

Minutes of the Meridian PTO

Tuesday, October 11th, 2011

Stillman Valley, IL

This meeting of the Meridian PTO at Highland Grade School was called to order at 5:59pm.

Board members present included: Jason Drake (President), Dawn Clinton (Vice President), Melissa Lewis (Secretary), Cindy Raimer (Treasurer), Heather Wallin, Heather Drake, Kari DeRosso, Theresa Fitzsimmons, Laura Gray, Malynnda Mueller, and Monroe Center teacher representative Jennifer Tucker. Parent members included Joy Kohler, Erin Herbig, Deb Maas, Kim Marsili and Susan Peterson.

1. Old Business

A. September 2011 Minutes: Motion was made by Heather Drake to approve September minutes with changes noted, seconded by Cindy Raimer, all approved, motion passed.

* **NEW BUSINESS** (this item moved up from agenda) New Member Vote: Dawn Clinton made a motion to approve Deb Maas as new board member, seconded by Melissa Lewis, all approved, motion passed. Parent Elizabeth Collins interested in becoming a committee member rather than board member, due to time constraints.

B. Treasurer's Report:

1. Cindy Raimer brought three proposals to the board to consider in regards to writing checks for dual control and looking into getting a debit card for PTO purchases. **Proposal #1:** Continue with Stillman Bank, they will match the Byron Bank fee for 2 signature accounts and we will pay \$10 per month. Cost \$120 a year. **Proposal #2:** Switch accounts to Byron Bank. They charge \$5 per month, per account for 2 signature accounts. We would incur costs in ordering new checks. We would also need to amend our bylaws. Cost \$120 a year. **Proposal #3:** Change dual control system and have a single signature checking account. Treasurer would not be a signer on the account to allow for check and balance approach. We would require amending bylaws. Cost: none.

Heather Drake made a motion to use proposal #1 for raffle ticket account and main PTO account at a cost of \$120/year, Dawn Clinton seconded, all voted yes, Kari DeRosso voted no. Motion passed.

****Please note since the board meeting that Cindy spoke with Jim Coons, VP of banking at Stillman Bank, and he has waived the \$120 annual fee for us.**

Cindy Raimer made a motion to use a no fee debit card with a pre-approved limit for PTO purchases, with the President and Vice President as signers. Kari DeRosso seconded. Motion not voted on-tabled or lost? Treasurer would not be an authorized user on the debit card, but still a signer on two signature checks on account. Questions remain if pre-approval is needed from the bank for purchases, amount limits, and is dual control needed with a debit card. Cindy Raimer made an amended motion to have a

debit card with more restrictions, no second, motion lost. Jason Drake requested to table debit card discussion until the end of the meeting.

2. Heather Drake made a motion to approve a budget of \$1200 for Teacher Appreciation/Parent Teacher Conferences, Deb Maas seconded, all approved, motion passed. Jennifer Tucker noted the gift cards were nice, but not important, discussion on rewarding teachers with products for the classroom instead. Theresa Fitzsimmons has a friend at Sanford products-may be able to get some items. Other companies mentioned were Johnson & Johnson and Newell Rubbermaid.

C. Spiritwear: Heather Wallin ready for Parent Teacher Conferences with new and last year's merchandise.

D. Family Fun Nights:

1. Dawn Clinton mentions that Skateland will give back .25 cents per skater with at least 40 skaters and there is no minimum for up to 100 skaters. Kids skate for \$3 with \$1.50 skate rental. Cindy Raimer made a motion for a "Just Have Fun" skate party in November at Skateland for \$3 per skater, with Beef-A-Roo restaurant as the sponsor, giving back 15% of sales to the PTO. Dawn Clinton seconded, all in favor, motion passed. Parent Erin Herbig mentioned Chili's restaurant is great with proceeds to the community as well, with Pepper Rewards and kids' meals are free.

2. Dawn Clinton made a motion to spend \$125 for the DJ at bowling event in February, Melissa Lewis seconded, all in favor, motion passed.

3. Cindy Raimer mentioned that we as a group solicit donations for events; Kim Marsili and Malynnda Mueller to check salons and restaurants, Heather Wallin to check sports ideas, Deb Maas to look into park districts, Cindy Raimer to find places, Theresa Fitzsimmons for fast food, and Heather Drake to check with big retailers. Casey's pizza, Felker's board games and Family Video movies are to donate to our cause as well.

E. Santa's and Elves: Kari DeRosso says that she is doing fantastic with pricing and inventory, low priced items are good, still working on pets and men's items. Shop at Felker's, we get 15% off when mentioning Meridian PTO. Cindy Raimer mentioned that someone said the quality of merchandise is great compared to last year. Discussion ensued on purchasing additional items for inventory.

F. School Reports-nothing to report

G. Christmas in September proposal vote: Jason Drake mentioned that we try to spend \$15,000 on Christmas in September, not including shipping and handling (which is about 10% of the cost). Melissa Lewis makes a motion for a budget of \$17,500 to fund Christmas in September. Heather Drake seconds, all in favor, motion passed. The PTO voted to fund the following items from the teacher's wish lists:

Pre-K/EC: 2 literacy licenses for HATCH Computer Software. **\$1499.80**

Kindergarten: \$417.70 to complete funding for the Rigby PM Stars Books (purchased collectively with both building administrators), and \$541 for 15 6-packs of Rigby Non-Fiction books in the red level. **\$4649.40**

1st Grade: \$150 budget for magnetic paper, 5 Hang-up Storage Racks, and rechargeable batteries and chargers. **\$5041.02**

2nd Grade: \$1000.00 budget for Guided Reading books and \$200 budget for Mother's Day Tea, and \$100 budget for Christmas around the World. **\$3200.00**

3rd Grade: 60 student dry erase boards, \$350 budget for classroom incentives, and \$350 for inside recess games. **\$3000.00**

4th Grade: 12 sets of Place Value Dry Erase Boards, 6 sets of Comprehension Question Sticks, 5 Magnetic Place Value Banners, 8 total Literacy Learning Stations, and 1 set of Comprehension Flip Charts. **\$1264.42**

5th Grade: Classroom Subscriptions to [Classroomzoom.com](https://www.classroomzoom.com) and \$500 budget for Muster Day. **\$4800.00**

Highland Resource: Classroom Suite Software **\$2076.07**

MC Intervention Team: Pals Math, Great Leaps Math, Co-Writer 6 and Write Out Loud Program, 6 sets of Read Naturally, 6 Sets of Read Naturally Spanish version, Classic Titles Library set of 15 bilingual books, all puppet sets for Behavioral/Social/Emotional, and the 5 Minute Therapy program. **\$3624.14**

***Bilingual Program:** Munsch Book Library Set of 14, Set of 5 SP Books and CD's, Observar la Naturaleza set of 7 books, set of 5 seasons books, Spanish/English Fairy Tale set of 8 books, Sapo y Sepo set of 4 books, Reading Rods phonics and vocabulary set, World Maps in Spanish Projectable CD, Big Blue Records Spanish set of 3 CD's.

***MC Library:** \$1400 budget for Bluestem Program, and \$1000 budget for Monarch Book Program.

***HG Library:** \$1000 budget for Monarch Book Program, \$1000 budget for additional purchases.

The three listed above totaled about **\$7339.00*

MC Gym: \$707.50 budget for Presidential Physical Fitness and Field Day **\$500.00**

HG Gym: \$707.50 budget for Presidential Physical Fitness and Field Day **\$852.50**

Highland Assembly: Requests will be considered for approval on an individual basis, even a year in advance. **\$1945.00**

The cost of the above aforementioned items **as requested from teachers** is approximately \$34991.35.

Principal Coulahan and Principal Showers agreed to fund numerous items including \$500 from each building towards the Kg. guided reading books, the Kg. and 1st Grade CD players to use with the Daily 5 curriculum, the 2nd Grade Hatching Chicks life cycles project, the speech assessment materials, the Big Books and the set of Eric Carle books for the new bilingual program, and the filing cabinet for the third grade. The PTO purchased 3 Smartboards this fall for Monroe Center and Mrs. Showers committed to purchasing an additional 4 Smartboards. The PTO remains committed to fundraising for any additional Smartboards needed.

Discussion to fund PBIS is that it currently doesn't meet PTO objectives, and should be the District's responsibility. Erin Herbig is to look into Blackhawk Bank for a liaison to match donations for Spanish speaking students. She also mentioned that parents could donate their child's favorite book in honor of their birthdays to the school.

NEW BUSINESS B.** Scrip Fundraiser proposal: Dawn Clinton and Cindy Raimer mentioned a fundraising idea that uses gift cards from different vendors you make purchases from and a percentage goes back to the PTO, all without having to sell anything. Options include purchasing gift cards via paper form, online or by printable e-gift cards. Malynnda Mueller makes a motion to do the Great Lakes Scrip Center as our fundraiser, Cindy Raimer seconded, a roll call vote was taken; Jason Drake-no, Theresa Fitzsimmons-yes, Heather Wallin-yes, Laura Gray-yes, Kari DeRosso-yes, Deb Maas abstained, Heather Drake-yes, Cindy Raimer-yes, Dawn Clinton-yes, Melissa Lewis-yes, Malynnda Mueller-yes. *Please note: on November 1, Dawn Clinton made a motion to give families an incentive of 20% of our revenue on their order with Easy Shop to go toward a purchase of their student's school kidz school supplies kit. Each family can**

earn a maximum of a basic school supply kit for each of their students. Melissa Lewis seconded, and the roll call votes are as follows: Cindy – YES, Heather – YES, Malynda – YES, Laura – YES, Kari –YES, Theresa – YES, Jason – NO, Deb – abstained, motion carried.

H. Parent PTO Member comments: Heather Drake informed the board that she will be stepping down as a voting board member.

Motion to adjourn at 9:47pm was made by Heather Wallin, seconded by Cindy Raimer.

Respectfully submitted by Melissa Lewis