

**Minutes of the PTO Meeting**  
Balboa City School  
September 23, 2008

***Welcome & Introductions***

Past- President, Linda Barner, called the September PTO Meeting for the Balboa City School to order promptly at 8:30 a.m. Linda welcomed the parents and staff and introductions were made. There were 10 parents in attendance.

***Installation of President***

Because a president was not nominated last year and former Vice-president, Susan Naslund, resigned over the summer after her child transferred to a different school, the PTO was lacking leadership. Lynn Kelly motioned to nominate Lisa Catlin to the President position. Lynn Marker seconded the motion. By unanimous vote, Lisa was elected as PTO President.

**2009 – 2010 PTO Board**

President: Lisa Catlin  
Vice President: TBD  
Treasurer: Mayumi Rowan  
Secretary: Kathleen Kubota  
Auditor: Rosie Hild  
Historian: Portia Jacobs

**Other Positions**

Welcome New Families – Lower School: TBD  
Welcome New Families – Upper School: TBD  
Annual Fundraiser Committee: TBD

***President Remarks***

Lisa Catlin thanked the previous board for their work last year, welcomed the new board and parents, and reviewed the agenda for the meeting.

***Treasurer's Report***

Mayumi Rowan, Treasurer, distributed and reviewed the Treasurer's Report. The PTO currently has \$27,570.26 in the Wells Fargo checking account. Because of the transition in leadership, a proposed budget has not been developed for the 2009/2010 school year. Some discussion ensued regarding line items that may be eliminated this year. Natalie Adelson, PTO/School Admin. Liaison, recommended that the Spring Cotillion be eliminated in favor of a year-end dance/spring fling. Linda suggested that Lisa may want to meet with the Executive Board to develop a draft proposed budget based on the Board's goals for the coming year and then discuss with the larger group.

***Secretary's Report***

Kathleen Kubota has agreed to take the position of Secretary for the 2009 – 2010 school years.

### ***Communications***

The PTO had initiated Constant Contact last year to establish a consistent communication process between the school and parents. Natalie Adelson reported that the school administration felt the weekly newsletter was effective and believed that it may be better served for someone on the school staff to be responsible for it going forward. As Buffy Bennett had been the school representative for the newsletter last year, the school administration wanted to offer her services as the person responsible for this communication piece. All were in agreement that this would be an easy and logical transition.

### ***Auditor***

Rosie Hild had accepted the role of Auditor. She was not present at the meeting, but per Jeannie Lindfeldt, and audit does need to be performed, so Rosie should be contacted.

### ***Historian***

Lisa Catlin stated that she felt it was important to have a person who would act as the “historian” for the PTO. The person in this role would primarily be responsible for taking photographs at the various school events. New parent, Portia Jacobs, volunteered to take on the role.

### ***Old Business/New Business***

#### **Lunch Program**

Judy Waldron reported on several exciting improvements to the lunch program, which is an effective learning development tool for the transition students.

-Dr. Parker has purchased a second microwave for the Dragon Noodles cart, which will improve the flow of service. An electrician has examined the school’s electrical system and determined that the additional microwave will not over tax the system.

-An Arrowhead water cooler has been purchased with cold and hot water dispensers

-Judy has been in contact with four vendors to expand the lunch delivery program to four days. The vendors are Alex’s Brown Bag, Bronx Pizza, Extreme Pita and Organic to Go. Judy stated that they are hoping to launch the lunch program in October.

-Judy also stated that she and Natalie Adelson were researching vending machines as they would like the PTO to consider purchasing one. She stated that the Upper School students involved with Dragon Noodles would be responsible for restocking and maintaining the machine.

-Judy said that they are hoping to have the grand opening for the Dragon Noodles snack cart this Friday or early next week.

#### **Best Day for PTO Meeting**

Lisa Catlin initiated a discussion of how we might generate more interest in the PTO and the possibility of changing the meeting day from Wednesday to a different day. Some discussion ensued. Kathleen Kubota stated that Thurs. would not work for her and Lynn Kelley stated that she is not available every other Tues. Linda suggested that

the group might use Doodle as an easy and free method to get responses from the group and determine the best day. [www.doodle.com](http://www.doodle.com) .

### **Back to School Night**

Lisa Catlin suggested that another pressing issue for the PTO/school was Back to School Night. After some discussion, it was decided the event should be held on October 27. Judy Walden offered to be the point person to coordinate Back to School Night. Kathleen Kubota offered to coordinate a script registration table at the event. Additional discussion is required to determine the structure and objectives of the event. Natalie stated that in the past some parents have used the evening as a quasi-parent/teacher conference which isn't appropriate. Further, consideration may be given to the idea of including students in the event.

### **Additional Topics** *(on the agenda but not discussed at the meeting)*

#### **Boxtop Program**

Mona Sullivan has been working with Natalie on a Boxtop program. Fliers were distributed in Thurs. folders for the Lower School. Boxtop collection boxes are located in two places – on the cabinet next to Arielle's office in the lower school and in the Main Office for the upper school. First deadline is Oct. 16 – everything collected by then will contribute to our first check in December. Total collected so far is \$54. Please encourage people to contribute – "If you eat cereal, you have boxtops and you can contribute." Direct all questions to Mona.

#### **Recycling Program**

Mona Sullivan is also working on the idea of a recycling program at the school. She will follow up with Natalie and report back to the PTO.

#### **Equestrian**

TBD at next meeting

#### **After School Program**

TBD at next meeting

The meeting was adjourned at 9:30AM  
Respectfully submitted,  
Kathleen Kubota