



## MONTHLY BOARD MEETING MINUTES

December 11, 2012

Next Meeting: January 8, 2012

### BOARD MEMBERS

- Jen Buss, Co-Chair
- Cathe Brandt, Co-Chair
- Melanie Faulhaber, Communications
- Lisa McCulloch, Secretary
- Erin Rogers, Treasurer-Elect
- Eddie Blaylark, Membership
- Diana Curtis, Treasurer
- Evelyn Blum, Advisor

### Meeting called to order: 7:20am

1. Financial Review: Request for Funds and Stipends (see attached document)
2. Use of PTA credit card/Sales Tax: Turn in ST3 (sales tax exempt) form to any vendors we use for PTA
3. C. Brandt to have conversation with L. Pang about S. Johnson's request for 100 headsets (\$5 a piece) to be used in a classroom, computer lab, and with iPads
4. Stipend Clarification: Should L. Parr and A. Bruun of PE Dept both receive \$50 volunteer stipend for Scooter City Family Nights?  
Motion to Approve: L. McCulloch  
Second: C. Brandt
5. Kindergarten Survey Summary  
M. Faulhaber to follow up with Kindergarten teachers, L. Pang and playground night volunteers to share comments and suggestions
6. Ideas to better welcome new families in August 2013
  - Volunteer information available at playground nights in binder or trifold display
  - PTA to send out Fall Letter with the school's welcome letter
  - PTA to acquire list of other new families that are not Kindergarteners
7. Mr. Anderson is requesting an additional stipend because of the large number of students he services
  - PTA recommends no additional stipend at this time, but for Mr. Anderson to request fund for any money he needs/wants to spend on items related to the students or teaching the students; those requests will most likely be approved
  - All staff have ability to request additional funds; stipends are funds they can spend without prior approval

8. M. Faulhaber reports that the No Sale Fundraiser may bring in \$5,000 less than the 2011-2012 school year
  - Possible idea: No Sale committee to send out quick blasts regularly (every 2 weeks?) in similar fashion to the Obama campaign; "Can you give \$5 now?"
9. Carnival update:
  - E. Rogers waiting for more receipts
  - Volunteer Spot was a success
  - Will have one designated chair for Salon
10. Spirit Wear to be distributed Thursday, Dec 13 – Friday, Dec 14
  - PTA board members will sit in on debriefing meeting after winter break
11. Large Forum Debriefing:
  - Attendance was frustrating
  - Suggestion to change name of these events; sounds too formal, possibly boring
  - Next event scheduled for April 11, 2013, so new ideas will be presented at upcoming board meeting
12. Spirit Wear Fridays begin Friday, January 4, 2013
  - M. Faulhaber to send out email blast reminder on Thursday, January 3
  - L. McCulloch to create "Show Your Spirit Fridays!" signage (portrait style)
  - C. Brandt and L. McCulloch to hang signage at Hale during winter break days school is open for Mpls Kids
13. Mike Lieb organizing Yearbook; will contact about any needs
14. Current and Upcoming Events for December, January, beginning of February
  - Hale Holiday Helpers, Distribution Day Saturday, December 15
  - Parkway Pizza Hale School profits donation nights: 1<sup>st</sup> Tuesday of every month
    - Email blast on December 30 for Tuesday, Jan 1 because Parkway is open
  - Rollerskating Party, January 12, 2013
  - Barnes & Noble Bookfair, February 1, 2013
  - Hale School at the Timberwolves Game, February 2; ticket forms going out Jan. 9
  - Historical Perspectives, February 13; C. Brandt to talk to administration about possibly moving "Bring Your Parents to School" to that date also; PTA to provide treats for parents that morning.

