

Board Meeting Minutes

Date: December 1, 2014

Location: La Porte Elementary

Meeting Called To Order By: Gennifer Shuler

Time: 6:03pm

Attendance: Gennifer Shuler, President; Bill Nolin, Treasurer; Angela Viator, President

Minutes: Minutes of 11/11/2014 meeting read and accepted.

Announcements

Principal: Angela Viator

- PTO President, Anna Ventura, tendered her resignation earlier today to Ms. Viator. Her resignation was accepted by all present at the meeting. As stated by the PTO By-Laws and agreed upon by all present, Gennifer Shuler, Vice President, shall assume the duties of the vacant position. The position of Vice President will be offered to the other candidate from the last election. If this person does not accept the nomination the position will be reopened for nominations and election.
- Ms. Viator is in the process of contacting Jo Ann Gore to give permission for the funds in the old PTO account to be transferred to the new account that will be opened.

Old Business

Supper with Santa 12/16

- Updated budget proposed by Bill Nolin (see attached)
- Cookies will be purchased at Sam's Club.
- Due to budgeting gift cards for teachers will not be purchased.
- White tickets are available in the PTO closet for use in our basket raffle.
- Bill Nolin has volunteered to use his Sam's Card and pick up the items agreed upon on 12/16/14.
- Letter / Order Form needs to go out ASAP as deadline to change our Chik-fil-A order is 12/9. Gennifer Shuler will follow up with Ms. Viator and Joy Nolin tomorrow on the status.
- Orders and money collected for Supper with Santa will be put in an envelope (one per order) and Joy Nolin will keep it locked for us until we set a date to account for all orders, list in a spreadsheet and complete the ticket packets that will be kept at the school to be handed out on the night of the event as people arrive. We will coordinate 2-4 volunteers for this endeavor.

Finance / Budgeting

- During our January meeting we will begin to finalize our budget stating percentages to be used for all items (ex: scholarships, enrichment, etc.). Suggestions were made to include a visual on campus for students and parents.
- The PTO has their EIN number. The LLC and 501(c) (3) are still in the works and will take some time and funds to complete.

- With the changes in Presidency the signers on the bank account as stated in the By-Laws will be Gennifer Shuler, President and Bill Nolin, Treasurer. The Vice President will be added once elected.

Call Out System

- Gennifer Shuler will coordinate with Joy Nolin on setting up the call out system so we can have 1. a list of volunteers that have completed and cleared their background checks and 2. a second list of PTO members.

New Business

5 Days of Christmas

- Joy Nolin, LPE Secretary, has suggested the PTO supply one of the 5 Days of Christmas for the teachers and possibly support staff. This would be approx. 60 persons. Gennifer Shuler will ask Ms. Sheryl if the food service staff baking our donated cookies is a possibility to create cute bags with a nice saying to include a holiday message and thank you for their help with Supper with Santa.

Communication

- There is an inbox for the PTO in the office hallway.
- There is a labeled drawer for our use in the front office area.
- The teacher/parent workroom is located in the 2nd grade pod and has a phone that the PTO may use. We will get further info on the exact extension number and how to set up and use the voicemail system.

Next general meeting is 12/08/14 at 5:30pm, La Porte Elementary

Next board meeting is 01/05/2015 at 5:30pm, La Porte Elementary

Meeting Adjourned At: 7:10pm

Minutes Compiled By: Gennifer Shuler, President

Attachments: Supper with Santa Budget, Sam's List Items Budget

Meeting Minutes Approved:
