

AEPTO Meeting Minutes

June 16, 2014

In Attendance (18):

Executive Officers: Jeff Turk, Debbie Thomas, Laura Ash

Committee Chairs: Teresa Parks, Errin Thompson, Mandy Sanders

Luce Road ECLC Representatives: Donalynn Ingersoll,

Pine Avenue Elementary Representatives: Jon Case, Kim June

Hillcrest Elementary Representatives: Mary Kay Yonker, Kathleen Cranna, Linda Patton

Parents: Mike Mazurek, Bobbie Mazurek, Jennifer DeLeon, Jason DeLeon, Kim Turk, Stephany Slaughter

I Call To Order:

The meeting was called to order at 6:36 pm.

II Officer Reports

President's Report (presented by Jeff Turk): As outgoing secretary, Jeff circulated the minutes from the May 19, 2014 meeting. Mike Mazurek moved to accept the minutes, seconded by Kim Turk. Motion approved unanimously.

Secretary's Report (presented by Debbie Thomas): None.

Treasurer's Report (presented by Laura Ash): Laura circulated a copy of the most recent budget. All balances are dated 6-13-14. She asked the group if there were still more bills to be paid for this year and when is the usual cut off date. While there are a few bills still out there, the goal is to close out expenses by June 30. Art Reach supplies spent this summer will come from the 2013-14 budget.

III Fundraising and Committee Chair Reports

Fundraising Chair: (presented by Teresa Parks)—Teresa gave us the dates for Frankenmuth fundraising. We are under a 2-yr or 3-yr contract with this company. Sept. 12...start at Hillcrest. Oct 10-24, fundraising at Luce, followed by Clubs Choice at Pine Oct 26-Nov10. All schools Clubs Choice will be Jan. 26-Feb.9. Teresa asked if anyone would be interested in a Read-A-Thon fundraiser as a possibility for the future. It would be for 4th-5th grade, put on by the state of Michigan. There was also another one that she found regarding Education and water environment with prizes for kids. Teresa will forward the information to the principals.

Book Fair Chair: None. Reading month is March.

Art Reach/Carnival Chair : None

Non-Sales Fundraising Chair (presented by Jennifer DeLeon): Campbells Soup Labels were sent in today. Box Tops are still being worked on this summer, some are due by August 31. The total was over \$4,000 for the year.

New Business: (presented by Jeff Turk)—Mark Kemler, a 5th grade teacher at Pine, made a request for funding. His room won \$1,000 by completing all 27 stages for coding. He wanted to purchase a laptop for his classroom. The final cost was \$1,424.99. His request: Could the PTO help him with the extra cost? \$130 of teacher discretionary fund and \$249.99 from extra funds? Discussion followed.

Seven other classrooms received this \$1,000 funding as well. The question is: How does the PTO decide what to do with extra funds at the end of the year? One idea that surfaced would be to have a grant period where teachers/administrators could make requests. Teresa Parks made a motion to reimburse Mr. Kemler the \$249.99 from the unused Pine Ave. 5k funds. 10 people voted in favor, the motion carried.

On June 17th, Kristin Case turned in a check request form to the PTO Treasurer that requested reimbursement for classroom purchases in excess of the \$130 per teacher allowance the PTO established in 2011. Her request is for \$222.28; \$95.43 will come from her personal unused teacher funds, and she has requested the additional \$127.25 to be taken from other 5th grade unused teacher funds. Discussion by email began June 23rd and a vote by email was collected by the Secretary. Discussion and voting ended by end of day, June 27th. The motion to reimburse passed 12 to 4.

2013-2014 Review: (presented by Jeff Turk)—The purpose of the rest of the meeting was to review the activities of the PTO throughout the year and get feedback from the group. The PTO spent \$9,500 on programs and activities for Luce Rd., \$8,300 on programs and activities for Hillcrest, and \$8,600 on programs and activities for Pine Ave. Combination programs for all three schools totaled \$2,100 for a grand total spent in 2013-2014 of \$28,500. Well done!

However, in a Historical Budget Review, we still need to make sure that we are not spending more than we are bringing in. Additional revenue is needed.

Budget Review

Annual Budget: 43,060

Actual Spent: 29,258

Remaining: 13,802

The Budget Surveys from non-board parents, board members, and teachers/principals were reviewed. It was interesting to note that there were many similarities. In looking at the data, our support for classrooms can be better. We support all of the field trips and

classroom enrichment. We really need to spend money on the PTO to encourage volunteerism and parental involvement.

2014-2015—Important Goals

1. Increase Awareness and Participation in PTO

- PTO newsletter

- Increase PTO presence at school events with a table or standing poster

- PTO Today's' Back to school program

- Ideas to get parents and teachers at the meetings...maybe provide incentive or drawing. (ex. 8 meetings x 10 gas/Walmart card--\$80)

- Maybe have paper pizza slice of parent who attends, give to teacher, when teacher gets a whole pizza filled, he/she will get special incentive

2. Increase budget for brochures, flyers and other marketing tools

- Current amount allocated to PTO is \$750

3. Increase Facebook community and Facebook presence

4. Increase Teacher Support

- What do you need in your classroom to make your job easier and to best educate the young minds you see everyday?

5. Increase Revenue

- Continue with current fundraisers

- Focus on box tops contests

- Corporate sponsorship for Pine Ave's 5k (current budget \$3600)

Jeff also proposed two new fundraisers: Fun Run, Shoe Recycling

Fun Run: Get Moving Crew...Do it Yourself...partner with expert to provide all of the tools for organization, promotion, etc.

- Event would run during school hours

- All of the donations are done online...kids get to design a webpage

- All donations are 100% ours

- Jeff Turk is willing to chair this team

- Start up fee is \$500—this comes before PTO tonight

Discussion followed. Perhaps this would be transitional event for Luce and Hillcrest while still keeping a focus on the 5k run at Pine. It could be a good lead in for the 5k event, which is traditionally held near the end of each school year. Timing of the proposed Fun Run would be the most important point to consider.

Mike Mazurek made a motion to approve the \$500 start up fee. Kim Turk seconded. Motion passed unanimously.

Shoe Recycling: This would be no cost to the PTO...just boxes in our schools. Students can download the form and find out where their shoes end up!!

One additional note from the Improvement surveys was to create a space for non-board member parents to have a voice and feel like their opinions are valued.

Jeff opened up the meeting by asking for any other feedback from the past school year as we think about the upcoming year.

One person suggested that a PTO representative attend each of the open houses at the beginning of school

Another person suggested that we look at the RESD teacher at Luce...does she get any money from the PTO?

One other person asked about positive incentives for students. How can we recognize students for good behavior and improvement in the classroom? It was decided that this would be a discussion for another time.

The meeting ended by watching a brief video of the 5k run at Pine Ave. There was excellent participation and feedback. Your PTO dollars at work!!

The next PTO meeting will be on Thursday, July 17 at 6:30 p.m. Location TBD. This will be an organization meeting of board members only.

IX Meeting Adjourned

The meeting was adjourned at 8:03 pm.