

**Thoreau Elementary School  
PTO Board Meeting – Minutes**

**Date:** November 1, 2010 @ 7pm, Thoreau LMC

**In attendance:** Louisa Medaris (President), Sherri Stroebel (Vice-president), Aphra Mednick (Secretary), Clint Thayer (board member), Jenice Con Foo (board member/fundraising chair), Gina Skubanelli (co-treasurer), Marty Skubal (co-treasurer), Annmarie Banas (facilitator)

Unable to attend: Jason DuRocher (teacher/bilingual resource specialist)

**Agenda:**

- 1) Budget discussion
  - Budget review
  - Guideline for rollover funds?
  - Presenting the budget at the General meeting--who presents, how to present math issue?
  - PTO funds request form--clarification
- 2) Bylaws review
- 3) Annemarie Banas--new meeting facilitator, and what that entails
- 4) General meeting voting procedures
- 5) Fundraising update

**Minutes:**

- 1) ***Budget discussion (Marty)*** – Marty created new spread sheet that has all the information as in the past but is a different layout then last year, the new format has less graphics but is clearer,

***Budget Review:*** Marty reported on the budget and handed out the spread sheets (see PTO board):

E\*TRADE – \$4,828.57, for playground account, funds can be electronically transferred, \$3000 is for the playground fund and the remainder is to cover outstanding checks that have been written against this account

Summit – \$10,353.58, fundraising and projected expenses account

***Reviewed Fundraisers spreadsheet*** - changes and updates reported by Jenice

Amazon, ok  
Art, \$1,500.00  
Bake Sale, \$150.00  
Barnes and Noble, Ok  
Bids for Kids, 0  
Car Wash, we don't do anymore  
Carnival, \$2,000.00  
Charitable Donations, \$3,000.00  
Coffee & Mugs, \$1,000.00  
Cookbook, \$300.00  
Earth Day Light Bulbs, 0  
Entertainment Books, 0  
Fair Indigo, 0  
5<sup>th</sup> Grade Car Wash, 0  
Garage Sale, \$1,500.00  
Box Tops, \$500.00  
Gustafer, should be deleted  
Homegrown WI, 0  
Interest Income  
Jone Kiefer, should be deleted  
One Cause, 0  
Picture Day, should be deleted  
Sally Foster, 0  
Book Fair, 0  
SCRIP, 0  
Spring Flower, 0  
Target Credit Card, \$700.00  
Transfer from Whitehorse, 0  
T-shirt, \$600.00  
Used book Sale, 0  
Winter Dance Raffle, 0

***Reviewed Expenditures*** – budget looks good, Clint suggested that we move what has been done historically and not in the past two years to the bottom of the sheet since we no longer do them, Marty will make the change, went through line-by-line

Refer to spread sheet:

2<sup>nd</sup> Grade Book club, ok  
5<sup>th</sup> grade graduation, ok  
Above the Line, ok  
Annual School Directory, ok

Bad Debt Expense, ok  
Book Bowls, ok  
Cultural Arts, ok  
Discovery Fair, ok  
Fall Pizza Picnic, ok  
Field Trip Scholarships, ok  
Fifth Grade Graduation, ok  
FunRun, ok  
Future Problem Solvers, ok  
Grants Committee,  
Health Kids Snack Program, \$400.00  
Ice Cream Party, \$300.00  
Learning Math Explores, ok  
Misc/Administrative, \$500.00  
Open House/Kindergarten Registration, ok  
Opera for the Young  
Other Cultural Arts, to be removed  
Playground Improvement, ok  
Popcorn, 0  
PTO Admin Supplies, ok  
PTO Meeting Expenses (babysitters), \$150.00  
Reusable Shopping bags, 0  
Safety Patrol, ok  
Scholastic Books for LMC, ok  
School Project Funding, ok  
Spring School Picnic, ok  
Student Council, \$200.00  
Talent Show/Multicultural Fair, \$150.00  
Teacher & Staff Appreciation, \$600.00  
Teacher Academic Support,  
Testing Treats, \$200.00  
Winter Dance, \$200.00  
Winter Solstice, remove  
World Language Program, \$800.00  
Yearbook, \$600.00

***Guideline for rollover funds*** – we will look to see if there is any pattern to what amounts have been rolled over each year historically, there was discussion that the PTO should roll over an amount that would be based on no fundraising but able to pay for core/important events that are critical to Thoreau & PTO mission

***Presenting Budget at the General Meeting*** – Marty will present at the General Meeting

***PTO funds request form*** – for anyone to fill out (teachers, parents), Principal Kathy Costello will look at each form to review if it meets the Thoreau curriculum and mission, the forms are located in the main office next to the PTO mailbox, we will put some on the PTO bulletin board (Jenice will do), as of date there are no fund request forms to go to the General meeting for a vote

- 2) ***Bylaws Review – (Sherri)*** – board members are reviewing bylaws, bylaws are posted on the PTO website
- 3) ***New Meeting Facilitator, Annmarie Banas*** – Annmarie will be facilitating General Meetings, in her role she will also be facilitating the voting and do timekeeping, and keep us on the agenda, and assist secretary with keeping track of contents of the meeting
- 4) ***General Meeting Voting Procedures*** – Annmarie will be writing up the voting procedure which will be done by a show of hands, someone will propose that it be brought to a vote, then the voting can begin
- 5) ***Fundraising Update*** – Jenice gave an update on the Carnival - she is ordering prizes and game supplies (tattoos, face paint, etc) tonight, we have a fraternity that is coming with approximately 10 volunteers but are still looking and in need of volunteers Art Fundraiser – she is putting the order forms in teacher mailboxes tonight, order forms must be in by deadline
- 6) Additional items – 1) we discussed recruiting additional people to assist with written translation to Spanish as Jason has a significant amount on his plate 2) we are unable to have the 11/9 General Meeting at Leopold as they do not have any space that night so the meeting will be at Thoreau LMC, Louisa will be in touch with Leopold again about having February's General Meeting there

**Upcoming PTO events – Save the Dates:**

PTO Board Meeting Dates: 12/6, 1/3, 2/7, 3/7. All meetings will be at 7pm. Location TBD.