

**Cathcart Parents Organization  
Board Meeting Minutes  
February 12, 2013**

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**Attendees: Casey Bowers, Melinda Tutt, Shellene Cano, Amy Banken, Sandy Ropka**

**Meeting called to order at 6:39 p.m.**

- **Old Business**

- Track – Shellene spoke to Dan at Wyser Construction, he offered to look at job and give hard numbers. Shellene forwarded him the specs., he said he felt the numbers were way off ie. The material cost that was given for crushed rock, does not even include mobilization or install price. He offered to come look out even if he is not able to do work (due to timing) to make sure we get fair numbers and know EXACTLY what is our scope of work and for it to be done within a budget and correctly. Dan offered to meet with Casey and Shellene that Friday (however no school day, so had to cancel) Dan currently on an out of town job, not sure when he can come back out. He will advise Shellene when he knows out of town schedule. Melinda found the same thing when talking with her contractor lead (NW Excavating) Melinda has called him several times no return call.
- Melinda made a motion that we will wait on board member pictures to be taken at the beginning on next term, Amy seconded all approved.
- Jackie Fuller and Nurse Rose did not get the SEF grant request for the beds in the nurse's office. Casey plans to work with them to follow up and see how we can come up with an alternative plan.

- **Secretary's Report – Shellene Cano**

- Amy Banken motioned to approve minutes after correction is made Note: under President Report, the election will be held in June according to the bi-laws not in May as minute's state. Sandy Ropka seconded minutes, all approved

- **Treasurer's Report – Sandy Ropka**

- Current Bank Balance
  - **Checking – \$ 9780.53**
  - **Savings – \$10,495.45**
    - \*outgoing - \$356.25 CPO to fund our 3<sup>rd</sup> of the portion for the SEF Grants for White boards
    - \$210.00 CPO to fund our 3<sup>rd</sup> of grant for the 8 sets of biography books for secondary classes. Estimated \$100.00 for 2 - wireless microphones for Mrs. Ingram, Mike Edwards to still turn in receipt for reimbursement.
- Sandy looked into pricing for credit card processing.
  - **Options**
    - Purchase machine for \$250.00, \$90.00 annual Fee, 2 % per transaction
    - Smart phone option is \$ 10.00 per month a total for \$120.00 per year
- Sandy would like us to consider changing how teacher's money is allocated out of the CPO budget at the beginning of each school year. She proposes that each teacher advise us on how they used their CPO funded money. This will provide accountability and also allow us to provide back up to parents, show how their fundraising money is being used help each individual teacher and classroom. This information would be provided in one of the Back to school Fall Cougar Tracks. Discussion tabled to consider for next month vote.

- **Presidents' Report – Melinda Tutt**

- General meeting update.
  - Melinda and Casey met with parent/grandparent that was upset about our current CPO Bi laws. The meeting took place prior to the general meeting. Those in attendance commented that it seemed to diffuse any problems and made for a more productive meeting.
  - All Bi laws and standing rules were approved at general meeting.
  - According to Bi laws CPO will need to hold one more general meeting to make certain we are within the Bi laws for how many general meetings must be held. After the group went over the



calendar of date possibilities it was determined with conference week, janitor availability etc. that times were VERY LIMITED. We would need to hold a *BRIEF meeting for those that can attend* prior to the Talent Show. Shellene would be present to prepare minutes. Meeting to be held at 6:00 prior to the talent show in the back of the gym. After meeting, CPO members would greet families and guest and serve coffee and cookies prior to talent show beginning. This could also serve as a time to get interest in possible board members positions and to get some volunteers for the upcoming spring carnival.

- Amy will provide details in the cougar tracks regarding the upcoming general meeting and encourage people to attend the meeting and stay after to support the Talent show.
- Patty Venema, the guest speaker at the general meeting was very informative about the Snohomish Education Foundation.
- Report of gym use and popcorn area
  - Melinda was informed by Janice Olsen that the Boy Scouts had left the gym in complete mess. Melinda was concerned about her report since she was one of the Scouts parents who had stayed that evening to make certain the gym was cleaned up and left in good condition. She requested to avoid future problems for both Janice and Val to provide a diagram and post it in the gym on how they would like tables and chairs stacked and a proper clean up check list. Val and Janice agreed to do this and Casey reminded everyone that the gym is used for community use.
  - The volunteers were unable to have popcorn sales for a few days due to a large mess that was made in the popcorn area. After some investigation it was determined that an unattended younger sibling to SJAA basketball players had made the mess. Casey placed a call to Fred with SJAA and they will make sure children are not attended or leave a mess.
  - Melinda has confirmed that all the popcorn and supplies are currently locked up to avoid any further problems. If you need access to the popcorn supplies please check them out from Gaye, she has the keys at her desk.
  - Kim (one of the popcorn volunteers) has requested a small heater for warmth while serving popcorn. Melinda has agreed to loan them one until weather warms up.
- Facility use forms
  - Melinda would like to remind everyone that these forms must be filled out and approved prior to an event.
  - Blank copies of these forms can be found in the CPO Box or online on the District website.
  - If you need any help with completing this facilities form, Melinda is happy to help.
  - Melinda will ask that Dawn to add this to our event, marketing plan check list as a reminder that this must be approved and signed off prior to holding an event according to District policy.
- Update on Book Fair with Mrs. Robyn Tapia
  - Casey often times will talk/email other district principles to get a consensus on how their teachers and staff handle things i.e. policies, events etc. She reached out to get a consensus on how other district elementary schools handle their book fair. The response from our fellow elementary schools is that their book fair was strictly run by the librarian. A copy of this memo will be attached and filed with these minutes and available for your review at the next meeting when minutes are distributed.
  - Casey pulled Robyn aside to go over this memo. Casey had hoped to help Robyn understand how the CPO was doing their best to work with her and help were they could. Robyn appeared to be quit frustrated about the memo and the outcome.
  - Melinda personally went to Robyn with the written plan from the CPO clearly stating CPO's position on the upcoming book fair and the ones in the future. Robyn was very dismissive and said she would handle it.
  - Volunteer coordinator, Amy Banken followed up with Robyn as agreed, to let her know that she was able to fill in *most* of the volunteer spots for her upcoming book fair. Amy asked if she wanted any help with how the volunteer program works. Robyn said, "she would handle". As of meeting date, February 12<sup>th</sup> she had still not attempted to log in.
- 5<sup>th</sup> / 6<sup>th</sup> Grade overnight outdoor learning Experience
  - SEF grant was awarded for \$1,500.00



