li>Working on irrigation</li> </ul>	<ul style="list-style-type: none"> <li>No new discussion</li> </ul>
<b>CURRENT REQUESTS FOR FUNDS/PROJECTS</b>	<b>DISCUSSION</b>	<b>ACTION PLAN</b>
Gazebo Project	<ul style="list-style-type: none"> <li>Nate Higgins: Eagle Scout Project \$800-\$1000</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>
Kinde cubbies and chair sleeves	<ul style="list-style-type: none"> <li>Slunakers: total cost of project \$200</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>
Science Camp	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>
Beauty and the Beast Play 2010	<ul style="list-style-type: none"> <li>PTO agreed to sponsor</li> </ul>	<ul style="list-style-type: none"> <li>Anticipated cost for copy right \$400.00</li> </ul>

WISHLIST	DISCUSSION	ACTION PLAN
<ul style="list-style-type: none"> <li>▪ Lego Midstorm set for Tech department</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not legos but computer software for critical thinking skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Need further research</li> <li>▪ Further discussion needed</li> </ul>
<ul style="list-style-type: none"> <li>▪ PA system</li> </ul>	<ul style="list-style-type: none"> <li>▪ For safety outside. May just need speakers wired outside to link with current indoor PA system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further research by front office staff</li> </ul>
<ul style="list-style-type: none"> <li>▪ Technology Dept</li> </ul>	<ol style="list-style-type: none"> <li>1. Need to assess future needs and determine what is needed</li> </ol>	<ul style="list-style-type: none"> <li>▪ Further discussion needed</li> </ul>
MISCELLANEOUS	DISCUSSION	ACTION PLAN
<b>PTO meetings</b>	<ul style="list-style-type: none"> <li>▪ Will have more frequent "open to the public" PTO meetings.</li> <li>▪ Talked about having a visual aid like thermometer with \$\$ raised or "P.I.E." <b>P</b>arents <b>I</b>nvolvement in <b>E</b>ducation. Ideas tossed around: pie making contest, pie throw, pie walk</li> <li>▪ Discussed having theme to promote PTO....i.e. t-shirts, hats, bracelets for PTO sponsored events.</li> <li>▪ Include upcoming events, PTO purchases, minutes in Thursday folder</li> </ul>	<ul style="list-style-type: none"> <li>▪ Will highly encourage everyone to attend 1 PTO meeting</li> <li>▪ Make permanent sign, "brought to you by PTO" or "sponsored by PTO"</li> </ul>
<b>Recruitment and Retention of Chairpersons and volunteers</b>	<ul style="list-style-type: none"> <li>• Tanya has sent out letters to parents regarding PTO needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Table at GEM night to recruit</li> <li>▪ Quarterly PTO meetings to keep parents informed</li> </ul>
<b>PTO Operations</b>	<ul style="list-style-type: none"> <li>▪ Aim is to standardize and simplify PTO operations and practices</li> <li>▪ Point Person's Role: <ol style="list-style-type: none"> <li>1. Confirm dates</li> <li>2. Confirm Chairperson has enough volunteers/help</li> <li>3. Ask if Chairperson needs any supplies</li> <li>4. Give them standardized form for reporting.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Assign PTO officers as "point persons" for individual fundraisers and events</li> <li>▪ Develop a standardized "Fundraiser Report Form" and envelope.</li> </ul>
<b>Donation Envelope</b>	<ul style="list-style-type: none"> <li>▪ Discussed the idea of placing a letter/envelope for donations with each fundraiser for those people who elect not to participate in the fundraiser, but would like to still contribute</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tanya to develop letter</li> </ul>
<b>POTENTIAL PTO SPONSORED EVENTS</b>		
	<ul style="list-style-type: none"> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>