**Meeting Adjourned: 8:50am**

**2012-2013  
Classroom Stipends**

	TEACHER	Classroom	Stipend	Amt Spent	Amt Spent	Amt Spent	Amt Spent	Total Available Balance	Volunteer Stipend Available	Volunteered?
Kindergarten	JULIE OLSON	103	\$ 200.00					\$ 250.00	\$ 50.00	yes
	TERESA WISNIEWSKI AM	117A	\$ 200.00	\$ 200.00				\$ -	\$ -	
	TERESA WISNIEWSKI pm	117P	\$ 200.00	\$ 200.00				\$ -	\$ -	
	JENNIFER SMITH	115	\$ 200.00					\$ 250.00	\$ 50.00	yes
	MELANIE MATHIOWETZ	101	\$ 200.00					\$ 200.00	\$ -	
	<b>GRADE LEVEL</b>		\$ 200.00					\$ 200.00		
1st gr.	BECKY NICHOLSON	202	\$ 200.00	\$ 129.23				\$ 70.77	\$ -	
	JULIE WALTER	204	\$ 200.00	\$ 100.00				\$ 100.00	\$ -	
	MARY RICE	206	\$ 200.00	\$ 200.00	\$ 50.00			\$ -	\$ 50.00	yes
	SARAH VAN VALKENBURG	208	\$ 200.00	\$ 100.00				\$ 100.00	\$ -	
	CINDY MEHLHORN/ANA AREVALO	214	\$ 200.00					\$ 200.00	\$ -	
	<b>GRADE LEVEL</b>		\$ 200.00	\$ 184.76				\$ 15.24		
2nd gr.	KRISTI ALMAN	107	\$ 200.00	\$ 71.45	\$ 145.06			\$ 33.49	\$ 50.00	yes
	JEANNE ANDERSON	201	\$ 200.00	\$ 197.61				\$ 2.39	\$ -	
	MISSY O'NEIL	203	\$ 200.00	\$ 184.67				\$ 65.33	\$ 50.00	yes
	JAYNE WALLER	207	\$ 200.00	\$ 200.00				\$ 50.00	\$ 50.00	yes
	GUY RYBARCZYK	216	\$ 200.00					\$ 200.00	\$ -	
	<b>GRADE LEVEL</b>		\$ 200.00	\$ 184.76				\$ 15.24		
3rd gr.	JOSH BLISS	104	\$ 200.00					\$ 200.00	\$ -	
	LORETTA MAIN	108	\$ 200.00					\$ 200.00	\$ -	
	MARION LOUCK	112	\$ 200.00					\$ 200.00	\$ -	
	CHASU LO	114	\$ 200.00					\$ 250.00	\$ 50.00	yes
	PATTY BREFFE	116	\$ 200.00	\$ 200.00				\$ -	\$ -	
	<b>GRADE LEVEL</b>		\$ 200.00	\$ 200.00				\$ -		
4th gr.	VENKE BJERKNES	211	\$ 200.00	\$ 200.00				\$ 50.00	\$ 50.00	yes
	CARA CROONQUIST	213	\$ 200.00					\$ 200.00	\$ -	
	LAURIE HOLM	215	\$ 200.00					\$ 250.00	\$ 50.00	yes
	EVELYN TAPIA	217	\$ 200.00					\$ 250.00	\$ 50.00	yes
		<b>GRADE LEVEL</b>		\$ 200.00				\$ 200.00		
Autism	RACHEL GREEN	111	\$ 200.00	\$ 80.98				\$ 119.02	\$ -	
	MICHELE GLYNN	109	\$ 200.00					\$ 200.00	\$ -	
Specialties	DENISE CRONIN	ART	\$ 200.00					\$ 200.00	\$ -	
	PATTI REGAN	MUSIC	\$ 200.00					\$ 200.00	\$ -	
	LARISSA PARR	PHY. ED	\$ 200.00					\$ 200.00	\$ -	
	ASHLEY RUDD	PHY. ED	\$ -					\$ -	\$ -	
	SHEILAGH JOHNSON*	MEDIA	\$ 200.00	\$ 23.00	\$ 26.03			\$ 150.97	\$ -	
			\$ 7,000.00				\$2,877.55	\$ 4,622.45		
	<b>RESOURCE GROUP</b>									
Academic Support	DANIEL ANDERSON	102	\$ 100.00					\$ 100.00	\$ -	
Academic Support	STEVE UHLER		\$ 100.00					\$ 100.00	\$ -	
Social Worker	BECKY WOOD		\$ 100.00					\$ 100.00	\$ -	
Special Ed	LYNDA KELLEY/KRISTEN LINDE		\$ 100.00	\$ 92.24				\$ 57.76	\$ 50.00	yes
Speech	LORRAINE WEITZ		\$ 100.00					\$ 100.00	\$ -	
			\$ 500.00				\$ 92.24			
	Stipends Budgeted		\$ 7,500.00	Total Stipend Spent		\$ 2,969.79	stipend balance remaining	\$ 5,080.21		
	Total Volunteer Stipends Available		\$ 550.00							
	<b>TOTAL STIPENDS PROJECTED</b>		\$ 8,050.00							

