

# 2014-2015 Executive PTO Meeting

# MINUTES

Date: September 11, 2014

Time: 3:45; conference room

Attendees: Kristie Allen, Kelley Brunner, Janice Osieja, Jill Rees, Joan Roth, Janet Schwertley, Heather Smith, Tammy Thaete

Absent: Arlen Sykes



<p><b>Book Fair</b></p> <p>Book Fair is scheduled for October 22<sup>nd</sup> through October 30<sup>th</sup>.</p> <p>Hours: Before school; lunch; after school; 2 evenings. Exact hours forthcoming. Jill will email Ms. Smith once decided.</p> <p>Jill, Mrs. Brunner and Mrs. Thaete met with Linda Barr from Scholastic.</p> <p>Teachers can now scan book requests and email them to parents.</p> <p>Debating decision to take cash (25%) or book/product credit (50%) of money earned. Mrs. Brunner believes we should take the 50% credit and get more bang for our bucks.</p>	<p>Jill Rees Treasurer</p>
<p><b>Spring Book Fair Dates</b></p> <p>Scholastic bought A-Plus (the company we have used in the past for the spring book fair).</p> <p>Ms. Hendrickson typically handles this event. Ms. Smith emailed her to confirm she would like to again manage.</p> <p>This book fair in the past has been a “BOGO”.</p> <p>Ms. Thaete suggests we have this book fair possibly the end of April or beginning of May and call it the “Summer Reading Program” Book Fair.</p> <p>Joan suggested having a reading log for the children to log books they read over the summer which qualifies them to win a book at Meet the Teacher or Curriculum Night event (parents would choose the book if we chose this).</p>	<p>Jill Rees Treasurer</p>
<p><b>Reading for Education</b></p> <p>The PTO board is not interested in this as it is a “selling” event.</p>	<p>Kristie Allen and Jill Rees</p>

<p><b>Printing</b></p> <p>We will now be going through Kyrene Print Shop for all printing. When a request is made, it goes into a queue for Mrs. Brunner or Mrs. Thaete to approve. Turn-around time is typically 24 hours. This has not been happening. Mrs. Brunner will call Chris Cuyler to confirm PTO also has the 24 hour turn-around time.</p> <p>Kristie and Janet are now the contact people for all printing jobs. Committee chair will send them flyers for approval and printing. Kristie/Janet will obtain approval from Mrs. Brunner and then request print job.</p> <p>Mrs. Brunner already approved the Uncle Bear's FDN flyer. Joan will email to Kristie/Janet for printing. Janet will put in teachers boxes for distribution.</p>	<p>Jill Rees Treasurer</p>
<p><b>Budget</b></p> <p>Jill discussed Budget.</p> <p>Mrs. Brunner received a check from Target for \$650 +/- . Jill will obtain check from Sandy for deposit.</p>	<p>Jill Rees Treasurer</p>
<p><b>UPS Bill</b></p> <p>There is a discrepancy with the UPS bill as someone pre-ordered 5000 copies under the Colina account.</p> <p>Jill/Janet went to UPS to discuss but they could not prove/verify or even acknowledge who it was from Colina (although UPS believes it is someone they recognize).</p> <p>Mrs. Thaete believes it was human error on UPS part and more investigating needs to be done as Jill paid this bill and we deserve a refund.</p> <p>Janice will notify committee chairs to email Kristie/Janet for all future print jobs.</p> <p>Orfe's name was removed from the UPS statement and Janet's was now placed as contact.</p> <p>Joan suggested we place a "freeze" on this account. But in order to try and figure out who did this, give UPS the PTO chair names and request that prior to anyone placing an order on this pre-paid/ordered copies, they show their ID so UPS can confirm the print job with one of us. This in turn will let us know who did this.</p> <p>We all agreed since this bill was paid, we do need to use the balance of the pre-paid copies.</p>	<p>Jill Rees Treasurer</p>

<p><b>FDN</b></p> <p>Check for \$500 received from Zzeeks.</p>	<p>Joan Roth Secretary</p>
<p><b>General Meeting Planning/Discussions</b></p> <p>Meeting is scheduled for Monday, September 15, 2014. Pizza will be served.</p> <p>Janet has child care handled.</p> <p>Janet requested a lap top set up at each general PTO meeting so families can sign up for the store reward programs.</p> <p>In order to draw more parents to attend, Mrs. Brunner will order a banner from the Print Shop that says PTO Meeting Next week. White Board will also be placed outside notifying date/time of meeting.</p> <p>Agenda items:</p> <ol style="list-style-type: none"> <li>1. Approval of Curtain</li> <li>2. Beautification of School</li> <li>3. Susan Bell – Liaison between CMS and Colina – Conference Dinners</li> <li>4. Upcoming Events</li> <li>5. Budget</li> <li>6. Open Board Positions</li> <li>7. Book Fair</li> </ol>	<p>Jill Rees Treasurer</p>
<p><b>Box Tops</b></p> <p>Jill will confirm with Andrea that she is handling the Box Top Program. Janice will chair this if Andrea has chosen not to.</p> <p>We will not keep track of which class donates what. We will have one donation spot for all classes.</p> <p>Mrs. Brunner likes the Pump It Up event. At the end of the year, she will pull kids names from classes to participate as an award for collecting box tops.</p>	<p>Janice Osieja Vice President</p>
<p><b>Taxes</b></p> <p>This was discussed at last Executive Board Meeting on August 14<sup>th</sup>.</p> <p>Deadline for paying taxes for a non-profit is November 15<sup>th</sup>.</p> <p>Last year the PTO taxes were not paid and PTO owes \$1829.80 and interest continues to accrue.</p> <p>Jill sent the IRS a letter the end of August requesting them to drop these interest fees as no taxes were owed.</p>	<p>Jill Rees Treasurer</p>

We all decided an Accountant needs to file taxes on behalf of PTO. Joan suggests it is not a friend or parent and that an official accountant we pay should be hired.

Jill will contact Stephanie Fierro to discuss this matter with her to see if she can offer any suggestions.