**Las Sendas Elementary PTO Meeting Minutes:**

August 28, 2017

Las Sendas Elementary School Parent-Teacher Organization (PTO) met in regular session in the media center at Las Sendas Elementary (Las Sendas) 3120 N. Red Mountain RD on August 28, 2017. Meeting was called to order at 4:06pm.

**Introduction/Roll Call:** Jennifer Berkshire

Jennifer Berkshire (President), Jennifer Casey (Treasurer), Danielle Brewer (VP Events), Jenny Oakland (VP Fundraising) Nanette Hill (VP Communications/Secretary).

**Approval of May Meeting Minutes:** Jennifer Berkshire

Motion to approve May 2017 minutes as written was made by Dawn Silva. Second by Stephanie Drew. Motion passed.

**Treasurer’s Report:** Jennifer Casey

Jennifer Casey reviewed the PTO budget and explained the Balance Sheet. Motion to approve the August 2017 Treasurer’s report was made by Deb Junkes. Second by Marie Lombardi. Motion passed.

Motion to unencumber the following funds from last year:

$105.00 for the 6th Grade Graduation, $8.28 for Art Easels, $1,500.00 for the Emergency Fund, $369.41 for Wednesday Envelopes and $28.82 for the BooHoo/Yahoo and Welcome Back Breakfast. Motion was made by Stephanie Drew. Second by James Cuocci. Motion passed.

**Review of May and Summer:** Jennifer Berkshire

Givesmart details were finalized and the 2017 Denim and Diamonds Auction net income was $17,895.37.

The PTO will continue to use Wells Fargo for its checking account. The type of checking account was modified to avoid fees.

The Welcome Back Breakfast for the teachers was a success and a nice way to begin the school year. Big thank to Mathnasium, What’s Crackin, Power Postal, Orange Theory and you for donating time, money and food for our breakfast.

The BooHoo/Yahoo Breakfast had a large turn out. The parents were very interested and eager to begin a great new school year.

**Principal’s Report:**

Mr. Kaczmerek announced the addition of a new Kindergarten class and teacher and requested a volunteer to decorate the room. Mrs. Tiffany Manly volunteered.

**Events:** Danielle Brewer

The theme for the 2017- 2018 Fundraiser and Silent Auction will be Caddie Shack.

**Fundraising:** Jenny Okland

1. A fundraising letter was distributed in Wednesday Envelopes. All money collected from the “Year of the Teacher” fundraiser will be divided equally among all the teachers. Teachers may use the money for their classrooms. Anything purchased for their classrooms will stay in the classroom at the end of the year.
2. Proceeds from Chipolte Dining Night Out were $1,860.23. Alane Eaton and Hannah Reis won the brick for highest participation contest.
3. McTeachers Night is September 27, 2017 from 5pm until 7pm.
4. Box tops contest ends on Friday. As of today Mrs. Eaton’s class is winning the Cookie Party with 550 Box tops. Mrs. Junkes class is second with 536 Box tops.
5. We will be participating in the Crayola Color Recycling Program. We collect all used markers and mail them back to Crayola. Crayola will provide educational resources on recycling for teachers to use. They provide packing materials and postal fees. There will be disposable boxes placed strategically around the school for collection purposes.

**New Business:** Jennifer Berkshire

Jennifer Berkshire presented changes to the By-Laws and requested approval of the updated By-Laws. Changes were as follows:

1. The debit card will be used only for Quick Books, “Go Daddy” and “Digital PTO” renewals.
2. The maxium Petty Cash withdrawal will be $200.00.
3. The positions of VP Communications and Secretary will be combined into one position.
4. Minor changes were made to duties of officers to reflect Free Money program changes and changes in technology.
5. Agenda Request Forms will now be available in the office. See Jill for a request form.

A motion to approve the changes to the By-Laws was made by Stephanie Drew. Second by Annie Brown. Motion passed.

Regina Keenan requested $175.00 for umbrellas for the back playground for the playground tables and the sixth grade tables. Motion to encumber $175.00 made by Deb Junkes. Second by Marie Lombardi. Motion passed.

Hannah Reis requested $378.00 for a CBS LiveStream Subscription. CBS Live Stream is a safe platform to broadcast our announcements and is now requiring a subscription. Motion to encumber $378.00 made by Tonja Lazier. Second by Stephanie Drew. Motion passed.

MR Kaczmarek requested $500.00 to purchase a pressure washer. The pressure washer will be used to clean up gum, paint and for summer cleaning, etc. Motion to encumber $500.00 made by Dawn Silva. Second by Tonja Lazier. Motion passed.

MR Kaczmarek requested $12,472.06/year for a Computer Lab Aide. There was a discussion to decide if MRS G could be used for 4 hours/ day or 5.7-hours/ day. The teachers unanimously voiced that they needed her for 5.7 hours/day. Motion to encumber $12,472.06/year made by Alane Eaton. Second by Pam McConnell. Motion passed.

Jennifer Casey explained that we have a $710.00 bill from the IRS for back fees. We are currently trying to rectify this however we would like to be prepared if the fee stands. Motion to encumber $710.00 made by Marie Lombardi. Second by Dawn Silva. Motion passed.

Jennifer Casey requested an additional $190.00 for Tax Return Preparation. She explained we are looking for a new accountant. Motion to encumber $190.00 made by Deb Junkes. Second by Hannah Reis. Motion passed.

Jennifer Berkshire and Jennifer Casey requested $20.00 for Quick Books and approval for an automatic withdrawal from the checking account for Quick Books on a monthly basis. This will need to be reapproved at the August 2018 meeting. Motion to encumber $20.00 made by Deb Junkes. Second by Pam McConnell. Motion passed.

Jennifer Berkshire requested $2.66 for a difference in Email/Website renewal. The website subscription was changed and we are saving $100.00. Motion to encumber $2.66 made by Hannah Reis. Second by Dawn Silva. Motion passed.

Jennifer Berkshire requested $153.00 for a deposit to Las Sendas Golf Club to reserve a date for the Caddy Shack Silent Auction and Fundraiser on April 20, 2018. The deposit is $250.00; we raised $97.00 at the Community Appreciation Day event from a 50/50 raffle; that sum will be applied toward the deposit.

Danielle Brewer requested $500.00 for Bingo Night on September 15, 2017 from 6:30pm to 8:30pm. The event is free but you can buy more bingo sheets and stamps after the free initial sheets and stamps are used. We are trying to get Chick-fil-A and Fizz for food and drinks. Fizz will do an old-fashioned soda fountain theme.

Jennifer Berkshire requested $1000.00 for a Spirit Wear re-order. We will make a profit from these sales. Last day to order is Friday, September 1, 2017.

**Upcoming Events:**

September 1, 2017: Box Tops contest ends; Spirit Wear orders due

September 15, 2017: Bingo Night 6:30pm to 8:30pm

September 25, 2017: PTO Meeting at 4:00pm

September 27,2017: McTeacher Night 5:00pm to 7:00pm

**Meeting Adjourned**

Motion to close the meeting was made by Dawn Silva and seconded by James Cucci motion passed and the meeting was adjourned at 4:49 pm.