

Marshall Elementary PTO

Meeting Minutes

9 October, 2018

Marshall Elementary School Library, 6:31 p.m.

1. Call to Order

- Introductions/roll call: 6:31 p.m.
Julia Kindler, Doreen Pierce, Barb Chidley, Jessica Powell, Liz Goble, Sarah Grisanzio, Shannon Bennett, Julie Raimbault, Jill Tartaglia, Amanda Carlson, Marcella Zito, Stephanie Schroeder, Emily Muserallo, and Mellisa Kloc.
- Approval of September meeting minutes: Barb C. motioned to approve, and Amanda C. 2nd

Co-Presidents Report (Liz Goble and Lisa Rylatt)

- Report on State of Illinois CO number late fee from July 2017
- State Tax Report late fee for 2016-2017
 - Fine is \$200 for state
 - Filed state report late \$100 fine.
 - Liz stated that the accountant that was used in the past was apparently not familiar with filing a 5013C form.
 - PTO is working with a new accountant who is well-versed in a 5013C.
 - PTO has also started a checklist to aid future PTO's so that they may have a smoother transition and understanding of what needs to be done when filing for federal and state.
- Race for Education Report
 - 4800 labels have been received.
 - Parents are welcome to request to see their child's file in order to see who donated. (If wanting to send thank-you notes)
 - Please note: those donations made through paypal are unable to be tracked. (In order to send a thank-you note)
 - Run date is October 18th. If volunteering to help on that date please bring a permanent marker with you.
 - 2nd and 4th grades will run from 1:15-2:15, 1st and 3rd grades will run from 2:15-3:15.
 - Parents are welcome to come cheer on their child.
- Report on Spirit Wear Report
 - +\$548.67 in profit for Spirit Wear
 - Barb Chidley commented that the new company's customer service is amazing. Very accommodating and understanding.
- Beef-A-Roo Night Report
 - PTO received \$498
- Vote for Mustang Banner
 - Emily Musserallo presented the PTO with 2 designs

- First design contained school name with the mustang
- Second design contained a combination of school name with the mustang and the M emblem.
- Price point is ~\$185
- Barb C. moved to purchase the banner. Liz G. 2nd.
- Design 2 was chosen and the vote was unanimous.
- Fall Book Fair Report
 - Mrs. Powell said everything seemed to go well.
 - Note: In Spring, the school will switch over to a Follett Bookfair instead of Scholastic.
- Fall Conference Lunches (for teachers) Report
 - Tues: Beef sandwiches, bread, and veggies was provided
 - Thurs: Pasta, pizza, and salad was provided
 - Everything was catered by Capri Restaurant
- Summer Learning Party Report
 - A complaint was presented that New students did not have the time to complete the required points. Thus, several students were unable to attend the party.
 - Mrs. Powell explained that this was more of a communication error. To address the issue she would like the Grade Level Reps next year to be responsible for visiting classrooms and reminding students to turn in what they have (even if late)
 - Shannon B. will note this change in the Summer Learning PTO report log
 - Note to parents: Points can be attained all in Reading, all in Math, or a combination of Math and Reading.
 - Liz G. states this was not a PTO event.
- Monster Mash Update
 - Monster Mash: October 26th 6-8
 - Please sign up to volunteer through website (link provided on sheet sent home or peachjar)
 - Adults, Highschoolers, or responsible middle schoolers are welcome to volunteer
- Turkey Bingo
 - Discussion tabled for next meeting

Vice President's Report (Doreen Pierce, Marcella Zito)

- Last Call for volunteers to create a committee to update Bylaw discrepancies
- VP's, Doreen's husband, and 2 other parents have volunteered already.
- Plan is to start before the end of October, and to be finished by the end of November.

Treasurer's Report (Barb Chidley)

- Monthly Report: Total \$7,178.50 Checking: \$5,252.28
 - Changes to Budget...
 - Race added as a line item (net income only)
 - Spirit wear actually profited
 - Monster Mash budget was increased to \$800
- Motion to approve Budget was made by Doreen P. and 2nd by Julia K.

Every Day Fundraising Report (Shannon Bennett)

- Shannon B. will collect box tops from the teachers on October 19th
- Sarah G. will place a reminder to parents on the Facebook site.

Secretary's Report (Sarah Grisanzio)

- Nothing to report

Principal's Report (Jessica Powell)

- School started Exact Path today with classes.
- Mrs. Powell was pleased with the feedback given during the forum about student-lead conferences.

Discussion At Large

- Liz Goble requested to start the Amazon Smile account for Marshall.

2. Adjournment: Barb adjourns at 7:30, Amanda 2nds

Treasurer's Report 8/1/2018 - 10/9/2018

Marshall Elementary PTO

Starting Balance: \$7,178.50

Fundraiser Income:

Beefaroo	\$ 498.00
eScrip	\$ 295.47
Race for Education	\$ 323.26
TOTAL	\$1,116.73

Expenses:

Sunshine Fund	(146.13)
Teachers' Lounge	(198.46)
Accounting Expense	(583.97)
Misc. Expenses	(24.53)
Teacher Classroom	(536.59)
Fall Book Fair	(474.00)
Fall Conf. Lunch	(287.75)
Spirit Wear for sale	+ 549.67
Spirit Wear for Staff	(435.17)
Spring Book Fair 2018	(1351.32)
TOTAL	- \$3,488.25

Remaining Balance: \$4,806.98

Actual Checking Account Balance as of 10/9/2018: \$5,252.28

Outstanding checks

\$157.50
\$287.75

Proposed Budget - Marshall Elementary PTO - 2018/2019

	Income	Outflow
Race for Education	\$20,000.00	
Box Tops	\$500.00	
eScrip	\$1,200.00	
Beef-a-Roo Nights	\$1,200.00	
Donut Breakfast	\$500.00	
Race Initiative		\$2,000.00
Back to School Night		\$150.00
Fall Book Fair		\$100.00
Fall Conferences Lunch		\$350.00
Monster Mash		\$800.00
Turkey Bingo		\$300.00
Night at the Museum		\$1,200.00
Spring Conferences Lunch		\$350.00
Spring Book Fair		\$100.00
Arts & Talent Show		\$0.00
Staff Appreciation Week		\$1,000.00
Spirit Wear for Sale		\$1,130.00
Spirit Wear for Teachers		\$435.17
Staff Grants		\$2,500.00
\$250 per Teacher		\$5,250.00
Playdates in the Park		\$50.00
Beautification		\$500.00
Sunshine Fund		\$500.00
Teachers' Lounge		\$500.00
Accountant/Quickbooks/Laptop		\$1,750.00
Misc. Expenses		\$250.00
Insurance (includes subscription)		\$500.00
Not-for-Profit Mailing fee		\$250.00
TOTALS	\$23,400.00	\$19,965.17

Expected Revenue \$3,434.83