



Zionsville Community High School PTO Meeting Minutes

April 11, 2016

The Zionsville Community High School PTO met on Monday, April 11, 2016 at 9:30 AM.

Present: Kirsten Wujek, Laura Williams, Becky Culp, Sandy Sifferlen, Laura Dunshee, Tami Hobick, Julie Redman, Lee Ann Roeder and Tim East.

Welcome. Kirsten welcomed everyone to the meeting.

Minutes.

- Minutes from the February 16, 2016 meeting were presented. Laura W. moved to accept minutes, Laura D. seconded the motion and the minutes were approved.

Officers' Reports.

President's Report: Kirsten Wujek

Kirsten thanked the board and volunteers for all their hard work this year. She stated that it was a pleasure to work with everyone. She also thanked Laura and Becky for their work on the nominations.

Kirsten also provided a report on the PTO Council meeting. The Superintendent discussed potential changes to school start times and that a survey had been sent to parents. Mr. East also noted that the issue of PTO funds being kept separate from school funds was highlighted at the meeting as well.

Treasurer's Report: Becky Culp

Budget review. A financial report was emailed to the board in advance which incorporates expected expenditures through fiscal year end resulting in approximately \$3,460 to fund Spring Teacher Grants. Becky indicated that the budget has an expected ending cash balance of \$2,500, which is the bank's minimum balance necessary to avoid a fee.

Bylaws review 2016. Becky reviewed the process of Bylaws review with the board. The goal was to reflect current operation of PTO. Several drafts were sent out for comment to Board members ahead of meeting, and a final draft was available for review. Becky made a motion to approve the final draft of the bylaws revision as the new bylaws governing the ZCHS PTO. It

was seconded by Laura W. The motion carried unanimously. Ballot record was retained. A Quorum was present.

Becky also discussed compliance with Indiana Statue 23-17, which governs Non-Profit Corporations, and the government entities to which bylaws changes need to be filed. She made a motion to amend and restate the Articles of Incorporation with the Indiana Secretary of State as appropriate to reflect the bylaws change that just passed and strip all non-relevant and unnecessary bylaws wording from the Articles of Incorporation on a prospective basis. This motion was seconded by Laura D. The motion carried unanimously. Ballot record was retained. A Quorum was present.

While all necessary compliance documents are in place, Sandy and Becky will work to compile an official "Binder" to be kept at the PTO's principal office open for inspection with appropriate notice given.

Becky discussed that all Board Members share in the responsibility to help ensure we are mindful of and following appropriate rules and statutes in order to retain tax exempt status. She provided notes from her review to Kirsten and will provide these notes to Laura W., as well, so we can continue to ensure we stay in compliance with the law and our bylaws.

Becky will file all necessary documents with regulatory agencies to affect these approved changes.

Election of Officers

Laura W. presented the proposed slate of officers to the board. Laura D. moved to accept the nominations as presented and Tami seconded. The motion carried unanimously.

President:	Laura Williams
Vice President:	Lee Ann Roeder
Vice President, Finance/Treasurer:	Becky Culp
Vice President, Secretary:	Sandy Sifferlen
Staff Services Chair:	Elizabeth Rushton and Tracy Zimpfer
Student Services Chairs:	Kirsten Wujek
Web Administrator:	Karlee Moore
Newsletter Editor:	Jo Roberts
Volunteer Chair:	Julie Redman

Principal's Report: Tim East

- Mr. East reviewed upcoming events calendar for the spring and early fall.

- Mr. East thanked the board for their efforts. He indicated that a committee was reviewing potential changes to the Senior Awards Night.
- Mr. East informed the board that personnel growth of 3 FTEs for Academic Growth, 2 FTEs for Support Growth and 2 FTEs for Replacements is anticipated to be approved by the school board at its next board meeting.
- Mr. East provided a master scheduling update and that the process has started. Tentative schedules should be released shortly and conflicts will be resolved.
- The school continues to participate and monitor discussions regarding state graduation and diploma changes. The school's input is that minimum requirements should at least meet state university entrance requirements as the current Core 40 requirements do. Based on inputs, the State Board has tabled the discussion for now.

Other business.

Spring Grants: The board reviewed the spring grants submitted. Discussions and adjustments were made to allow for a total of \$3,425.96 in spring grants granted by the board.

- A total of \$5,076.85 in grants were submitted
- \$120 was rejected from grant 1 to reflect one less laminator
- grant 3 (\$234.20) was rejected due to duplication with grant 5
- grant 9 (\$978.56 for dry erase boards and materials) was rejected and
- grant 10 was limited to \$400 (\$318.13 of the \$718.13 total was rejected).

Lee Ann moved to accept the grants as discussed in the amount of \$3,425.96. Tami seconded. The motion carried unanimously.

Staff Services: Laura Dunshee

Laura reported that volunteers are needed for teacher appreciation week. This request will be included in the next PTO Blast.

Student Services: Tami Hobick and Lee Ann Roeder

Finals treats will be distributed on May 20th.

Volunteers: Julie Redman

Julie reported that the ivolunteer system will not be renewed for next year and that signupgenius.com will be utilized for volunteer coordination.

Welcome: The board discussed how best to provide a welcome to new parents from the PTO. Laura W. will look into this issue and report back to the board.

Thank you: The board recognized and thanked Laura Dunshee and Tami Hobick for their service to the PTO and wished them well!

Next meeting: May 16, 2016
(Next school board meeting May 9)

Respectfully submitted,

Sandy Cha Sifferlen