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# South Arbor PTO

## Meeting Minutes

February 9, 2012

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The meeting started at 6:14pm. Present board members: Jen Young, Kelly Kmieske, Tom Leone, Christine Gilbert, Wendy Brademeyer, Melissa Nickel & Kim Kratzer along with 22 other PTO members for a total of 29 attendees.

### 1. Review of Minutes from Last Meeting

Jen asked people to review the minutes and note us of any mistakes or questions. None were asked, so we moved to the Treasurer's Report.

### 2. Treasurer's Report

- Tom reported his report. He explained that some money in our bank account is designated to field trips, etc. such as D.C. trips, etc.
- Current balance is about \$21,000
- He suggested that we have 3 different people in charge of the Treasurer duties. He wants to break it up so that the Treasurer only balances the books. Two other people are going to be writing checks and depositing money. The actual Treasurer should not have access to the account. He will be presenting this in a few months; and will need other people to do deposits and check writing.
- It was asked if we have a way to earn interest on this money....Tom said that it would be minimal due to rates being low; and CD's would keep it so that it would not be liquid.
- The treasurer's spreadsheet is located at: <http://www.southarborpto.com/financials.html>.

### 3. Funding Requests

- a. Funding of the "Hero" boxes in the hall leading opposite of the gym wall. Mr. Hill is requesting \$250 to update these boxes with different material. Christine motioned, Erin G. seconded. **APPROVED**

#### DISCUSSION:

We would like the boxes to still follow the moral focus theme. Mr. Hill wants to do this with his Leadership class. They would do some research update the boxes.

It was asked if a sketch could be brought to show what the boxes would look like before this money is approved. The discussion on this was that it would be hard for the team to have a sketch, because they would have to go buy products after researching what they want to place in the boxes. Most members wanted to give the Leadership team and Mr. Hill autonomy on this issue and not micromanage.

It was recommended that maybe the Leadership team could come into the next PTO meeting and present what they plan on doing with the boxes.

Was mentioned, do we need \$250 to update these boxes? If he did not use all of the money – he would not get the full amount.

- b. Ms. Nickel/Mrs. Bookout is representing the deans and is requesting \$2,187 for 3 new lunch tables. We are adding more students next year, with full day kindergarten and are in need of more tables. Erin motioned and Frances seconded. **APPROVED**

**DISCUSSION:**

Jen Bookout spoke about this. She said that tables are needed. Tables are currently supposed to hold 12-16 students. We easily have 18+ students at each table. She would like to purchase these now so that we can get it in effect immediately.

There is a storage concern, law says that we have to have the tables strapped to the wall. Jen Bookout has worked this out with some other teachers. She has worked with some of the teachers and has worked out how they can be stored in the gym. Mrs. Moberg will be losing about 15 inches of gym floor.

It was brought up by Craig B., that maybe it would be nice to have regular tables without chairs attached – maybe use folding tables with our own chairs. Then it was mentioned that that would be a storage nightmare.

- c. Mrs. Bondy is requesting money to cover costs of a pole and sign for "Employee of the Month" which was recommended by staff members. **No definite amount requested ~ moved to March meeting.**

**DISCUSSION:**

Mrs. Bondy does not have the amount totaled, so we are tabling this for the next meeting, but Ms. Nickel gave some background information about it.

- d. The PTO Board is requesting \$750 to cover the cost of "non-profit status" for the PTO to operate correctly. Craig motioned, Christine seconded. **APPROVED**

**DISCUSSION:**

We will be able to write off items that are done thru the non-profit. We need this fee approved for our non-profit status; it is a one-time fee.

**4. Fundraising Opportunities**

Motion: it was requested that we treat ALL fundraisers in the same fashion as the Scholastic Book Fair fundraiser. That fundraiser needs a "goal" that is decided on before a fundraiser is started, and that any monies earned will go directly towards that goal. **DENIED**

**DISCUSSION:**

It is being recommended that it would be better for the PTO fundraisers to be general, unless when someone is presenting to run a fundraiser, they have something in particular they want that money to go towards.

Tom stated that it would make it a Treasuring nightmare.

It was mentioned that we need to mention that as a fundraiser is presented, if money can be carried over.

With this motion, can the dedicated money towards a goal be rolled-over to the following year if the fundraiser did not make enough money for the goal. **DROPPED**

## 5. Updates

- Scholarship Team: Frances put together a scholarship team of her, Brandy and Melissa. They met and discussed an application process. Only the team would view the financials. Financials and an application would need to be submitted by the students. They had a problem with how they decide if they include D.C. trips, 6<sup>th</sup> grade camp, etc. Also, how much would be demanded for these items. Frances is a newer parent to the school, so she needs to look up more. Brandy spoke with Mrs. Settle and she was not the most enthusiastic towards this scholarship idea.

Jen Young is asking that maybe an all-teacher email could be sent out asking for their ideas. Christine will put Frances' email address on the website for scholarship comments, questions and volunteers.

## 6. Open Floor

- Mrs. Keefer wanted to talk about a reading comprehension program thru Enterprise and wanted to purchase 500 seats for this. It assigns kids to a reading level based on their MAP scores. It will cost \$2,430.25, it would be prorated from now until November. After that, it has an annual expense of \$1,381.21 that is due every November. Jen Young is requesting for it to be mentioned at the next meeting to be voted upon – a request needs to be submitted.

DISCUSSION:

What about students that have teachers that do not use this program? Would those children be able to use this program? It is tabled to the next meeting.

Mrs. Whiston will be coming next month to discuss it....she is an advocate for this program.

- Beth Jodon spoke about Scrips. Presto Pay....on line. Scrips would be offered at face value, and then South Arbor would get a percentage. The PTO is interested in purchasing "prize" cards for various events.

Beth stated that once set up, parents can go online and sign up for Scrips. If we do this, some stores will let us order them online and then print off a coupon to use immediately; others will send a card. Beth will get us more info.

- A member stated that funding requests should be listed in price order so that the higher priced items are listed first.

## 7. Extra Info

- Jen Young needs extra people to help with the science fair setup, and take down. Please contact her at [President@SouthArborPTO.com](mailto:President@SouthArborPTO.com).

- We are now having a door prize at each PTO Meeting. This month, there were two \$10 gift cards to Target. One for a parent that shows up (drawn tonight). One for a teacher – that will be given at tomorrow’s assembly. Each member fills out a ticket with their student’s teacher(s) on it – a winner will be drawn tomorrow at assembly...for Middle School, it is for the homeroom teacher only.

8. Closing

Meeting was adjourned at 7:45pm.

9. Next Meeting

The next PTO meeting is scheduled for Thursday, March 8, 2012.

