

**RECORD OF COLFAX A.L.A.  
2010-2011 PTO EXECUTIVE BOARD  
FORMAL ACTIONS CONDUCTED BY EMAIL**

**10/25/11 Funds for cheerleading uniforms approved.**

- October 21, 2010, Jenny moved to offer the cheerleading club \$300 of the PTO activities budget to contribute to their uniforms based on a request from Kari Malvin.
- The motion passed on October 25, 2010, with nine yeas (Jenny, Sukanya, Sharon, Mark, Cate, Margie, Camille, Nora, Tony) and zero nays.

**11/5/11 Outside equipment expenditure authorized.**

- November 4, 2011, Shannon requested authorization to buy balls, jump ropes, and hula hoops for the playground.
- This was authorized November 5, 2011, with five yeas (Jenny, Cate, Mark, Shannon, Sukanya) and zero nays.

**11/5/11 Funds for talent show crew approved.**

- November 4, 2010, Jenny asked for authorization to give the talent show crew up to \$100 to buy food (which they would then sell for profit at the show.)
- This was approved November 5, 2011, with four yeas (Jenny, Mark, Cate, Sukanya)

**11/24/11 Outside equipment expenditure approved.**

- November 21, 2011 and amended November 22, 2011, Shannon moved for approval to spend a total of \$612.85 on the following on outside equipment:

- 18 Soft Lite Basketballs
- 24 Super hoops
- 24 kick balls
- 18 jump ropes
- 12 foam footballs
- 12 Chinese jump ropes

- The motion was passed November 24, 2011, with five yeas (Shannon, Jenny, Mark, Cate, Tony) and zero nays.

**12/5/10 Gifts for custodial staff approved.**

- On November 29, 2010, Jenny moved for a vote on whether to purchase holiday gift cards for the custodial staff (the amount of the gift cards to be 50\$ for the head custodian and \$25 for each additional custodian per Shannon's 11/20 email.)
- The board voted "yes" on December 1, 2010, with six yeas (Mark, Sharon, Lisa, Shannon, Sukanya, Cate) and one nay (Jenny.)

**12/10/10 Funds for swim team t-shirts approved.**

- On November 10, 2010, Shannon requested \$40.00 toward the purchase of team t-shirts for the 4<sup>th</sup> and 5<sup>th</sup> grade swim team to wear during their meets.
- The board approved the expenditure on December 12, 2010 with nine yeas (Shannon, Tony, Sukanya, Cate, Jenny, Mark, Margie, Camille, Lisa) and zero nays.

**1/27/11 Spelling bee prize expenditure approved.**

-On January 25, 2011, per Beth Pellegrini's request, Jenny moved to allocate \$210 of the activities budget for spelling bee prizes (5 prizes for each grade level winner (grades 4<sup>th</sup> through 8<sup>th</sup>) and prizes for the top three over-all finishers.)

-The expenditure was approved on January 27, 2011, with six yeas (Jenny, Shannon, Sukanya, Lisa, Camille, Mark) and zero nays.

**4/28/11 Motion to amend by-laws to include assistant treasurer approved.**

- April 4, 2011, Shannon proposed that the by-laws be amended to add an assistant treasurer position to the executive board for the 2011-2012 school year. (Shannon proposed that the assistant treasurer would have a two year term, would be elected this year and trained by the current treasurer (Shannon) for the upcoming school year. At next year's election time, a new assistant treasurer would be elected and the current assistant will move up to the treasure position. The assistant treasure would not only spend the year getting trained, but would also be a signer on the bank account.) Five yeas were entered through April 16, 2011(Shannon, Sharon, Mark, Lisa, Jenny.)

-April 25, 2011, Jenny presented a draft of a change to the by-laws based on Shannon's proposal and officially moved to approve the changes.

-April 28, 2011, the motion to modify the by-laws to include an assistant treasurer passed with 7 yeas (Sharon, Lisa, Margie, Shannon, Mark, Jenny) and 4 abstentions (Nora, Tony, Adam, Camille.)

**5/1/11 Application for supplemental field trip funds approved.**

-May 1, 2011, Jenny presented a final version of an Application for supplemental field trip funds to be used by teachers in requesting additional field trip money from the PTO beyond the original five dollars per child already allocated, and moved for approval of this application.

-May 1, 2011, the application was approved with five yeas (Jenny, Lisa, Mark, Shannon, Sukanya) and zero nays.

