

**South Arbor Charter Academy PTO**

8200 Carpenter Rd.  
Ypsilanti, MI 48197

PTO  
Meeting Minutes

**Date:** 03.27.2014  
**Time:** 6:30pm  
**Location:** Music Room

**I. Call To Order** - The meeting was called to order at 6:40pm.

**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 type="radio"/> Present	<input checked="" type="radio"/> Absent
Wendy Brademeyer	Teacher Rep.	<input type="radio"/> Present	<input checked="" type="radio"/> Absent

Member Attendance (7): Tonya McNew, Polly Michowski, Ted Michowski, Punam Vyas, Scott Wells, Trisha Wells, Liz Wynn

**I. Approval of the February meeting’s minutes** – motion to approve by Scott Wells, seconded by Liz Wynn.

**II. Events**

- a. Food for the Soul - 2.28.14
  - i. Record turnout of participants & families
  - ii. \$500 budgeted: \$200 spent & \$70 donated by Klayscie
  - iii. Sign Up Genius worked great – recommend using in future
- b. Auction – 3.7.14
  - i. \$8,155 on live auction + \$300 on silent auction
  - ii. Next year’s event already in the works – same venue
- c. Conferences
  - i. \$295 on house color shirt sales
  - ii. Dinners coordinated by Catherine Tabor, Tahra Harrell, & Trisha Wells
  - iii. Include an e-version of the sign up list as many parents do not come into the school
- d. Book Fair
  - i. Earned \$900 towards Accelerated Reader (included online sales)
  - ii. We need a chair for the spring Buy One Get One (BOGO) sale for last week of May
    - 1. Will take place in 8<sup>th</sup> grade classroom while they are in D. C.
    - 2. Setup Friday after school and sale will run Tuesday-Friday

A copy of the meeting minutes are available for public inspection at South Arbor Charter Academy, at [www.southarborpto.com](http://www.southarborpto.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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3. Liz Wynn offered to co-chair but cannot commit to time during school – need another volunteer by Friday if sale is to go forward. Nicole will send email.
- iii. We need \$4,000 per year to fund Accelerated Reader program
  1. Due to shortened sales for both book fairs so far this year we will run short
  2. The PTO does not have the budget to support this
    - a. Do additional fundraiser through PTO?
    - b. Turn over book fair to Librarian, teacher, and committee?
    - c. Mrs. Michowski said she is happy with the way the PTO has run the event in the past
  - e. Olive Garden – 4/16 – Dine after 4pm and earn 10% for PTO
  - f. Burns Park Run (5k walk/run) – 5/4 – Students who run earn \$10 for PTO (tickets \$22)
- III. Election Process**
  - a. Our election for Board members for next year will occur 5/8
  - b. Nominations will be accepted online and in the parent room
  - c. Information will be sent via email, on the PTO website, and in the parent room
  - d. To ensure a smooth transition across years, terms will be increased to 2 years (from 1 year) and staggered, with initial positions for Vice President, Secretary, and Parent Rep being only 1 year
- IV. Bylaw Modifications**
  - a. Change board member terms to 2 years (per III d above)
  - b. Separate out targeted fundraisers in budget
- V. Treasurer's Report**
  - a. Income: \$14,350 projected for year; we're at \$28,45, so ahead of target
  - b. Expenses: \$22,410 budgeted; we're at \$26,035, so beyond target
  - c. Bank: Balance is \$11,064
  - d. Still Allocated: \$8,178 to spend, \$2,636 to earn puts us close to projected deficit
  - e. Budget for the current year ran a \$8,000 deficit because we had extra funds, next year we will want a balanced budget which will mean cuts – a survey will follow to solicit feedback
  - f. Exploring the option of replacing cookie dough fundraiser with something else; possibly Yankee Candle sale
- VI. Open Floor: Officers, Team leaders, & Members**
  - a. Suggestion to use old sign in front of school as PTO News for parents to read at pickup/dropoff
  - b. Boxtops, Labels for Education, etc.
    - i. Liz Wynn requested advertising online Boxtops Marketplace to earn for the PTO – Nicole will advertise
    - ii. Idea to post How To poster near Boxtops basket in Parent Room – Nicole to follow-up
- VII. Adjournment** - The meeting was adjourned at 7:10pm.

**Minutes Certification:** Proposed minutes respectfully submitted, *Nicole Ridenour, 04.01.2014*

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