

Monteith PTO January Board Meeting

01.08.2025 / 6:30 PM / Monteith Library

Attendees

Dr. Keelean - Principal
Amy Skwiers- Vice President
Sara Scott- Corresponding Secretary
Jenna Torrento- Assistant Treasurer
Lauren Misuraca- Fundraising Co-Chair
Brittany Walker- Fundraising Co-Chair
Sara Novak- Event Planning Chair
Jen Sekol

Absent

Lauren McMichael- President/PTO Council
Beth Plumridge- Treasurer
Nicole Palermo- Recording Secretary
Lauren Brinker- Website/Directory

Presenting sponsor Mathnasium shared a 10 minute presentation about their program.
Brochures were shared with Dr. Keelean to keep in the office.

Meeting called to order at 6:45pm.

Amy Skwiers is presiding president in Lauren McMichael's absence.

Approval of last meeting minutes from November meeting.

Principal Update

- Please send all fliers or information over to be included in Monteith Messenger.
- Teacher requests included in the Agenda
- Thank you for all of the snacks in the teachers lounge. Shout out to the Sekol family for keeping us stocked!

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- Thank you to the 4th grade bagel sale - going very well!
- Kindergarten Info night is tomorrow, January 16th. Will speak on behalf of the PTO.

Teacher Report

- N/A

President's Report

- N/A

Vice President's Report

- Will share in Old Business for Percentage Nights

Secretary Report

- N/A

Treasurer Report

- 12/01/2024 Beginning Balance - \$28,445.41
- 12/31/2024 Ending Balance - \$53,619.03

Fundraising Report

- Chuckee Cheese Percentage Day is scheduled during Mid-Winter Break on Thursday, February 20th - 3:00 - 9:00 PM.
 - Fliers will be shared with Dr.Keelean to distribute closer to the event.
- Treat Dreams Percentage on Half Day, Thursday March 20th
- Haunted Garage brought in \$4,064.00. Monteith PTO owes Haunted Garage \$208.00 - Refer to attachment summary.

Events Report

- Jingle Jamboree was under budget.
- Next event is Glow Dance on February 8th

PTO Council Report

- N/A

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OLD BUSINESS

- Pizza Kits
 - Pizza kits delivered right to your door, shipping in under a week.
 - 93 Kits Sold
 - Sale ends on Wednesday 1/15
- Status of Restaurant Nights - ALS
 - Side Car Slider Bar Fundraiser although well attended by Monteith was not well organized on the side of the restaurant. After much back and forth, Amy was able to get the percentage check for a believed incorrect amount of \$19 and some change. No future percentage nights will be held at Side Car.
 - Jets has committed to percentage nights from now through the month of May. Jets corporate will send percentage checks directly to Monteith.
- Status of Skate Nights - SS
 - Skate Night has brought in \$125
- Status of Bagel Day / 4th Grade Promo - JN & SS
 - Bagel Sales have gone very well. PTO Loan was repaid!
- Planning for Glow Dance
 - DJ was booked for the Glow Dance / \$350 on February 8th.
 - LCM will purchase the “GLOW” from Amazon and have sent directly to the school
 - Sarah Novak and Jen Sekol will be purchasing the snacks/drinks for concessions
 - Girl Scouts will be selling cookies at the Glow Dance

NEW BUSINESS

- Budget Review / Financial Position
 - Jenna shared a financial summary of expenses to date and all estimated future income. In summary, there is a balance of usable funds for the amount of \$19,270.26. Refer to attachment
 - Discussion around how best to spend the \$19,270.26
 - At the budget meeting in August, it was discussed the PTO would like to work towards a large impactful purchase/improvement for the school. It

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was discussed a survey would be sent to families as to what they would like to see as this big purchase goal. A survey has not been sent to date.

- Desire to not save all of the \$19,270 for a big purchase, but rather provide things the kids specifically want/need.
- Dr. Keelean prefers to prioritize the special requests that the students want. Specifically, painted blacktop for 4-square and basketball nets/hoops.
- Discussion around the playground. Each year strive for add ons, rather than one giant addition. A Zip-Line was brought up as a want from the PTO KIDS.
- Jenna will get quotes for the Big Ticket Special Requests on the Agenda for review at the next meeting... Playground Blacktop Games, Basketball Nets, Playground Structure (Zip Line).
 - Special Requests - Sensory Room
 - Rubber Flooring for Sensory Room Approved - \$2,093.84
- First Grade Assembly
 - A \$75 budget increase was approved.
- Summer Celebration
 - Date is set for June 7th
 - BW suggested a committee to organize and execute the event
 - BW, LM, JT & SN to select a date to share with the PTO for a call to action for a Summer Celebration Committee

Meeting Adjourned at 7:50 pm.

Next Meeting: February 12, 2025 at 6:30pm.