2012-2013  
Request for Funds

#	Date	Date rec'd	requestor	Payee	Description	Amount Requested	Amt Paid	Approved?	Who has it	Paid	Date Paid	Notes
1	9/11/2012	9/11/2012	Jen Buss	Jen Buss	Open House Hospitality	\$87.15	\$87.15	yes	Diana	6901	9/19/2012	Hospitality
2	9/11/2012	8/20/2012	Chasu Lo	Time for Kids Weekly Reader	Weekly Readers 3rd grade	\$630.00	\$630.00	yes	Diana	6930	10/15/2012	School Funding
3	9/11/2012	9/11/2012	Barb Snyder	Hale School	First in Math	\$2,011.52	\$2,011.52	yes	Diana	6902	9/19/2012	First In Math funding
4	9/11/2012	9/11/2012	Larissa Parr	Gopher	PE Equipment using Timberwolves profit	\$1,250.11		yes	Diana	6912	9/25/2012	PE Equipment
5	9/11/2012	9/11/2012	Mary Rice	Time for Kids Weekly Reader	Weekly Readers 1st grade	\$530.40	\$530.40	yes	Diana	6903	9/19/2012	School Funding
5	9/11/2012	9/11/2012	Mary Rice	Scholastic	Scholastic News 1st grade	\$140.25	\$140.25	yes	Diana	6904	9/19/2012	School Funding
6	9/11/2012	9/11/2012	Jeanne Anderson	Scholastic	Scholastic News 2nd grade	\$528.52	\$528.52	yes	Diana	6906	9/19/2012	School Funding
7	9/11/2012	9/11/2012	Mary Rice	Mary Rice	Supplies for Classroom & rug cleaning	\$200.00	\$200.00	yes	Diana	6907	9/19/2012	Stipend
8	9/11/2012	9/11/2012	Becky Nicholson	Becky Nicholson	Grade Level supplies - 1st grade	\$184.76	\$184.76	yes	Diana	6908	9/19/2012	Grade Level Stipend
9	9/11/2012	9/11/2012	Guy Rybarczyk	Guy Rybarczyk	Grade Level supplies - 2nd grade	\$184.76	\$184.76	yes	Diana	6909	9/19/2012	Grade Level Stipend
10	9/11/2012	9/11/2012	Becky Nicholson	Becky Nicholson	Supplies for Classroom	\$129.23	\$129.23	yes	Diana	6910	9/19/2012	Stipend
11	9/11/2012	9/11/2012	Patty Breffe	Patty Breffe	Supplies for Classroom	\$200.00	\$200.00	yes	Diana	6911	9/19/2012	Stipend
12	9/26/2012	9/26/2012	Cindy Goehring	Bjorklund Companies	Landscape - ball field	\$1,200.00	\$1,200.00	yes	Diana	6915	9/26/2012	Landscape Funds
13	10/9/2012	4/24/2012	Sheilagh Johnson	Hale School	Accelerated Reader (subscription thru 12/15)	\$6,907.95	\$6,907.95	yes	Erin	6931	10/15/2012	School Funding
14	10/9/2012	9/28/2012	Jeanne Wiestling		Additional funds for STEM program	\$1,038.60						
15	10/9/2012	10/6/2012	Diana Curtis	Field PTA	Large Forum reimbursements	\$149.72	\$149.72	yes	Erin	6921	10/15/2012	
16	10/9/2012	10/8/2012	Melanie Faulhaber	Melanie Faulhaber	Postage for No Sale Fundraiser	\$265.60	\$265.60	yes	Erin	6922	10/15/2012	Fundraising Expense- No Sale
17	10/9/2012	10/9/2012	Melanie Faulhaber	Minuteman Press	Envelopes and letters printed for No Sale	\$177.16	\$177.16	yes	Erin	6923	10/15/2012	Fundraising Expense- No Sale
18	10/9/2012	9/4/2012	Kristi Alman	2nd Grade Team	BrainPop subscription	\$1,500.00	\$2,095.00	yes	Erin	PTA Card	11/29/2012	
19	10/9/2012	9/18/2012	Deanna Diebold	Deanna Diebold	Supplies for Carnival	\$579.13	\$579.13	yes	Erin	6924	10/15/2012	Fundraising Expense - Carnival
20	10/9/2012	9/17/2012	Rachel Green	Rachel Green	Supplies for Classroom	\$80.98	\$80.98	yes	Erin	6925	10/15/2012	Stipend
21	10/9/2012	9/14/2012	Heather Schepman	Heather Schepman	Aprons for ROT	\$91.69	\$91.69	yes	Erin	6926	10/15/2012	Program Expense - R.O.T.
22	10/9/2012	9/14/2012	Jen Buss	Jen Buss	Lunch Totes	\$51.45	\$51.45	yes	Erin	PTA Card	9/14/2012	
23	10/9/2012	10/1/2012	Jeanne Anderson	Jeanne Anderson	Supplies for Classroom	\$197.61	\$197.61	yes	Erin	6927	10/15/2012	Stipend
24	10/9/2012	9/26/2012	Venke Bjerkness	Venke Bjerkness	Supplies for Classroom	\$200.00	\$200.00	yes	Erin	6928	10/15/2012	Stipend
25	10/9/2012	9/13/2012	Jayne Waller	Jayne Waller	Supplies for Classroom	\$103.83	\$103.83	yes	Erin	6929	10/15/2012	Grade level Stipend
26	10/9/2012	9/28/2012	Mike Lieb	Jostens Inc.	1st W.I.P. deposit yearbook	\$3,518.00	\$3,518.00	yes	Erin	6932	10/15/2012	Fundraising Expense - Yearbooks
