

Marshall Elementary Parent-Teacher Organization

Meeting Minutes

August 7, 2019- 11:00 a.m.

GreenFire Restaurant Bar & Bakery, Rockford, 61114

I. Call to Order- 11: 15 a.m.

II. Introductions/roll call

- Present: Monica Benolkin, Julia Kindler, Melissa Kloc, Chris Alesandrini, Sara Alesandrini, Jessica Powell, Kenneth Pierce, Doreen Pierce, Amanda Carlson, Shannon Bennett, Shannon Thoms

III. Reading and Approval of Minutes

A. May General Meeting, May 7, 2019

B. June Special Executive Meeting, June 6, 2019

- Doreen Pierce read minutes from previous two meetings. Melissa Kloc moved to accept minutes, Kenneth Pierce 2nds. Minutes approved.

IV. Reports of Officers

A. President's Report (Doreen Pierce)

- Doreen in the process of updating the website including the volunteer and directory portal.
- Doreen had asked Julia Kindler to create a logo for "Workday Wednesdays" and "Spirit Night"
- RPA Meet and Greet, District will pay for access to PTO Today and District-Parent Advisory Council
- Chris Alesandrini moved to accept president's report, Julia Kindler 2nds. President's report approved.

B. Treasurer's Report (Chris Alesandrini)

- Last year's budget brought in around \$30,000, spent around \$21,000, current balance around \$26,000
- Registration/ reports with state being prepared currently
- Ongoing discussion about audits: Do we want to be audited independently and how frequently? Need to store receipts for 3 years for liability purposes and auditing.
- Julia Kindler moves to accept treasurer's report, Melissa Kloc 2nds. Report accepted

C. Principal's Report (Jessica Powell)

- Needed board approval for pergola. Final vote next Tuesday (8/13). Suggests contacting landscaper to get on schedule. May need to add pavers in future. Sara Alesandrini says company is working on estimate.
- Topics for staff connections
- Ask for volunteers for Friday, 8/23 to help put back to school packets together. 9:00 a.m.
- Julia Kindler moves to approve report, Melissa Kloc 2nds. Report approved.

V. Reports of Committees and Events

- Melissa Kloc moves to approve all reports at end as one. Julia Kindler 2nds. Motion approved.
- A. Play Dates- 3 playdates left. They are going well.
 - B. Back to School Night- Volunteers should be there 5:30- 6:00. Decide to put large volunteer sign-up sheets down hallway. We will sell extra Spirit Wear and push online ordering for “new line” pieces.
 - C. Race for Education- Scheduled for October 17. Rain date will be October 18. Doreen looking into updating forms, etc.
 - D. Spirit Wear- 4 new designs/styles. Goal for website to be live by Friday, 8/9/19.
 - E. Everyday Fundraising- BoxTops going digital. Still accepting paper clipped tops until they expire. PTO won’t promote heavily or incentivize with classroom prizes, but will still participate.
 - Melissa Kloc moves to approve reports. Julia 2nds. Reports approved.

VI. Special Orders of Business

- A. 2019-2020 Officer Elections
 1. Julia moves to approve slate of candidates. Melissa Kloc 2nds. Slate approved.
 2. Doreen Pierce nominates Sherry King at 1st grade rep.
 3. Still need Assistant Secretary and 3 “parents-at-large”
 4. Sign Bylaws/Conflict of Interest agreement
 5. Julia moves to approve special orders. Melissa 2nds. Approved.

VII. Unfinished Business

- A. Calendar Updates-
 - a. April 30- Talent Show
 - b. April 27-May 1- Book Fair
 - c. September 20- Fall parties. Teachers want “team” parents. Not classroom parents.

- d. January 24- Family Social Night. Game night is a fun idea. Melissa Kloc agrees to take on Family Social Night.
- B. Scholastic News
 - a. Estimated cost of Scholastic News for year is \$3,500. (Price updated to include shipping)
 - b. Melissa moves to approve buying Scholastic News for this school year. Amanda Carlson 2nds. Motion approved.

VIII. New Business

- A. Monster Mash- increase budget. Agreed it is okay for consumables, not necessarily for decorations.
- B. Teacher Allotments- \$100/ teacher for this school year.
- C. Adding budget item of "Classroom Grants" for teams. \$1,000 initially/ team.
- D. Staff Grants for professional development.
- E. Race for Education- agree fundraiser should be for smaller projects that PTO already funds. Race money will not be for 1 big capital project this year.
- F. Melissa Kloc moves to approve new business. Julia Kindler 2nds. Motion carries.

Julia moves to adjourn. Melissa 2nds. Meeting adjourns at 1:16 p.m.

Minutes approved 091019