

April 17, 2017

MLS PTO Board Meeting Minutes

Board members in attendance: Sarah Kelsey, Carleen Kupcis, Beth McCarthy, Stacey Carden, Melissa Hoover, Peggy Williams, Christina Keller, Amanda Beresford, Beth Wertheim, Cheryl Wetmore-Simpson, Mike Irani

I. Welcome

II. PTO Member-at-Large Comments

III. Secretary's Report: Beth Wertheim

- A motion was made and seconded to approve the minutes from the March meeting.

IV. Principal's Report: Mike Irani

PD Fund: Proposed Revisions

- Ideas for the transition from the current way the PD fund is structured to the future format.
- The teachers are in agreement that next year will be the last year to spend the existing funding. At the completion of the year the new TBD structure will be implemented.
- One option is to give teachers \$400 each year with the option to use the money within the year given OR to save the \$400 and combine it with the money from the following year.
- A second option is to give \$400/year, but allow teachers to "bank" their money for up to three years.
- An important fact to note is \$400 is a goal for the PTO to provide to each teacher. However if the PTO does not raise enough funds the amount will be less.

Discussion

It is recommended that the PD should benefit from the large Spring fundraiser (currently the Silent Auction) instead of the Annual Fund. It benefits the Annual Fund to have a fresh goal each year.

If the option for teachers to "bank" their money is allowed, the PTO accountant will need to keep a spread sheet of running totals. It will be necessary for PTO boards to be extremely transparent when switching over.

Will \$400 be enough funding to travel to a conference? No, but it is enough to attend a local conference or class.

If a teacher decides to bank their money for three years hoping to travel to a large conference, how do they know that the actual conference that they want to attend will be held in that third year? Is it possible to ask for an advance if a conference is scheduled before enough funds have been banked?

Don't forget that teachers can combine their PD money with funding from the school and downtown, this makes it more feasible to attend national conferences.

It is uncomfortable for a supervisor to ask a teacher if they intend to use their fund or save it to combine with the next year, or not use it at all. However, it does not have to be awkward for the PTO to ask for accounting reasons.

We have some good ideas here, but ultimately this is Mike's decision. Let's make the wording changes and have some offline conversations and vote at the next meeting.

IF this change to the PD Fund is supposed to happen next year, should this board make a recommendation to the next board? Yes, but allow the new board to make the ultimate decision.

Yes, but it is wise prior to stopping the current procedure to give a legitimate recommendation of how to proceed.

The current board can vote to endorse a set of recommendations to the next board.

Next meeting or by the final meeting we need to vote on #1 so we can bring that to an end. Please note that there are only two weeks between final board meetings of the year. New board members are invited to the last two meeting but they cannot vote.

V. Faculty Representative Report: Cheryl Wetmore Simpson

Silent Auction

- I have been talking up about the Auction with the teachers and reminding them that you can ask someone else to bid on your behalf.

Funding Requests and Grant Applications

- Leigh Anne Kuhn—requesting \$350 or \$300 from the PTO to purchase soil and a tarp for the sweet potatoes. She was going to apply for a grant but the funding will not arrive in time for her to get the garden going this Spring.

- So far, five grant applications have been received (one more is coming in tomorrow from Steve Gissendanner)
- 5th Grade doing working on a community service project to benefit Service Dogs of Virginia (again)!

VI. Co-VP's Report: Stacey Carden and Beth McCarthy

Mail Chimp, PayPal, Etc

- We are currently reviewing the systems and applications.

Book Fair

- Reporting \$15,000+ in gross sales

Hospitality Committee

- We are in great shape for Teacher Appreciation Week and the last day of school.

KNO

- Lori Toms checked to see how the registration numbers are looking for Friday (night of the Silent Auction). So far it doesn't look like a large increase from the previous events, but some people may decide to sign up at the last minute.

PTO Board and Committee Chairs

- The Slate of Board Officers is full. We are ready to vote.
- Most of the Committee Chairs are accounted for, except for the Fun Fair, Silent Auction, and EZONE (we will do a classified ad in Meriwether Matters after the Silent Auction for an EZONE Coordinator).

VII. Treasurer's Report: Melissa Hoover

Classroom Funds

- The deadline for teachers to use their classroom funds will be the last day of school, 6/9.

VIII. Volunteer Coordinator's Report: Amanda Beresford

Thank You Reception for PTO Volunteers

- June 2 from 8-8:30am on the back asphalt. (Before Field Day)
- Any ideas for something fun and different? Smoothies?
- Looking for pictures of people volunteering, any suggestions? The Yearbook Committee is a great source (just wait for a week before asking because they are trying to meet their deadline).

IX. Communication Coordinators' Report: Christina Keller and Peggy Williams

KNO, Auction, and Raffle Tickets

- We are working hard trying to get the word out about Friday through Meriwether Matters and Facebook.

X. Co-President's Report: Sarah Kelsey and Carleen Kupcis

Garden Funding Request discussion

Leigh Anne Kuhn told us that there is still some money still available in the landscape budget but this is a separate request.

Sarah—Are you all okay with us asking the board to approve up to \$350 for the soil and weed prevention tarp?

Melissa—I am concerned that it is irresponsible for the board to approve this request without knowing what money has already been earmarked? Does not have these totals on hand?

Peggy—The garden is a project that is growing and improving. We received grants for the raised beds, but not the soil. The raised beds make it a lot easier for the classrooms to get around to see the beds and they make it a lot easier for weeding. Unfortunately the raised beds are worthless without soil. The cafeteria benefits from the sweet potatoes as well.

Sarah motioned to approve the funding request of \$300-350 for soil and a tarp for the gardens, Amanda seconded, and the board passed to approve the request with two Nays (Melissa and Christina).

Committee budgets/income expectations & individual event discussions (See spread sheets)

- Even though the total numbers are not finalized because several invoices that are yet to be paid, you can get a rough idea of the events that spend money and the events that make money.
- We are relying heavily upon the Silent Auction.
- Currently we may not be able to afford another active panel.

Back to School Night

- Formerly the PTO was introduced and the President(s) spoke about the mission serve to the school community. It is also the night that was considered a school at large PTO meeting.
- The Bylaws state that the General PTO needs to meet twice a year (currently we only meet once per year).
- When should we hold his meeting?

A Back To School Picnic? Electronically? Two Meetings per year with childcare provided?

ATTACHED:

*Please review written reports prior to the meeting. Copies of the agenda will be provided but please bring a laptop or copies of the additional materials for your reference.

IMPORTANT DATES:

Friday April 21 - Auction at King Family Vineyards
Friday April 21 - Extended Kids Night Out
Monday May 1 through Friday May 5 - Teacher Appreciation Week
Monday May 15 - PTO Board Meeting
Monday May 29 - Memorial Day Holiday
Monday June 5 - PTO Board Meeting (Carleen Kupcis's House)
Friday June 9 - Last Day of School (Half Day)