27	10/9/2012	10/8/2012	Eddie Blaylark	MN PTA	21 memberships	\$131.25	\$131.25	yes	Erin	6933	10/15/2012	Operating Expense - PTA memberships
28	10/9/2012	9/12/2012	Julie Walter	Lakeshore	Rug for room 204	\$445.55	\$445.55	yes	Cathe	PTA Card	10/21/2012	Classroom stipend (\$100 ea. VanValkenberg & Walter)
29	11/13/2012	11/13/2012	Kristi Alman	Kristi Alman	Supplies for Classroom	\$71.45	\$71.45	yes	Erin	6951	11/16/2012	Classroom stipend
30	10/31/2012	10/31/2012	Rosalie Blaylark	Timberwolves	remainder of ticket purchase for 2/2/13 game	\$6,400.00	\$6,400.00	yes	Erin	6939	11/12/2012	Program Expense - Timberwolves
31	11/4/2012	11/13/2012	Sheilagh Johnson	Sheilagh Johnson	supplies for Media Center, media stipend	\$23.00	\$23.00	yes	Erin	6952	11/16/2012	Classroom stipend
32	11/9/2012	11/13/2012	Trish Hanson	Trish Hanson	No Sale posters	\$16.17	\$16.17	yes	Erin	6948	11/16/2012	Program Expense- No Sale Fundraiser
33	10/15/2012	11/13/2012	Missy Line	Scholastic Book Fairs	remaining balance for bookfair expenses	\$823.20	\$823.20	yes	Erin	6949	11/16/2012	Program Expense- Scholastic Book Fair
34	10/29/2012	11/13/2012	Jen Buss	Staples	paper for door signs	\$11.25	\$11.25	yes	Erin	PTA Card	11/16/2012	
35	11/10/2012	11/13/2012	Jen Buss	Cub Foods	Ice Cream for Root Beer Floats and bags for popcorn	\$23.04	\$23.04	yes	Erin	PTA Card	11/16/2012	Program Expense- Carnival (food)
36	11/12/2012	11/13/2012	Jen Buss	Party City, Walgreens, Target, Sally Beauty Supply,	supplies for Carnival, hair salon	\$427.02	\$427.02	yes	Erin	PTA Card	11/16/2012	Program Expense- Carnival (hair salon)
37	11/12/2012	11/13/2012	Lynda Kelly	ChildsWorkChildsPlay.com	materials for social skills instruction	\$92.24	\$92.24	yes	Erin	6950	11/16/2012	Classroom stipend
38	11/12/2012	11/13/2012	Mary Rice	Mary Rice	supplies for classroom	\$50.00	\$50.00	yes	Erin	6945	11/16/2012	Classroom stipend- extra volunteer stipend
39	11/1/2012	11/13/2012	Jolean Dresbach	Jolean Dresbach	post office charge for mailing boxtops	\$8.01	\$8.01	yes	Erin	6946	11/16/2012	Program expense- Bortops
40	10/30/2012	11/13/2012	Guy Rybarczyk	Guy Rybarczyk	citizenship award hats	\$162.00						
41	10/29/2012	11/13/2012	Jayne Waller	Jayne Waller	supplies for classroom	\$200.00	\$200.00	yes	Erin	6947	11/16/2012	Classroom stipend
42	10/11/2012	11/13/2012	Kristine Northrup	Kristine Northrup	supplies for teacher invitations, copies	\$33.48	\$33.48	yes	Erin	6942	11/16/2012	Program Expense- Scholastic Book Fair
43	10/25/2012	11/13/2012	Jeanne Anderson	Hale School	scholarships (9) for field trip to raptor center (\$9 per student)	\$81.00	\$81.00	yes	Erin	6943	11/16/2012	Scholarship Request
44	10/17/2012	11/13/2012	Sheilagh Johnson	Sheilagh Johnson	hooks for hallway art	\$26.03	\$26.03	yes	Erin	6944	11/16/2012	Classroom stipend
45	10/11/2012	11/13/2012	Marion Louck	Marion Louck	supplies for grade level	\$200.00	\$200.00	yes	Erin	6940	11/16/2012	Grade Level Stipend
46	11/9/2012	11/13/2012	Erin Rogers	Wings Financial	Cash for cash drawers, Carnival	\$160.00	\$160.00	yes	Erin	cash withdrawl	11/16/2012	Program Expense- Carnival
47	10/24/2012	11/13/2012	Jenny Alm	Kidz Time Rental	2 jump houses for Carnival	\$458.00	\$458.00	yes	Erin	6936	11/16/2012	Program Expense- Carnival
48	11/6/2012	11/13/2012	Deanna Diebold	Scott Nichols	Balloon artist - Carnival	\$150.00	\$150.00	yes	Erin	6935	11/16/2012	Program Expense- Carnival
49	11/6/2012	11/13/2012	Deanna Diebold	David Zander	Caricature artist - Carnival	\$75.00	\$75.00	yes	Erin	6934	11/16/2012	Program Expense- Carnival
50	11/6/2012	11/13/2012	Deanna Diebold	John Petron	Police Officer - Carnival	\$120.00	\$120.00	yes	Erin	6937	11/16/2012	Program Expense- Carnival
51	11/16/2012	11/10/2012	Betsy Chastain	Diamond Lake Rentals	Carnival food equipment rental	\$229.28	\$229.28	yes	Erin	6938	11/10/2012	Program Expense- Carnival