102 Duffy Avenue, Hicksville, New York 11801

Statement Ending 12/31/2024

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MONTEITH ELEMENTARY SCHOOL PTO
1275 COOK RD
GROSSE POINTE WOODS MI 48236-2511

Managing Your Accounts



Branch Name HICKSVILLE



Customer Service (888) 248-6423



Mailing Address 102 Duffy Avenue, Hicksville,
NY 11801



Online Access www.flagstar.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Standard Business Checking	XXXXXX8197	\$53,619.03

Standard Business Checking - XXXXXX8197

Account Summary

Date	Description	Amount
12/01/2024	Beginning Balance	\$28,445.41
	7 Credit(s) This Period	\$27,942.50
	12 Debit(s) This Period	\$2,768.88
12/31/2024	Ending Balance	\$53,619.03

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	31
Interest Earned	\$0.00
Interest Paid This Period	\$0.00
Interest Paid Year-to-Date	\$0.00
Average Ledger Balance	\$49,701.63

Credit(s) This Period

Description	Items	Amount
Deposits	1	\$26,080.75
ACH Credits	0	\$0.00
Lockbox	0	\$0.00
Incoming Funds Transfer	6	\$1,861.75
Trade Services	0	\$0.00
Zero Balance Transfers	0	\$0.00
Adjustments	0	\$0.00
Other Credits	0	\$0.00
Total	7	\$27,942.50

Debits(s) This Period

Description	Items	Amount
Checks	5	\$1,584.39
ACH Debits	7	\$1,184.49
Return Items	0	\$0.00
Outgoing Funds Transfer	0	\$0.00
Trade Services	0	\$0.00
Zero Balance Transfers	0	\$0.00
Adjustments	0	\$0.00
Other Debits	0	\$0.00
Total	12	\$2,768.88

Deposits

Date	Description	Amount
12/06/2024	Deposit	\$26,080.75
		1 item(s) totaling \$26,080.75

Electronic Credits

Date	Description	Amount
12/04/2024	External Deposit VENMO - CASHOUT	\$911.00
12/10/2024	External Deposit VENMO - CASHOUT	\$55.00
12/12/2024	External Deposit VENMO - CASHOUT	\$80.00
12/13/2024	External Deposit VENMO - CASHOUT	\$80.00
12/17/2024	External Deposit VENMO - CASHOUT	\$325.00
12/18/2024	External Deposit VENMO - CASHOUT	\$410.75
		6 item(s) totaling \$1,861.75

Standard Business Checking - XXXXXX8197 (continued)

Electronic Debits		Amount
Date	Description	
12/03/2024	External Withdrawal VENMO - PAYMENT	\$350.00
12/06/2024	External Withdrawal VENMO - PAYMENT	\$150.00
12/06/2024	External Withdrawal VENMO - PAYMENT	\$166.34
12/10/2024	External Withdrawal VENMO - PAYMENT	\$96.99
12/10/2024	External Withdrawal PURPLE PIE PROMO - SALE	\$310.18
12/13/2024	External Withdrawal VENMO - PAYMENT	\$88.08
12/16/2024	External Withdrawal VENMO - PAYMENT	\$22.90
		7 item(s) totaling \$1,184.49

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
517	12/18/2024	\$424.00	521*	12/05/2024	\$300.00
518	12/02/2024	\$260.39	522	12/23/2024	\$300.00
519	12/13/2024	\$300.00			

* Indicates skipped check number

5 item(s) totaling \$1,584.39

January Treasurer Report:

Beginning balance as of last reporting
\$53,075.53

Account standing as of 1/8/25
\$53,619.03

Outstanding checks
520 – 39.61

Deposits
+\$815.75

Checks/deductions
-\$110.98

Pending deposits
0

PTO Money 2024/25

Expenses Remaining (condensed)

Fundraising	\$	500.00	
Events (dance, celebration, field day)	\$	5,100.00	
Staff Reimbursement	\$	10,500.00	
Books	\$	1,600.00	
Administrative Expenses	\$	420.00	
Paper	\$	1,500.00	
Water	\$	1,200.00	
Field Trips (ALL including 4th grade)	\$	5,000.00	
Staff Appreciation / Dinners	\$	2,968.00	
Assemblies	\$	2,500.00	
Stem Lab	\$	500.00	*is this known?
Book fair	\$	500.00	
Total	\$	32,288.00	

Income Remaining

Flower Sale	\$	6,000.00
Summer Baskets	\$	1,500.00
Concessions at Events	\$	200.00
Total	\$	7,700.00

Budget Vs Actual

YTD Actual

YTD Budget

→	\$	48,698.00	\$	45,100.00

Current Account Standing	\$	53,858.26
Remaining Expenses (minus)	\$	- 32,288.00
Plus Remaining Income (Plus)	\$	- 7,700.00

Ending Balance June 2025 \$ + 29,270.26

Carry -Over for Next Year 2025/26 \$ - 10,000.00

Useable Funds \$ 19,270.26

Event Name	Monteith
Event Date	2024

Presold Tickets			
	General Tickets	VIP	Total
General	184	63	
Price	\$15.00	\$24.00	
Total Pre-Collected	\$2,760.00	\$1,512.00	\$4,272.00

Haunted Garage Sold Tickets			
	General Tickets	VIP Tickets	Total
Total Door	197	53	
Online	91	97	
Totals	288	150	

Total Tickets Sold			
	Quantity	Proceed Per Ticket	Total
General Admission	472	\$5	\$2,360.00
VIP Tickets	213	\$8	\$1,704.00
Extras Earned			
	685		\$4,064.00

Funds Pre-Collected	\$4,272.00
Funds Earned	\$4,064.00
Difference	\$208.00

Monteith owes Haunted Garage	\$208.00
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Make Checks Payable To:
 Haunted Garage Productions
 19520 Mack Avenue
 Grosse Pointe Farms, MI