

Montclair PTO Meeting Notes – Tuesday, September 25th, 2018

The meeting was called to order at 7:00pm. There were 10 in attendance: Catrina Alexander, Lucas Shook, Wendy Nelson, Mrs. Vel, Jackalyne Suarez, Lisa Bowman, Emily Hartley, Suzie Schumaker, Dana Gudmondson and Angela Mitchell

Agenda Items:

Secretary's Report: Wendy Nelson reviewed the minutes from the 8/21/18 PTO meeting. The minutes were approved with no edits.

Treasurer's Report: Lucas Shook gave the treasurer's report. Bank balance as of 9/25/18 is \$27,185.00. This includes \$3619 net income recently deposited from the carnival. Since the checking account balance was getting low after the beginning of the school year classroom allocations, we decided to rollover the CD valued at \$20,018 back into the checking account so we could have more operating funds.

Carnival Review: (Lisa Bowman & Jackalyne Suarez)

- Carnival was held on Friday, 9/21/18 from 5-8pm and over 1,000 people came to the event.
- The committee came in \$1,000 under budget.
- 1/3 of prizes remain after the carnival. Those will be saved for the next carnival
- 1,000 stuffed animals were donated.
- 2/3 of people did not pre-order meals. There were 114 pre-orders and 414 meals purchased night of carnival, so the biggest hurdle of the event was getting meals to the people in line.
- Reviewed some lessons learned for next time. There were issues with the outside vendor used for food and the committee will re-evaluate using them in the future.
- Vendors were paid the night of the carnival.
- We were so thankful for ALL of the volunteers that helped with the event to make it a great success!
- Net income made from the carnival was \$3,619!

Fall Conference Meal for Teachers:

- Emily Hartley will set up a Signup Genius Link for a Conference Meal for teachers the night of Tues, October 16th.

Movie Night

- Emily and Catrina discussed setting up a movie night in the gym in October and to pop the leftover popcorn we have from the carnival. One idea was to have it on 10/23 and if 2 parents attended to encourage one parent to come to the Learning Center for the 10/23 PTO meeting. Catrina will run this by Dr. Kotlarz for gym availability.

Lancers Proceeds

- Sara Alswager would like to see some of the proceeds from the Lancers December ticket fundraiser go to the 4th & 5th Grade Choir Program. The board needs to look at the budget and discuss this further before approval.

Fund Requests:

- PTO received a fund request from Amy Becker for \$318.86 for t-shirts for Project PAWS. ELL student matched up with a senior "buddy" at the community center. Request was approved by the PTO board.
- PTO received a fund request to pay for any students that did not have a parent donation for It's Yours Pottery trips to be held in October and March of this year. Request to pay for any students that did not have a parent donation was approved by the PTO board.
- Of note, Catrina put PTO Fund Request forms in the teachers' lounge on top of the mailboxes for easy access.
- Wendy is sending an email to Dr. Kotlarz re: where to find the PTO Fund Request form so teachers could bookmark the link for easy access.

School Directory:

- We only received 143 Google forms for the School Directory. Discussed putting another email out with the link and request that families who have not submitted their information for the School Directory please do so asap so we can work on getting the directory out.

Art Auction during Pancake man night in January.

- Emily Hartley will chair the Art Auction. Dr. Kotlarz said the artwork auction was a big hit with teachers and students.
- Jenny Dragon Miller is interested in chairing baskets.
- Discussed sending email to staff for "art supply wish list" items that possibly could be purchased in bulk to save money. Also discussed PTO providing funds to each classroom for art supplies for this activity. The board needs to look at the budget and discuss this further before approval.

Discussed need for hospitality committee

- This committee would come up with ideas for teacher appreciation a few times throughout the school year.
- Emily Hartley indicated an interest in this.