

**Bond Mill PTO  
Executive Board  
Meeting Minutes  
12/18/08**

**Present:** Kristen Ruiz, President; Howard Rosenberg, Vice President; Mark Brackett, Corresponding Secretary; Monica Gribben, Recording Secretary; Justin FitzGerald, Principal; Elaine Oakes, 3<sup>rd</sup> grade teacher.

**Guests:** Debi Collins; Jen Hinkle; Kim Jones; Linda Landau; Stephanie Timmons-Brown.

Meeting called to order 6:05 pm

**Guest Reports:**

Linda Landau – 5<sup>th</sup>/6<sup>th</sup> Grade Fundraising: Request for PTO to match funds raised by 5<sup>th</sup> and 6<sup>th</sup> grade for year-end activities (i.e., class trip, “graduation” ceremony) because two classes sharing funds. This is a one-time situation. Alternate option is to contribute a set amount.

*Action: Executive Board will discuss and provide an answer later in the school year.*

Linda Landau – Carnival: Carnival scheduled for May 16<sup>th</sup>. Planning meeting scheduled for January 27<sup>th</sup> in media center.

Stephanie Timmons-Brown – Playground Refurbishment: Expect to hear from Lowe’s in January regarding grant application. Expect to hear from Department of Education in January on whether they will release funds for physical education grants. If this program is funded, grant applications will be due in March and would hear later in the school year about awards.

Debi Collins – Art: Art is going well after second round. Would like to have space to paint.

Jen Hinkle – Write-a-Book: Received 231 write-a-books. Appears not all 4<sup>th</sup>-6<sup>th</sup> grade students submitted books. After evaluating the K-5 books, 58 do not meet the criteria. Will be contacting the judges for judging books meeting the criteria.

Lessons learned include asking students to identify the type of book (e.g., illustrated fiction, non-fiction) and using a checklist to ensure that the book meets the criteria. Third and fifth grade provide a packet that might be useful.

Kim Jones – Box Tops: Check for approximately \$1,500 expected.

Kim Jones – Spirit Wear: Will be submitting another order.

### **Treasurer's Report (via email):**

All funds received through 12/17/08 have been deposited. Data entered into Quicken and bank statement ending 11/28/08 has been reconciled.

Bank account balance on 11/28/08 statement was \$31,283.85.

Fundraising from Sally Foster and cookie dough net \$10,477.75.

Inquiry into analysis service charge on 10/31/08 statement.

*Action: Copies of bank statement, Quicken reconciliation reports, and updated budget to be provided.*

### **President's Report:**

- Update on Beltsville PK-8 school renovations. Improvements such as locker rooms have been made or are funded. No funding for science labs, however could use mobile lab which is being used successfully in other schools. If renovations don't get done, it would postpone opening Beltsville as a PK-8 school and the population at MLK Jr. MS would increase from 800 to 1,000 (with Beltsville students continuing to attend MLK Jr. MS **and** the addition of 6<sup>th</sup> graders from Bond Mill and two other schools).
- 14 Listening Centers purchased for \$199 each, 5% discount, free shipping = \$2,650.50.
- MSA workbooks were purchased and received.

*Action: It was suggested that Bond Mill host a Parent MSA Information Night. Justin FitzGerald will ask parent liaisons to look into this.*

- No final results on Entertainment Books but lots were returned. Read-a-Thon in January.

*Action: Board members to think about additional fundraisers for this school year.*

- Visitors still not following parking rules. No parking on grass, no double parking, no parking on bus circle.
- PTO has received IRS notification that 501(c)3 forms have been received.

### **Principal's Report:**

- Winter holiday parties were a success.
- Progress reports to be sent home on January 6th. Still experiencing computer system issues.
- Application to get \$2,000 bonus from Georgetown Paper Recycling. Supposed to get a check after 6 months of recycling (vs. end of school year). Still having issues with full bin, but regular pick-up schedule would incur service charge if the bin is only half-full.

*Action: Kristen Ruiz will ask Cindy Dollen (Recycling Chair) to request monthly volume from Georgetown Paper Recycling.*

**Old Business:**

- Student directory – at the printer (distributed December 19).
- Digital cameras – to discuss next month.

*Action: Justin FitzGerald to check with Christy Hyder (K teacher) on digital cameras.*

- PTO chairperson dinner – West Laurel Community Center, June 5th.

*Action: Kristen Ruiz to book caterer.*

- 40<sup>th</sup> anniversary – need chairperson, to be discussed next month.

*Action: Kristen Ruiz to request volunteers to chair and serve on committee.*

- Bylaws discussion – to discuss next month with all board members present, discuss what bylaws are and who decides what to do with donated money.

**New Business:**

- Art Auction – need chair, tentatively schedule April 2, 2009, day before Grandparents Day. Debi Collins (Art instructor) to consider if this date will allow time to complete the class art projects. Discussed student art show as alternative to art auction.
- Potential fundraiser - CD with students singing. To discuss next month with fundraising issues.

Meeting adjourned: 7:05 pm.

Submitted by:  
Monica Gribben, Recording Secretary  
December 28, 2008

*Action Items*

Board Members:

1. Discuss 5<sup>th</sup>/6<sup>th</sup> grade fundraising matching request.
2. Think about additional fundraisers for this school year.

Liz Dwyer:

1. Provide copies of bank statement, Quicken reconciliation reports, and updated budget.

Kristen Ruiz:

1. Ask Cindy Dollen to request monthly volume from Georgetown Paper Recycling.
2. Generate call for volunteers to serve on the 40<sup>th</sup> anniversary committee.
3. Book caterer for PTO chairperson “thank you” dinner (June 5, 2009).

Justin FitzGerald:

1. Ask parent liaisons to look into hosting a Parent MSA Information Night.
2. Check with Christy Hyder on digital cameras.