



**Shahala PTO
Meeting Notes
April 15th, 2019**

Attendees: Marc Iacovetta-Solis, Tracy Tai, Kristin Suttie, Cynthia Yurosko, Jeff Wooden, Raina Fellows, Marie Pham, Sharma Johnson, Cara Wood, Kelly Griffin

Approval of Minutes

- The minutes from the March meeting were submitted for approval. Cara motioned to approve the minutes and Raina seconded the motion. All approved, motion passed.

Secretary's Report

- After the March meeting, Marc sent out two emails that required votes by the board. The details of each email are as follows:
 - Marc nominated Ashley Colter to Concessions Chair for the remainder of the school year. There were 10 votes yes, 0 votes no. A 2/3rds majority was needed to confirm this nomination. The nomination was approved.
 - Marc motioned to approve \$1,100 out of the Projects budget line for Mrs. Blodgett to use toward a purchase of a reading intervention kit. There were 10 votes yes, 0 votes no. A 2/3rds majority was needed to approve this motion. The motion was approved and passed.

Treasurer's Report

- Jeff reported that our current bank balance is \$16,242.67
- Revenue is \$15,296.96 and expenses are \$20,955.86.
- READCON made \$3,068 compared to \$3,162 made during the Fall Book Fair.
- \$872 has been paid out in spring grants so far. The rest should be coming in the next few weeks.
- Jeff would like to get approval to have the PTO Treasurer obtain a debit card. All accounting is on QuickBooks online and needs to be paid for via debit/credit card. It would be more convenient to have a Treasurer's debit card rather than have an individual board member pay for it each year. Other incidentals may be paid for with a card as well. Cara pointed out that checks need a double signature which provides for more oversight while a debit card wouldn't need that. Sharma suggested a form to fill out to authorize purchases. Discussion tabled for now.

Teacher Liaison

- 8th grade Smarter Balance testing starts 4/16.
- Teachers are working in teams on the auction baskets.
- Cynthia will give Tracy access to the survey to see the data of what teachers have/need in their emergency kits. Tracy will then get quotes for supplies needed to complete the kits.

Committee Updates

- Spirit Wear – final order of the year has been distributed.
- Grants – 18 grants were turned in, 15 were approved, 2 denied (1 request for reimbursement denied, cardboard virtual reality headsets for 6th grade humanities denied), 1 pending (cross country and track portable race clock).

More information needed). The total for spring grants was \$5,694.60 which includes one teacher who decided against using their approved funds.

- Side bar, when emails are sent out requesting votes, board members would like the emails to be open, not blind, so everyone can see the responses as well as any questions, comments, or concerns regarding the requests. Moving forward Marc will make all email votes open so everyone can see all responses.
- Book Fair – raised \$126.79 for Doernbecner Children’s Hospital during READCON.
- Volunteer Coordinator – Raina will work with Sharma to figure out how to best advertise for the many spring volunteer needs.
- Auction – Need to check the tag on tables, HVAC, etc. to see what all is needed. Kristin currently has \$17,663 in donations (wow!), with 151 items. There will be about 15 staff/teacher baskets. Kristin is adding a 50/50 raffle to the auction.

New Business

- Nominations for the 2019-2020 PTO Board will happen at the May board meeting. Please let Marc know if you will be staying in the same position or taking on a new role. Also let Marc know if you know anybody who would like to join the board.
- Basketball camp – PTO members will need to be at the camp July 8th to check in campers. Marc will collect camp fees via mail through 7/8. Mr. Blankenship can offer some scholarships and will also donate a space at the camp for auction.
- Concessions will need to be offered at track meets and the spring dance. Marc will reach out to Ashley to coordinate dates.

The next meeting will be held Monday, May 13th.

Respectfully submitted, Kelly Griffin – Secretary