

DRAFT – PENDING EXECUTIVE BOARD APPROVAL**EXECUTIVE BOARD OF DIRECTORS MEETING – CENTENNIAL MIDDLE SCHOOL PSO****Meeting Minutes For: Tuesday, 12/08/2015, 6:05pm****Next Meeting: Tuesday, 1/05/2016, Time TBD**

Presiding Officer: Tracy Belcher, President

Attendance: Mark present with 'X'

PSO EXECUTIVE BOARD					
<i>Present</i>	<i>Name</i>	<i>Board Role</i>	<i>Present</i>	<i>Name</i>	<i>Board Role</i>
X	Tracy Belcher	President			
X	Dana Andresen	Sec./Treasurer			

Call to Order

Meeting called to order at 6:05pm by Tracy Belcher.

An abbreviated meeting was held due to Principal Stevens' absence.

Prior Minutes

Dana Andresen motioned to approve prior minutes, Tracy Belcher seconded the motion. Motion carried unanimously.

Action Items Follow Up:

1. ~~Dana Andresen will set up meeting with Kristin Marshall to finalize content for Supply Request program.~~
2. ~~Tracy Belcher will set up presentation times at November staff and para meetings with Beth Bakken.~~
3. Bob Stevens will contact 6th grade science and STEM teachers regarding science night.
4. Dana Andresen will contact Schwan's to transfer to new org.
5. ~~Dana Andresen will establish budget for approval by 12/01/2015 meeting.~~
6. ~~Dana Andresen will identify proposed program dates for 2016-2017 school year.~~

Treasurer's Report

Dana Andresen briefly discussed the Treasurer's report and that time due to time constraints, presenting fully at membership meeting would be best.

Dana Andresen noted that a budget was completed with revisions discussed at officer follow up on 12/07/2015.

Unfinished Business

Agreed that Dana Andresen would send email outlining questions for Principal Stevens on Wednesday, 12/9/2015.

All Remaining items were tabled.

Updated Action Items:

1. Bob Stevens will contact 6th grade science and STEM teachers regarding science night.
2. ~~Dana Andresen will send email to Bob Stevens with remaining questions from Executive Board.~~
3. Dana Andresen will contact Schwan's to transfer to new org.
4. ~~Dana will identify the correct methods to communicate the Box Tops contest to first hour teachers.~~

Meeting adjourned:

The meeting was adjourned at 6:25pm with arrival of Art Instructors and Principal Stevens.

Attached: 11/2015 Treasurer's Report, Income Statement, Balance Sheet

Respectfully Submitted,

Dana Andresen, CMS PSO Secretary