

Milwaukee High School of the Arts
PTSO Minutes
November 3, 2008

Meeting called to order at 6:10 p.m. 15 people in attendance.

Administration Report: Staff member unavailable due to illness. Discuss volunteer needs/duties for audition dates at next meeting.

Title 1: Parent representative unavailable due to illness. Update to follow at next meeting.

PTSO Room / Cupboard Keys: Issues with getting into room for weekend/evening events, storage in room.

- Keys for locked cabinets in the room are on key ring locked in box in office. Engineers can unlock room door, but not key box which limits our access to our supplies. Cindi Vian spoke with Ms. Adair regarding problem / inquired about long term key sign out for weekend. Shouldn't be a problem, but 8 week wait for new key. Problem with weekend sign out is volunteer must make extra trip to school to sign out key.
- Other suggestions included magnetic key box to be located in office, realtor's lockbox (do these work on doors with handles?), administrators need to arrive earlier before events to make key accessible.
- Storage in room was questioned, other staff would like to store items. Discussed multiple groups sharing mutual exclusive space. This raised several questions including security of items in room, who should have access. There are other areas staff can use for storage including back of box office, old PTSO storage area. Room is also used as work area and floor space must be kept clear for tables to be set up. Storage must be limited.
- Since PTSO has "major parents" in each art area, it was decided to have areas cordoned off (tape) for each art group. Shelves are needed so room does not become cluttered and space is used effectively. Cheryl Moran has stacking crates she will donate to organize the area. Jackie Rozga and Cindi Vian will create floor plan.
- Each art area must have contact info posted on wall. Food items cannot be stored for more than one week before and/or after an event.

Spirit Wear: Cindi Vian, spirit wear coordinator reported.

- Selecting new items complicated. Cindi spoke with Eric Dunn of Dunn's Sporting Goods. He suggested order several items to show and have kids vote. Also mentioned he could create poster of special order items. General consensus was special orders would be time consuming. Not sure worth time/effort. Cindi will get more details about prices, returns, etc. from Dunns.
- We need to make sure we are getting best pricing / good quality. Cindi will also touch base with LeeAnn Knippel, former coordinator, for info on past company used, pricing, quantities ordered, etc.
- Looking for student advisors – mix of grade levels, art majors, gender to determine best offerings. Jenna Blair will assist.

Treasurer's Report:

- Mary Collie will contact bookkeeper for updated balance, procedure for getting this information regularly. Will create income/distribution form for meetings to show where income is coming from, who is receiving distributions.
- Inquiry about how needs are requested/approved. Mary will create requisition form for PTSO use. Staff members must make presentation in person and prepare request including reason, amount, other sources in writing.

November Events – Volunteer Needs

- Piano Recital 11/15, Band Concert 11/18, Orchestra/Choral Concert 11/22. Contact Chris Wszalek if you can assist on any events.
- Theatre parents reported difficulties getting in building early to set up for shows. Communication an issue – volunteers need to know who is working. Need to set up procedure for contacting engineers – who is working day of event, cell phone number or other way to contact to get in building. Also need to learn how to page them once in building.
- Chris Wszalek has list of administrators working events. He contacts volunteers that signed up with information, but if he doesn't know who is volunteering, this info cannot be passed along. Can we get administrator list for our records?

New Items: Fundraising ideas? Cheryl Moran – Art Bars, Cindi Vian – Service Project (offer service for \$\$).

*Meeting adjourned at 7:30 p.m. Next meeting date Monday, December 1, 2008.
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