



Zionsville Community High School PTO Meeting Minutes

April 17, 2017

The Zionsville Community High School PTO met on Monday, April 17, 2017 at 9:30 AM.

Present: Becky Culp, Karlee Moore, Julie Redman, Jo Roberts, Lee Ann Roeder, Elizabeth Rushton, Sandy Sifferlen, Laura Williams, Kirsten Wujek, Tracy Zimpfer and Tim East. Guest Salli Betz.

Welcome. Laura welcomed the board.

Minutes.

Minutes from the February 6, 2017 meeting were presented. Julie moved to accept minutes, Elizabeth seconded the motion and the minutes were approved by the board.

Officers' Reports

President's Report: Laura Williams

Laura discussed spring grants with the board. Due to generous donations, more grant dollars were available than anticipated. After discussion, the board passed a motion to offer a special addendum to the spring grants cycle with the additional available funds. Kirsten moved, Julie seconded and the motion approving the addendum to the spring grants was approved.

Laura also noted that a donation on behalf of the PTO was made to the teacher who recently had a fire at her home.

Vice President's Report: Lee Ann Roeder

Lee Ann provided an update on the March PTO Council – positive feedback from the guest speaker Jessica Lahey, author of “The Gift of Failure,” on March 14th. Derek Peterson, a child youth advocate, will be coming to speak with staff, student leaders and parent leaders in the fall. PTOs were asked to verify their websites to prevent fraudulent use; Dr. Robsion will be coordinating solicitation from local businesses; ZEF and PTO grants will be coordinated; Up with People program will be coming as well and coordinated by Kiwanis.

Vice President, Finance/Treasurer's Report: Becky Culp

The financials were sent out by Becky to the board prior to the meeting. Current cash balance is \$9,968.21. Typically we try to keep a cushion over the summer of around \$2500 to meet the minimum balance requirement and avoid bank fees. Laura and Becky will meet with Tim to review the books and bank activity during the fiscal year, and confirm the bank balance directly. This is an important control procedure performed annually to ensure there is no fraud or misappropriation of assets.

Over the summer, Becky will file the Business Entity Report with the IN Secretary of State, the state and federal tax returns. And Sandy and Becky will work to complete "The Book" which is to be maintained in the PTO mailbox. This book includes all required documents to be retained at our corporate offices per Indiana Statute for non-profit organizations.

Becky shared a thank you note from Mary Hilton and the After Prom.

If any significant changes to the budget, let Becky or Laura know. The new board will vote on the next budget.

Principal's Report: Tim East

- Mr. East thanked the PTO for the spring grants.
- He reviewed upcoming dates for the calendar: 5/15 underclass awards, 5/16 senior awards; 5/19 senior leadership day and graduation rehearsal, 5/30 last day for teachers, 6/4 commencement
- Mr. East reviewed staffing plans and stated the growth plan is on track.
- Student class schedules will be finalized in late April/May.

Committee Reports

Staff Services: Elizabeth Rushton and Tracy Zimpfer

Elizabeth requested more sign ups for the upcoming teacher breakfast. This request will be included in the PTO blast.

Student Services: Kirsten Wujek

Finals treats will be coming up. Any extra candy should be dropped off at front office for this event.

Volunteers: Julie Redman

Julie will work with Becky and Laura to ensure the InfoSnap registration includes the PTO Sign up Genius link. Board should make sure any events are updated to finalize volunteer opportunities for next school year.

Webmaster: Karlee Moore

Facebook and website have been updated.

Newsletter: Jo Roberts

Deadline for newsletter articles is Wednesday, 4/26.

Old Business: None

New Business:

PTO Slate. The Slate for next year's PTO Board was presented. Jo made the motion to accept the slate as presented and LeeAnn seconded. The motion passed unanimously

Slate:

President: Becky Culp

VP: Tami Hobick

VP Secretary: Sandy Sifferlen

VP Treasurer: Salli Betz

Staff Services: Amie Cramer and Tracy Zimpfer

Student Services Chairs: Kirsten Wujek and Laura Williams

Volunteer Chair: Julie Redman

Newsletter Chairs: Jo Roberts and Ashima Kapur

Web Administrator: Kirstin Marron

The following is a record of the ballots for the slate:

Yea: Laura Williams, Sandy Sifferlen, Becky Culp, Kirsten Wujek (via cell), Jo Roberts, Elizabeth Rushton, LeeAnn Roeder, Karlee Moore.

Nay: none

Meeting adjourned at 10:35 am.

Next meeting- old and new boards: May 15, 2017

Respectfully submitted,
Sandy Cha Sifferlen