

South Arbor Charter Academy PTO

8200 Carpenter Rd.
Ypsilanti, MI 48197

PTO

Date: 10.10.2013

Meeting Minutes

Time: 6:30pm

Location: Music Room

I. Call To Order - The meeting was called to order at 6:35pm.

II. Roll Call - Board Member Attendance:

Frances Todoro-Hargreaves	President	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Tahra Harrell	Vice-President	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Nicole Ridenour	Secretary	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Cheri Elwell	Treasurer	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Klayscie Browning	Parent Rep.	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
David Middlin	Teacher Rep.	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Wendy Brademeyer	Teacher Rep.	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

Member Attendance (15): Sandy Buczek, Jamie Church, Ela Hammond, Michael Harrell, Christina Hasselkus, Sue Huck, Melissa Lowell, Polly Michowski, Keri Middaugh, Payal Shah, Snehal Shah, Matt Talbot, Stephanie Ward, Scott Wells, & Jennifer Young

- III. **Approval of last meeting's minutes** – motion to approve by Christina Hasselkus, seconded by Michael Harrell
- IV. **Policies & Procedures** – Frances went over accountability, responsibility, and the forms required to conduct a successful event/fundraiser. The process starts with the Event Request Form which is submitted to gain approval of the PTO board & principal. She went over expectations for behavior, the requirements for funding requests, financial accounting, and event summary reporting. *More details can be found at www.southarbortpto.com/how-to-start-a-fundraiser.html.*
- V. **Treasurer's report** – Cheri detailed that so far this school year we have spent \$2,473 on buses, band, hallway art, popcorn supplies, teacher supplies, and pizza kits. We have earned \$9,282 so far on Popcorn Fridays, House shirts, and the soda machines. Our bank balance is at \$15,364. *See www.SouthArborPTO.com/financials.html for details.*
- VI. **Funding requests**
- a. The library is requesting \$1,900 in funding for the Accelerated Reader (AR) program, which is an interactive reading quizzing system available to all students
 - i. Typically the December and March Scholastic Book Fairs fully fund the AR program. But last March, Scholastic Dollars were taken instead of cash funds from the fundraiser. This leaves us with a balance of \$3,799 due for AR. Mrs. Bondy is providing funding for \$1899.
 - ii. Teachers are passionate about AR as it's very motivating for students
 - iii. Students can access AR from home via www.launchpad.nhaschools.com

A copy of the meeting minutes are available for public inspection at South Arbor Charter Academy, at www.southarbortpto.com within 8 business days for proposed minutes and within 5 business days of approval for approved minutes.

The Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, 42 USC § 12101 et seq or any successor law. Should you require specific accommodation(s) please contact Nicole Ridenour at 734.612.1721 prior to the meeting.

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- iv. Jennifer Young motioned for a vote, Wendy Brademeyer seconded.
 - v. 18 Yes, 2 No - approved
 - b. The 6th grade teachers are requesting partial funding of \$495 for Scholastic magazines – these will be purchased for all 6th grade students and are aligned to the common core state standards
 - i. Sandy Buczek (6th grade math) presented information on how the magazines would be used for science, language arts, & math for all 6th graders.
 - ii. Kids are excited by the current content. They are able to supplement with online videos and access at home.
 - iii. A discount is received by Scholastic for ordering the complete set of magazines.
 - iv. Christina Hasselkus motioned for a vote, seconded by Jennifer Young
 - v. 17 Yes, 3 No – approved
 - vi. It was suggested that extra copies should be passed on to the library or other classrooms.
- VII. Open Floor: Officers, Team leaders, & Members**
- a. **President** – Frances reported that at next month’s meeting we will open the budget for some revisions. In last year’s budget we had some line items for income, but none for expenses and many fundraisers require up-front costs that we need to account for. This does not change the bottom line but will increase transparency of funds going out and coming in. In addition a separate line item for AR will be created for IVa above so the funds are not comingled with the library funds.
 - b. **Popcorn Fridays** – Stephanie Ward would like to be reimbursed for her purchases for Popcorn Fridays. A funding request form needs to be turned in for expenses incurred so far. Then after next meeting, the line item should be used for repayment. Stephanie can submit up to \$100 now since that can be approved by a majority board vote. Thanks went out to Stephanie as well as Tahra & Michael Harrell for all of their hard work on Popcorn Fridays.
 - c. **Events Team** – David
 - i. **September Bowling Event** – a great time was had by all and we made a \$300 profit
 - ii. **October Cabella’s fundraiser** – Enjoy a meal at the Deli 10/18-20 & 15% will go to PTO
 - iii. **Parents’ Night Out**
 - 1. November 22 with Scholastic Book Fair & SCRIP sales
 - 2. Drop your kids (ages 5-13) off for \$5 each for 3 hours and enjoy!
 - 3. National Junior Honor Society students will be asked to supervise
 - d. **Scholastic Book Fair - Cheri**
 - i. November 22, 25, & 26 5-7:30pm
 - ii. Looking for volunteers to work days/evenings – training provided
 - e. **Blood Drive** – November 26
 - f. **New Ideas** – Snehal Shah - Whole Foods has a 5% proceed event and offers rebate to school for reusing bags. He will investigate further details and report back.
- VIII. Adjournment** - The meeting was adjourned at 7:30pm. – motioned by Christina Hasselkus, seconded by Jennifer Young.

Minutes Certification: Proposed minutes respectfully submitted, *Nicole Ridenour, 10.14.2013*

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