- Still a lot of money to raise. Fundraising goal is \$13,000 for Lutherwood Camp. The cost per child is \$104.00, they estimate 25% will need scholarships to attend, which is estimate at \$ 3,380.00.
  - Some parents and students have met to talk about some fundraising ideas, such as an auction and holding a McDonalds community serving night.
- **1<sup>st</sup> VP Fundraising Report – Position Open – Melinda Tutt gave report**
  - Spring Fundraiser
    - Melinda made a motion to not take on any Spring fundraisers at this time. Amy Banken seconded and all approved.
  - Shellene gave report that her and Tawnya looked into the cookbook fundraiser and found that their just isn't enough time to do it and do it right. Shellene and Tawnya both thought it might be a good idea to announce a "Cathcart cookbook coming next Fall", get your recipes in. Then over the summer based on response we can begin the process and then at the beginning of the school year request more recipes and then finalize the production. They would be available for pre sale for the holidays (helping us know how many to order) and then order extra's to sell at future events. Discussion tabled until determined if fundraising position will be filled at next term and for new position member to pursue this idea.
  - Shellene reported that the new Elevated Sports on Bothell Everett Highway has great fundraising opportunities. It is a new facility and requires VERY limited effort on CPO part and **no volunteers**, they run the event. It would only require us to advertising, which would be easy to film a few students at the actual location with the help of awesome film maker Dave Rodgers. . She placed a call for information and will report findings at the next meeting.
- **2<sup>nd</sup> VP Family Events – Tawnya Lowery Janelle Tremaine - no report**
  - Open discussion regarding up coming events and volunteers needed.
    - Appears to be a lot of interest for a family Bingo night.
    - Discussed it may be easier to add Bingo to the Carnival under the play shed area rather than having a whole other family event. Consider charge per bingo card instead of the punch tickets for carnival games. Have some prizes in CPO room donated that could be used for Bingo prizes.
    - Rather than having all small carnival games, which require a lot of volunteer hours, change up the theme, make it a kick off the summer block party. Music, food vendors, Bingo, photo booth (money maker), Band, unicycle, tractor rides, Baseball pitching machine etc.
    - Discussed busy time of year with 6<sup>th</sup> grade events and lots of family commitments. What is the best way to reduce set up, clean up and overall man hours. Tabled discussion until family events reports on current event status and if this is even a direction that they see would create more participation and fun and reduce volunteers.
- **Community Liaison – Dawn Ipsen Kim Fogelsong – no report**
- **Hospitality – Christy George Mary Mellis – no report**
- **Volunteer Coordinator – Amy Banken**
  - Needs to get working on volunteers for upcoming Spring Carnival
  - Will check with Dawn and Kim to see how they are doing on Science fair volunteers.
- **Principal's Report – Casey Bowers**
  - Snohomish Education Foundation Granted Cathcart the following 5 grants.
    - 2 – \$1,000.00 for white boards
    - 1 – \$ 450.00 for 3<sup>rd</sup> grade Team for Biography books needed for classrooms
    - 1- \$1,500.00 for the 5<sup>th</sup> – 6<sup>th</sup> graders outdoor learning camp
    - 1- \$750.00 for Lap Teacher, Sally for hands on material to help kids learn to read in different ways
  - Met to discuss district safety measures, after recent Sandy Hook tragedy. The District is meeting with local police and safety personnel on objectives that need to be enforced. Working together to provide teachers and staff new way to handle safety concerns. Stated that often times, it is sad that after a



tragedy we learn more ways to ensure our plans in place are even more effective and safe for students, teachers and staff.

- Watch Dog – Dave Rodgers – No report
- Looking Ahead –
  - CPO board member positions open
  - Update on SEF Breakfast - \$ raised and attendance
  - Cathcart Attendees for upcoming SEF Auction
  - Talent show progress any additional help or volunteers needed
  - Confirm general meeting details for March 20<sup>th</sup> at 6:00 (prior to talent show)
  - Teacher appreciation week in May
  - Upcoming Science Fair

Meeting adjourned 9:18

