



## **Cardinal Ridge Elementary School**

### **PTO General Meeting Minutes, September 2014**

Yes Board Members Present: ALL

Members Present: See attached sign in sheets

Meeting was called to order at 7:05 by Harsh

- Harsh introduced the board members and provided a general overview of PTO info.
- Bylaws were emailed out to parents (at their request to the PTO via email on 9.24.14 and to parents via Connect-Ed on 9.25.14. Hard copies were available for review before and during the meeting)
- The board needs a VP of Communications and a VP
- Any money donated to the PTO at this point needs to be donated to CRES and CRES and the PTO will work together for payment and fund usage.

Beth gave an update for the 501c3 status.

- Beth took over the task the week of 9/15. The process is lengthy.
- The current budget and bylaws need to be submitted with application for Articles of Incorporation.
- Process could take 270 days.

Amy reviewed the budget. Suggestions made by PTO members:

- Make sure teachers know how much they are receiving from PTO funds for their classrooms
- The budget needs to be balanced and per the bylaws needs to have \$2,000 start up fee

Committee Reports:

- Fundraising (Elizabeth): she is looking into different options. One idea as a straight cash donation. Other ideas included: little Cesar's pizza and school kitz. She is open to suggestions.
- Box Tops (Elizabeth): we have raised \$500 so far this year.
- Spirit Monkey: (Suzanne for Julie) SM will begin hopefully in October. Process was explained and sample passed around
- Fall Festival: Plans are being made but concern about small planning window.

- Dining Nights: (Sandra): October dining nights at McDonalds. Possibly November dining night at Jersey Mikes. She is aiming for one a month. Also looking into Kids shoes store in SR as a fundraiser.
  - Parents expressed concerns with communication regarding dining nights.
  - Parents would also like teachers to attend night time events such as dining nights.
- After School Enrichment: (Sanya): Has some ideas. Has reached out to some companies. Would like some guidelines she needs to follow regarding programming.
- MSAAC: Meets 3<sup>rd</sup> Wed of every month. Explained what MSAAC is.
- Stone Ridge 5K (Judy): Oct 18<sup>th</sup>. We need runners and volunteers. We will not get any proceeds from race unless we fill all volunteer slots.
- Volunteer Coordinator (Suzanne): Newly vacated role but we do not need a replacement.
- Bakers on Call (Suzanne): Newly vacated position and we need a new chair to send out Sign Up Genius and work with event chairs to determine when food/baked goods will be needed. (

Motion was made to pass the bylaws with proposed changes: (Gina)

- Change wording under Secretary section from Director of Communications to VP of Communications
- Officer positions can be shared except President and Treasurer.
- PTO approval should not be needed if the outgoing money is less than \$300.
- Another suggestion: changing the name of the PTO in the bylaws. General Membership agreed to use as is already written.

Motion was made to pass the amended bylaws. (Mike)

Additional items of note discussed throughout meeting:

- Parents want more communication from school and PTO.
- Dr. Anderson said the PTO webpage is the source for info.
- Harsh said a PTO newsletter will be out by the beginning of next month
- PTO website will be updated regularly.
- PTO board meetings are 1<sup>st</sup> Thurs at 7AM and PTO General Meetings are 3<sup>rd</sup> Thurs at 7 PM.
- Parent request: do not schedule meetings on holidays
- Any flyers or handouts going home need to get to Dr. Anderson 1 week prior to them being sent home.
- Suggestion was made for Playground that we sell bricks as a fundraiser.
- Everyone needs to sign up for Connect-Ed to received emails from school.

Meeting was adjourned at 8:25 PM

PTO board members remained for additional 30 min of 1:1 discussion and question/answer sessions. Committee chairs and members remained to discuss their upcoming plans.