

## 11/14/18 PTO Meeting Minutes

Welcome – Pledge 6:35 pm

### President's Report (Tabytha)

Building Usage form – per district policy, any group/organization wishing to use the building for any type of meeting after school hours must fill out a Building Use Form (available on the school's website)

Children must be accompanied by an adult – children who attend meetings after school with their parents are not permitted to be in classrooms or running throughout the building. Complaints have been presented by custodial staff to the principal. All children must stay with their parents.

Updated ByLaws – 1) anyone making purchases with their own money for PTO use must submit a receipt within thirty days to be reimbursed. 2) PTO Treasurer will make all purchases. 3) Treasurer has a form to record all payments. Two people must count, those 2 people must sign. 4) If balance of PTO account reaches \$5000, any teacher requests will not be approved.

\*Secretary will have a copy of ByLaws and Nik Bisko will have a copy to post publically on the website. Tabytha will make all updates and forward new copy to all officers.

Safe Trick or Treat – approx. 650-700 kids attended.

### Treasurer's Report (Shari)

PTO balance as of this meeting \$28,296.41

Donations were received in memory of Mr. Ronald Guth, \$600 for the elementary library.

### Principal's Report (Mark/Allison)

Allison asked Shari to make aware that one student (6<sup>th</sup> grade last year) never received their \$10 reward for perfect attendance. 3 rewards were given from PTO to the teacher to distribute, but a parent just called last week to say it was never received. PTO will reissue the \$10 for the student. All in favor, none opposed.

\*In the future, make sure it is known that once money has left the hands of the PTO Treasurer, it will not be re-issued. Any requests must be done in person at a meeting.

### Committee Reports

Box Tops (Tabytha) – Next collection date is November 29th. We will receive a check for approx. \$1499 in December.

Fundraisers (Dawn) – Apple Dumplings and Gift Cards were picked up on Nov. 13<sup>th</sup>. Profit from apple dumplings \$434, gift cards \$727.50 totaling \$1161.50. Butter Braids and Poinsettias orders are due November 19<sup>th</sup>. Shopping coupon for Five Below will be coming home soon.

Gardners' PB Meltaways were ordered and all boxes were already sold!! Tabytha sold 8 boxes and Dawn sold 2. Ordering 10 more boxes to pass out to other members. All in favor, none opposed.

Yearbook (Tabytha) – Paula scanned all 5<sup>th</sup> grade artwork for the yearbook cover, saving us \$150 fee to have it completed by Jostens. Jostens approved of the cover, so we'll be using 5<sup>th</sup> grade artwork instead of the cover that was voted on via text message.

Yearbook kit has arrived, but we're having issues getting logged into our account. As soon as this is corrected, login info will be shared with the committee so work can begin on 2018 yearbook. A reminder was given to those who are in school throughout the day, to take candid photos to use in the yearbook.

#### Unfinished Business

Spelling Bee – Allison will begin planning in December

School Store – next School Store will be held on November 20<sup>th</sup>. Some issues with kids having their purchases in their classroom, limiting amount to spend, distracting during class time, etc. were brought up. Suggested stapling bags closed and they must put purchases directly in their backpacks.

Santa's Workshop – December 4<sup>th</sup> – 7<sup>th</sup>. Parent night will be December 4<sup>th</sup>. In need of volunteers to help during the school day with student shoppers. Conklin's Corner will be begin setting up on December 2<sup>nd</sup>.

Clothing – 37 orders were submitted. Only 5 chairs were ordered (24 required) so PTO purchased 19 chairs to sell or use as prizes. Exact delivery date not confirmed yet.

#### New Business

DelGrosso's/Carnival – Pros/Cons were discussed for each option, including indoor carnival. Members present at meeting voted for outdoor carnival in the spring (one abstaining from vote). A committee will be formed to start the planning process. A chairperson is needed.

Teacher Requests – Shari Buck received a request from Paula McGonigal (unable to attend meeting): she would like to hold an Art to Remember Fundraiser, with all profits going towards the kiln in her classroom. She is asking that the money/payments be funneled through the PTO account. 9 in favor, 1 opposed. Request approved.

Mrs. McGonigal also requesting that PTO purchase 4 sets of 8 gardening cushions to use as seats on the floor in her classroom (cost \$81.20). 9 in favor, 1 opposed. Purchase approved.

Announcements (Next meeting: 12/11 at 6:00pm)

Adjournment – 7:46pm, motion made by Tabytha, Second by Dawn.

Meeting attended by: Karla Myers, Pam Warsing, Dawn Fetterolf, Shari Buck, Tabytha Carr, Julie McDowell, Amber Kyler, Holly Elensky, Katelyn Ward

Submitted by:

Julie McDowell  
PTO Secretary