

**Minutes of the East Moriches PTO Meeting  
January 31, 2018**

A meeting of the East Moriches PTO Meeting was held on Wednesday, January 31<sup>st</sup> at 7pm in the East Moriches Elementary Library.

PTO Board Attendees: President Jennifer Voelger, Vice President Dana McCall, and Secretaries Lisa Johnson and Alexandra Weeks. Treasurer Nicole Smith was excused.

PTO Guest Attendees: Mr. Schneyer, Mr. Montepetit, and Teacher Representative Mrs. Kelli Wilson were also in attendance. Please see PTO Attendance Sheet dated January 31, 2018 for names of other PTO meeting attendees.

Meeting opened with the pledge at 7pm. Jenny Voelger welcomed all that came out to the meeting.

**Minutes** – Alexandra Weeks presented the Minutes of the November 21, 2017 PTO Board Meeting which were unanimously approved on a motion by PTO Member Susanne Oldring and seconded by Dawn Baynon, all members were in favor.

Ms. Voelger discussed the recent PTO Board member meeting with Superintendent Russo. Ms. Voelger noted the highlights from the meeting including discussion on the PTO Audit, Bank Statements, Budget, and suggestions by Mr. Russo.

**Treasurer's Report** – Dana McCall provided a copy of the Treasurer's report on behalf of Nicole Smith for the months of November, December, and January noting the copy was available for all PTO members to review. Financial Statements by month, for the East Moriches PTO were also provided for review. The following items were also discussed:

- a. Process Update: New Forms - Ms. Voelger presented the PTO with new forms as part of the initiative to place processes for all things PTO. The New Forms included the following:
  - ) EMPTO Check Request Form; noting \$ amount could be an estimate
  - ) EMPTO Cash Advance Form
  - ) EMPTO Cash Box Sheet Form
  - ) EMPTO Teacher Request Form
- b. Taxes
  - a. Taxes Filed - Ms. Voelger discussed the EMPTO Taxes were filed late but with no penalty.
  - b. Tax Exempt – Ms. Voleger noted a Tax Exempt form was currently on the website but would be removed shortly. She went on to discuss using “Cards” for tax exempt purposes and also working with the Bigger Box Stores (i.e. Walmart, Michaels, BJ's). This conversation stems from Volunteers who purchase goods for events cannot get reimbursed for paying taxes on their purchases. A BJs membership will be purchased as they do not require a photograph and have a self check-out option. The BJs card and Walmart Tax Exempt cards can be borrowed from the treasurer by chairs. Orders can be placed via Amazon Prime (tax free) via a board member using our debit card.
- c. Audit Results - Ms. Voelger presented the PTO with the Audit Report from Multi Business Services in which an Audit on the East Moriches PTO was conducted by Multi

Business Services on 1/10/2018. Multi Business Services concluded that the East Moriches PTO have kept clean and accurate records. The Audit cost the EMPTO under \$500.

**World Music Drumming** - Jenny updated the PTO on the World Music Drumming presentation (held 11/21/17) noting Ms. Primavera had recently requested a different amount to the drumming package. Jenny presented the PTO with Plan A, (Package cost of \$7,138.89) which had not previously been discussed and Plan B (Package cost of \$5,318.16), which was the option brought to the PTO on 11.21.17. On a motion from Susanne Oldring and second from Karen Lee, the PTO unanimously voted to table the discussion and vote at the next PTO meeting scheduled for 2.15.18 where the PTO would be provided with more information on the difference between Plan A and Plan B.

