

MRE PTO Meeting Minutes October 6, 2015

- I. Call to Order – 6:30 p.m. Amy Ehnes**

- II. Approval of Minutes – Amy Ehnes, 2nd Tammie Woodyard**

- III. Fort Zumwalt Fundraiser Guidelines**
 - a. Heather Clevenger presented new Fort Zumwalt School District fundraising guidelines.
 - b. Heather Clevenger discussed these guidelines with Jeff Orr, Fort Zumwalt Chief Financial Officer.
 - c. District is implementing a change that PTO fundraising moneys be deposited into the school's Enterprise Account.
 - d. District is wanting to have all PTO funds in one checking account, thereby eliminating the separate PTO checking account.
 - e. PTO will still sponsor events and fundraisers, but any money raised will be deposited into Enterprise Account.
 - f. Heather would be responsible for writing all checks out of Enterprise Account after obtaining appropriate District approval of expense.
 - g. Many questions were brought up and discussed regarding these new guidelines:
 - i. Where is money deposited from a PTO sponsored school event that generates a small amount of income, but not a true fundraiser (i.e., Trunk or Treat and Movie Night)?
 - ii. Can funds raised through Trivia Night still be used on Reading Eggs program?
 - iii. How long will it take to receive reimbursement checks for parents who make purchases for a school event?
 - h. Heather Clevenger will follow up with Jeff Orr to get clarification on our questions.
 - i. Pancake Dinner will be the first new PTO sponsored event that will run through the Enterprise account.

IV. Treasurer Position

- a. Julie Runyan has resigned her Treasurer position
- b. Need to look for someone to fill position
- c. Amy Ehnes will ask Jen Wobbe and Cate Heberlie

V. CBC Bank

- a. CBC Bank will begin charging an activity fee on the school's savings account.
- b. Amy Ehnes suggests closing the savings account and depositing balance into checking account at CBC Bank.

VI. Budget Line Item Changes

- a. The following clubs have been removed from the 2015-2016 Budget:
 - i. Book Club - \$100
 - ii. Computer - \$100
 - iii. Earth - \$100
 - iv. French - \$100
 - v. Lead, Learn, Run - \$100
 - vi. Math - \$100
 - vii. Scrapbook - \$100
 - viii. Spanish - \$100
 - ix. Yearbook - \$100
- b. Per Ms. Weeden, the Evening with Santa \$100 budget line can be eliminated. She will not need these funds.

VII. Parent Teacher Conference Dinner

- a. Cate Heberlie, chairperson
- b. Dinner will be in Room 50
- c. Food from Bellacinos and cookies from Sams

VIII. Trunk or Treat

- a. Jen Wobbe , chairperson
- b. Event will be Friday, October 23
- c. Paper flyer will be going out for RSVPs on hot dogs
- d. Mr. Higgins will be grilling hot dogs

- e. Middle school students could help pass out hot dogs

IX. Book Fair

- a. Book Fair started today
- b. Colleen Gremaud has 2 new committee chairs helping her this year who will take over the Book Fair next year.

X. Buzz Books

- a. Deadline for parent information extended through October 13

XI. Movie Night Ideas

- a. The following movies were suggested: Inside Out, Home, Minions movie.
- b. It was suggested and agreed to have the kids vote on the movie choices.

XII. Update from Mrs. McClain

- a. It was a great first day for Leadership Family meetings. Great to see everyone involved. Kids enjoyed being in their families.
- b. PTO by-laws regarding PTO board term limits need to be discuss at the next PTO meeting. Need to discuss and decide whether to change by-laws or keep as is and then advertise open board positions. If needed, Mrs. McClain would like to advertise open board positions in her newsletter.
- c. Mrs. McClain suggested possible co-leadership positions for the PTO board.
- d. Mrs. McClain asks everyone when you see a teacher, “hug a teacher”! Teachers are teaching at a higher level learning now. They are putting in a lot of extra hours in order to meet these higher standards.
- e. Attendance overall has been great! Working on reaching more of the achievement goals.
- f. 5th grade camp went great! Kids enjoyed it a lot.

XIII. Treasurer's Report

- a. See Financial Statements
- b. It was agreed as a policy that personal checks from staff should not be cashed by PTO checking account.

XIV. Other

- a. Mrs. McClain will send out a school wide phone message on October 20 and the evening of October 21 as a reminder of Clubs Choice product pick – Oct. 21 5:00-6:30
- b. Heather Dale will follow up with Clubs Choice to ask what other schools have done with food items that have not been picked up. School does not have room to hold frozen product.
- c. Ms. Weeden asked if e-cigarettes were also prohibited on school grounds since MRE is a smoke-free school.
- d. Mrs. McClain did verify that e-cigarettes are prohibited. She will include this in her next newsletter.

XV. Adjourn 7:55pm – Next Meeting Nov 10th at 6:30 pm