

Spring Road School PTO Meeting Agenda
Thursday, May 18, 2016

Attendees: Anna Sherman, Jodi Zehner, Michelle Milbrodt, Heather Shebesta, Charleen Davis, Chris Harding-Malicky, Michaela Neitzel, and Michelle McGlin

Meeting was called to order at 4:35pm. Copies of April meeting minutes were available and approved without corrections.

Reports:

1. Principal

- a. Arthur W. Prosek Scholarship: Talked with Art about the scholarship into an Art Prosek fieldtrip for the current students and he loved the idea. The idea would be to have it be a science based field trip since this fit with Art's passions/interests and would love to have the students have the opportunity. The PTO voted and approved unanimously to change the scholarship to a field trip. As a separate vote, the PTO approved the fieldtrip be offered for 5th Grade because they currently don't have a big field trip like 2nd (NEW Zoo), 3rd (EAA) and 4th (Madison). The PTO proposed having the 5th grade teacher come up with 2-3 ideas for the fieldtrip and come back to the PTO with ideas.
- b. Music Concert will be Thursday, March 15 at 6:30pm - NHS Pickard Auditorium
- c. Thank you for the communications between the PTO and school and staff. It has been a new year with bylaws and standing rules. I know we are still learning, but this has been a great year.
 - i. Reviewed the proposed Classroom Information requests letter. The letter has been proposed to be handed out during Meet & Greet to ask for volunteers on an individual basis. Feedback from staff was to remove classroom volunteers and let teachers have it separate and add in whole school volunteer opportunities. This will be communicated back at a later time to update letter.

2. Treasurer

- a. Accounts:
 - i. Savings: \$2,386.58
 - ii. Checking: \$11,074.67
 - iii. Project: \$9,528.12
- b. Income:
 - i. April Roller skating: \$91.00 and Days off: \$5.50
 - ii. Square 1 Art: \$1,018.15
 - iii. Box Tops: \$554.40
- c. Expenses:

- i. Scholarships: Two \$500 Haafsah Fariduddin and Madeline Breager = \$1,000
- ii. Fun Run Water Bottles: \$555.80
- iii. Teacher Appreciation Lunch for teachers: \$228.80
- iv. Piano Accompaniment: \$100

Old Business

- 1. PTO Executive Committee Nominations – no additional nominations were given

New Business

- 1. PTO Executive Committee Elections

- a. Co-Presidents: Jodi Zehner and Chris Harding-Malicky
- b. Treasurer: Karen Martis
- c. Recording Secretary: **OPEN**
- d. Coordinating Secretary: Michelle Milbrodt

- 2. Committee Chairs (Not elected, but are recorded here for informational purposes)

- a. Social co-chairs: Charleen Davis and Anna Sherman
- b. Book Fair co-chairs: Michelle McGlin and Jamie Koslowski
- c. Basket Raffle co-chairs: Jodi Zehner and Chris Harding-Malicky
- d. Eaton’s Pizza chair: Jodi Zehner
- e. Square 1 Art: Amy McNulty
- f. Enrichment co-chairs: Heather Shebesta and Sarah Langois
- g. Skate Night: Amy Frost
- h. Box Tops co-chair: Need to confirm Marie Hechimovich and **OPEN**
- i. Birthday books co-chair: Kellie Smillie and Jodi Henning (need to confirm)
- j. Fall Fundraiser co-chairs: Michelle Milbrodt and **OPEN**
- k. Teacher Appreciation / Room Rep co-chairs: Jenni Oeftger and **OPEN**

- 3. Treasury 2016-17 school year summary (Sept – May)

- a. Per the PTO by-laws (Article VI, Section F to leave a minimum of \$2000 in the checking account, the proposal was to split the checking account by 20% savings, 30% remain in checking, and 50% to the project fund. This was voted and unanimously approved. It will be communicated to the Treasurer to move the funds accordingly.

Account	Sept. 2016 balance	May 2017 balance	New Total Per 20/30/50 split	Comments
Savings	\$2,383.45	\$2,386.58	\$4,601.51	Emergency Funds
Checking	\$2,613.64	\$11,074.67	\$3,322.40	Need to keep \$ for beginning of school expenses & per PTO by-laws
Project	\$20,817.17	\$9,528.12	\$15,065.46	Finished paying for Walking Track

Upcoming PTO events/school Activities

1. May 21 — Spring Road Timber Rattler Game
2. May 24 — Walk to School Wednesday*
3. May 30 — Kona Ice during lunch 11:15am–1:15pm
4. May 31 — Fun Run at 1–3pm (date change w/ NO rain date)
5. ~~May 31 — Walk to School Wednesday*~~ cancelled due to other activities
6. June 1 — Last day of school
7. August 30 — Meet and Greet at 4-6pm

Open Discussion

1. Birthday book – discussion to not use scholastic dollars because the PTO gets a better deal if we use actual money and buy promotional books. It was voted on and approved to use actual money. How they get ordered will be figured out at a later time outside of the PTO meeting. There is already birthday book funds approved in the 2017-18 PTO budget.
2. Communication Liaison – Proposal to add this position to the list of chair people. The proposal was discussed as what it would look like. It was decided this would be developed during the school year. Anna Sherman will be the Communication Liaison and her first official duty is to get input for PTO meeting times for next year to see if there is a better time/day that would allow more people to come to the PTO meeting.
3. Koeune Greenhouse & Garden gift cards are sold out. It was asked for funds to purchase more \$10 gift cards. It was voted on and approved that Shelia could buy more.

June 16, 2017 – End of Year Executive Meeting Wrap up per Spring Road PTO's Standing Rule, Rule 3, Section B. b.

- May's meeting notes per approved with no corrections.
- Treasurer's end of year summary:
 - Deposits
 - Koeune's Gift Cards sold - \$360.00
 - Kwik Trip Refund - \$1.80
 - Kona Ice (last day of school) - \$284.00
 - Expenses:
 - Randy Peterson End of Year Concert = \$350.00
 - Water for PTO scholarship meeting = \$3.99
 - Office Supplies = \$9.99
 - Transferring Teacher Gifts = \$59.90
 - Final Account balances after above transactions and May's PTO approval to fund transfers in the 20%/30%/50% split:
 - Savings: \$4,986.98
 - Checking: \$3,241.92
 - Project: \$15,575.95