**Matthew Montpetit Requests** – Mr. Montpetit joined the meeting to discuss the following requests:

- a. 5K- Mr. Montpetit noted the 5K run would not be held this year and would like to hold a Turkey Trot on Thanksgiving morning instead. Mr. Montpetit asked the PTO Board to hold all 5K run funds and budget allotted to the run in a separate account in order to build up and possibly used for a Fitness type center in the future. The motion to look into opening an account for the 5K run funds per Mr. Montpetit was made by Deborah Volkman and seconded by Jenny Voelger, all members were in favor.
- b. DrumFit- Mr. Montpetit noted he no longer had a need to request PTO funds for the Drumfit set, he will be renting the Drumfit set instead.
- c. Jump for Heart Event; Event being held 2.14.18 during Physical Education at the Elementary School. Held the past 3 years and raised over \$12K. Community Service learning program of the American Heart Association. PTO to assist w/ the purchase of pencils, balloons, giveaways for the event.
- d. Equipment Request: Mr. Montpetit requested funds to purchase the following items which total about \$4,286 without tax.
  - ) Tennis Balls (To be used for Tennis in the Spring)
  - ) Crash Pad (To be used during Field Day & Jungle)
  - ) 2 Wireless Speakers for ES & MS (To be used in gym)
  - ) 2 Wireless Vocal Set for ES & MS (To be used in gym)
  - ) 15 Kan Jams for ES & MS
  - ) Jumbo Stacks (Bucket type units)
  - ) 2 Pool Noodles (For Cooperative games)
  - ) 5 Multipurpose Barriers (To be used during Hockey, Bowling, etc.)

After discussion, Mr. Montpetit's request for \$4,286 to purchase the above equipment was approved on a motion from Susanne Oldring and Tom Frey, all members were in favor. The exact total spent will be discussed at the next PTO meeting to include tax and any extended warranty purchased.

**Budget Review**-The Draft Budget for the 2017-2018 year was distributed for discussion. Jenny Voelger explained how to interpret the Budget. Ms. Voelger noted the Final Budget would be kept on PTO website and would be updated as time went on. Ms. Voelger also noted if an event or funds to a specific line item had not been used in 3 years' time, the event/line item would come off the Budget. After review and discussion, the Approval for the Budget was tabled for the next meeting, which would leave time for PTO members to review and communicate any

updates and discrepancies to the Budget. The Updated Draft Budget will go for review and approval at the next PTO meeting scheduled for 2.15.18.

**Bylaws Committee**-Alexandra Weeks provided the PTO with the Draft Bylaws highlighting the suggested changes from the Bylaws committee meeting which took place on January 16, 2018. Bylaw committee meeting participants on 1.16.18 included Stacy Bartholomew, Tom Frey, Jenny Voelger in place of Stacey Cooper, and Alexandra Weeks. After review and discussion, the suggested changes to the Bylaws were motioned for approval by Susanne Oldring and seconded by Tom Frey, all members were in favor.

### **Fundraiser/Events Update**

#### Upcoming:

- a) Blacktop Update; Tom Frey Discussed
  - a. Met w/ Rosemar Construction
  - b. Provided different plan layouts for the Sports Court.
  - c. Waiting to hear back from Rosemar on price quote. Suggested to ask Rosemar to donate some of the costs in order to stay at or under budget
  - d. Suggestion to resurface Middle School Sports Court was made
- b) Blood Drive 2/2; Jennifer Voelger discussed
  - a. Stacey Cooper Event Chair
  - b. 2.2.18 at the ES between 4:30pm-8pm, 16 and over can donate
  - c. NY Blood Center Representative joined to discuss donating
  - d. For further info go to Nybloodcenter.org
  - e. Class with the most participants gets Ice Cream Party
- c) Sweetheart Dance 2/9; Stacy Bartholomew discussed
  - a. Stacy Bartholomew Event Chair
  - b. 50+ RSVP's
  - c. 3<sup>rd</sup> and 4<sup>th</sup> Grade, ES, Friday 2.9.18 @ 7pm
  - d. Stacy keeping track of all the info for future Sweetheart Dance Chairs
  - e. Spirit Wear & PTO membership flyers to go up at Dance
- d) Valentine's Day Bake Sale 2/14; Jenny Voelger discussed
  - a. Helen Gruber Event Chair
  - b. There are enough donations for Bake Sale via Sign Up *Genius*
- e) St. Patty's Bake Sale; Dawn Baynon discussed
  - a. Dawn Baynon and Delina are Event Chairs
  - b. Cupcake war
  - c. Sign up will be sent out via *Genius* again
- e) Jester Jim (2<sup>nd</sup> Grade) 3/22; PTO Discussed
  - a. Contract all set for 3/22 date at the ES
  - b. Show is too costly, more than we spend on other grades
  - c. PTO Board to reach out to Jim to try and lower cost
- f) 9<sup>th</sup> Annual Basket Auction; Jenny Voelger discussed
  - a. PTO Chairing
  - b. Delina and Kerri working on local donations
  - c. Signup sheet for teachers are available
  - d. Big Prize Items include Apple Watch, Nintendo Switch
  - e. 2.15.18 PTO meeting to primarily discuss Basket Auction