2012-2013  
Request for Funds

#	Date	Date rec'd	requestor	Payee	Description	Amount Requested	Amt Paid	Approved?	Who has it	Paid	Date Paid	Notes
52	12/9/2012	12/11/2012	Lisa McCulloch	Lisa McCulloch	Hale Holiday Helper Donations to purchase gifts	\$570.00	\$570.00	yes	Erin		12/16/2012	HHH donations for gift purchases
53	12/3/2012	12/11/2012	Teresa Wisniewski	Teresa Wisniewski	classroom stipends (am & pm kindergarten)	\$400.00	\$400.00	yes	Erin	6960	12/16/2012	Classroom stipend
54	12/10/2012	12/11/2012	Diana Curtis	Minuteman Press	Directory costs: Hale (600 x \$1.48=\$886.12) Field (525x\$1.48=\$777.00)	\$1,663.12	\$1,663.12	yes	Erin	6961	12/16/2012	School Directories
55	11/ /2012	12/11/2012	Christine Carney	Christine Carney	Read-A-thon expenses	\$44.37	\$44.37	yes	Erin	6962	12/16/2012	Read-A-thon expenses: prizes for winning grade
56	12/4/2012	12/11/2012	Cathe Brandt	Cub Foods	treats for symphony players	\$18.55	\$18.55	yes	Erin	PTA Card	12/4/2012	Treats for Symphony players
57	12/6/2012	12/11/2012	Missy O'Neil	Missy O'Neil	Supplies for Classroom	\$172.67	\$184.67	yes	Erin	6957	12/16/2012	updated total with sales taxes paid for reimbursement
58	12/ /2012	12/11/2012	Kristi Alman	Kristi Alman	Supplies for Classroom	\$140.17	\$145.06	yes	Erin	6958	12/16/2012	updated total with sales taxes paid for reimbursement