**5/7/11 Activities fund expenditure for 4<sup>th</sup> grade chorus trip approved.**

-May 7, 2011, based on a request by Ms. Moule, Jenny moved that an expenditure of \$400 from the activities fund (which still had \$670 remaining) be spent for the 4<sup>th</sup> grade chorus to attend and perform at the music festival.

-May 7, 2011, the expenditure was approved with six yeas (Camille, Lisa, Nora, Tony, Sukanya, Jenny) and zero nays.

**5/8/11 Reimbursement for Teacher/staff appreciation expenses approved.**

-May 8, 2011, Jenny requested permission to reimburse up to \$308.25 spent by her committee on the teacher/staff appreciation week (actual expenses being \$18.25 over the original budget of \$290.)

-May 8, 2011, the requested reimbursement was approved with five yeas (Mark, Sukanya, Shannon, Lisa, Jenny) and zero nays.

**5/17/11 Field trip supplementary award vote.**

-Following distribution of the Application for supplemental field trip funds, the board received requests for funds from: Mr. Wolfe for a middle level state park trip; Mr. Lydon and Ms. Lavelle for a wave pool reward trip for 3<sup>rd</sup>-8<sup>th</sup> grade; Ms. Greco for a trip to Meadowcroft for 6<sup>th</sup> graders; Mr. Woods for an educational Kindergarten trip to the zoo; Ms. Marcus for an educational 6<sup>th</sup>-8<sup>th</sup> grade trip to cultural sites of Oakland; Ms. Walker and Ms. Acie for a 3<sup>rd</sup> grade tour of Pittsburgh.

-May 16, 2011, Jenny made the following motions, which were seconded, based on the board's consideration of those requests:

(Motion 1) The board will ask Mr. Wolfe to withdraw his proposal from consideration for a supplementary field trip award and instead request funds from the ML activities fund, with the understanding that we plan to grant that request.

(Motion 2) The board award EITHER (members vote for Option A or Option B)

**Option A**

Wave pool \$1,005 (\$1,425 requested by Lydon/LaVelle, kids already charged)

Meadowcroft \$458 (\$518 requested by Ms. Greco)

Zoo \$750 (\$750 requested by Mr. Woods/ kids already charged)

Oakland \$855 max (\$1,730 requested by Ms. Marcus; expecting \$855 would cover all three buses and the kids have already been charged \$8 for admission. If there is extra we will deal with it later.)

State park: no award, refer to motion 1

Pittsburgh tour \$560 (\$560 requested by Walker/Acie; kids already charged)

TOTAL: \$3,628

**Option B**

Wave pool: no award

Meadowcroft \$458

Zoo \$750

Oakland \$855 max

State park: no award, refer to motion 1

Pittsburgh tour \$560

TOTAL: \$2,623

-May 17, 2011, **Motion 1 passed** with five yeas (Sharon, Shannon, Jenny, Sukanya, Tony), zero nays and two abstentions (Mark, Lisa). **Motion 2, Option A passed** with three yeas (Sharon, Shannon, Jenny), two nays (Sukanya, Tony) and two abstentions (Mark, Lisa).

**6/5/11 Plaques for David May-Stein**

-June 2, 2011, on request of Lisa Schlar, Jenny moved to send \$120 for the purchase of two honorary plaques to be presented to DMS at the farewell ceremony during Carnival, one plaque to be placed in Colfax and the other for DMS.

-June 5, 2011, the motion passed with seven yeas (Sukanya, Camille, Lisa, Jenny, Nora, Mark, Margie) and no nays.

**6/8/11            Activities fund reimbursement vote (pizza for instrumental students)**

-June 5, 2011, Jenny moved to reimburse Mr. Saunders \$50 of the \$194 he spent for pizza for instrumental students, along with a message that while we appreciate his generosity to the students, we will not fund a similar request under these circumstances (no advanced request having been made, for example) in the future.

-June 8, 2011, the motion passed with 6 yeas (Sharon, Margie, Sukanya, Mark, Tony, Lisa), two nays (Shannon, Jenny) and one abstention (Nora)

**6/8/11            Vote on money for 3<sup>rd</sup>-5<sup>th</sup> grade planners (for 2011-2012)**

-June 6, 2011, Mark moved that the PTO pay the amount of \$749 for planners for each 3rd - 5th grade student for the 2011-12 school year.

-June 8, 2011, the motion passed with 7 yeas (Jenny, Nora, Sharon, Shannon, Mark, Sukanya, Lisa) and 2 abstentions (Margie, Tony)

Co-Secretary Margie Minkler