- g. SCOPE Program; Jenny Voelger discussed
  - a. Russo holding Presentation on 2.5.18 @ 6pm in the ES
  - b. Before and After care program for district
  - c. Need parents to send in their deposits in order to see if there is enough interest for the 2018-2019 school year
- h. Dodgeball 2/1; Dawn Baynon discussed
  - a. Dawn Baynon Event Chair
  - b. Need a referee
- i. Mixed Bags - Sue Oldring Discussed
  - a. Starts Monday February 26th, will go through March 12th
  - b. Will have items before Mother's Day
  - c. 50% Profit as long as we sell the same amount of items as we have students, Otherwise it's 40% profit

Completed:

- a) Souper Bowl Food Drive; Jenny Voelger discussed
  - a. ES won; will bring icepops during lunch for ES and Scope program
- b) Paint a Pallet; Jenny Voelger discussed
  - a. Fun Event, will hold again
  - b. Will take RSVP's by phone next time
- c) Frost Valley Breakfast – Jenny Voelger discussed
  - a. Kids/Parents Very appreciative
- d) Book Fair – Sue Oldring Discussed
  - a. Ms. Oldring noted that per Ms. Peterson's email, the Scholastic Dollars have been spent and they were very excited and wanted to thank the PTO for the Book Fair!!!

Suggested:

- a) Author Reading; Dawn Baynon discussed
  - a. Author Gordon Korman
  - b. 3 Talks (ES, MS, Night Program)
  - c. \$3500 for the day
  - d. Appropriate for all ages
- b) Foosball Purchase; Dawn Baynon discussed
  - a. Purchase for the MS
  - b. Kids use during Recess
  - c. Cost under \$500
- c) Bingo; Sue Oldring Discussed
  - a. Bingo for the District, 4 separate events (K-2<sup>nd</sup>, 3<sup>rd</sup>-4<sup>th</sup>, 5<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-8<sup>th</sup>)
    - i. Middle School Bingo to be held before March 25<sup>th</sup> Basket Auction
  - b. Request for \$300 per event for the prizes
    - i. Gift Cards for Middle School aged kids, left over gift cards will be used at Basket Auction on March 25
  - c. District already has Bingo Supplies
  - d. Would provide free concession at events the first year

After Discussion, the PTO members voted unanimously to provide \$1200 in funds to purchase Bingo prizes for all 4 events on a motion made by Jenny Voelger and second by Stacy Bartholomew, all members were in favor.

- d) Mobile Escape Room; Karen Lee Discussed
  - a. Activity for Middle School Participants

- b. Costly; suggestion for participants to pay part of cost

### **New Business**

- a) Kindergarten Orientation Shirts; Ms. Voelger noted the shirts put us over the Budget last year. Mr. Schneyer discussed why he would like to continue providing Kindergartners with shirts at their Orientation. Need to add line item in budget for Kindergarten Orientation Shirts.
- b) Tax Exempt Shopping
  - a. Amazon Prime Request; the PTO members gave Jenny Voelger the go ahead on the Amazon Prime membership.
  - b. Tax Exempt Cards; discussed earlier in the meeting
  - c. PTO Teacher Requests; New Form can be found on PTO Website

### **Upcoming PTO Business**

- a) Nominating Committee- March; will need volunteers next month to set up this committee
- b) Auditing Committee – April; will need volunteers next month to set up this committee
- c) Budget 2018-2019 – Will be ready for review and approval in May 2018
- d) Next PTO Meeting 2/15 (Auction Centered) in Middle School

There being no further business, the PTO Meeting was Adjourned on a motion from Susanne Oldring and seconded by Tom Frey at 9:20pm.

Next PTO meeting scheduled for Thursday February 15, 2018

# EAST MORICHES PTO

Attendance sheet: 1/31/18

	Name	Phone #	Email
1	Dawn Boynton		
2	Robert Bauer-Villan		
3	Valerie Paulson		
4	Thomas Frey		
5	SUSANNE OLDRING		
6	Karen Lee		
7	Kelli Wilson		
8	Lisa Reese		
9	MAT MONTPETIT		
10	Ed Schreyer		
11	Stacy Ann P. Bortol		
12	R. Deane		
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