

**Bond Mill PTO
Executive Board Meeting Minutes
10/22/09**

Attendees

Kristen Ruiz, President; Dawn Bell, Treasurer; Joanne Olsufka, Recording Secretary; Justin Fitzgerald, Principal; Umbrenda Fisher, 4th grade teacher; Stephanie Scepura, Pre-K teacher; Jennifer Hinkle, member; Alex Zajac, intern; Hillary Huza, member; Debi Collins, member; Virginia Rinker, member; Andrea Evans, member; Kevin Stout, member; Linda Landau, member; Jessica Proctor, member

Meeting called to order at 6:07 pm

General Membership Business

- Write-A-Book – update presented by Jennifer Hinkle. Information regarding Write-A-Book is on the PTO website
- Science Class After School Program – Andrea Evans proposed an after school science enrichment program for K-3rd grade. This would be a 10 week program held after school to encourage the younger grades to get excited about science. Would need volunteers to assist Andrea with the program
- Book Fair update – The book fair generated \$8,466 in sales. The profit will be taken in books, each Teacher received a \$100 voucher & each Special Education Teachers received a \$50 voucher. Each grade level will receive an additional \$370 voucher to purchase books out of the catalog. The Media Center will receive a \$200 voucher. A vote was taken and the PTO will pay the 10% shipping costs for the books that are being ordered with these vouchers.

Treasurer's Report

- All funds received through 10/22/09 have been deposited.
- Electronic reconciled bank account balance to date is \$51,303.05
- An extension for MD State taxes was submitted. A request for the last 3 years of MD State tax return documentation is being requested by e-mail from the State of MD.
- Sales and Use Tax return was submitted electronically. No payment was required.
- A copy of Quick Books has been purchased for \$349
- Revenue and Expense headers and categories have been created in Quick Books. The complete data set available within the existing PTO Quicken program has been copied to Quick Books. Duplicate data dumps electronically from the Chase Chase account are currently being performed for both Quicken and Quick Books data bases.
- Two meetings with the volunteer auditor, Lesley Brinton, CPA, have occurred with a third one planned for Friday, October 23rd. Accounting set-up will continue with proposed budget reporting and ongoing monthly and YTD revenue and expense reports soon to be generated from Quick Books. An audit of the PTA/PTO financial records will ensue once Quick Books set up is complete and accounting with the new software is underway.

Presidents Report

- The Sally Foster Fundraiser gross sales were \$18,037.69. The profit to the PTO & School was \$9,018.85
- Entertainment Book Fundraiser ends on 10/27/09.
- After School Enrichment Programs – A survey needs to be sent out to parents to see if there is an interest in the following types of programs: Spanish lessons; Arts & Crafts; Cooking (without a stove); Chess Club; Estimated cost would be \$16 per student per week for a one hour program. Most programs would last approximately 10 weeks.
- Mary Jean Sokolowsky has offered to run an after school Music Program for K-2
- Winter Fundraiser (Mindcore) will start in March after the MSA testing but before Spring Break
- PTO Bulletin Board – the PTO has a bulletin board in the Multi Purpose room to post any & all information relating to the PTO.
- Flu Clinic – if the child has brought back a completed form & is eligible, they will receive the H1-N1 flu mist vaccination on Monday October 26th
- Chair Updates – Kristin is requesting that the Committee Chairs attend PTO meetings to present updates regarding their committees. If they can't attend the meeting she will ask them to submit a report that can be shared with all who attend the meeting.
- PTO Minutes Format – PTO minutes will no longer be read at meetings. A copy of the minutes from the last meeting will be available at the meeting & will be posted on the PTO school bulletin board and on the PTO website. Minutes are to be presented to the PTO board for approval within one week after the meeting so that they can be posted with 2 weeks after the meeting on both the bulletin board & website.

Principal's Report

- Ellen Morgan is back on a full time basis as our School Nurse
- The Fall Festival Parade will take place on Thursday 10/29 @ 12:30
- The Camp Schmidt 5th Grade field trip took place 10/22 & 10/23
- Another 15 minute Mini-Walk is scheduled for Nov. 2nd at 12:30. The students should be receiving their t-shirts from LARS at this event.
- Theresa Murphy, the Art teacher will start working in the school next week. Debi Collins will also be running an Art Program to expose the children to additional art lessons. These classes can be held in room 17, Debi Collins will let us know when she can start this additional art program.

Old Business

- Student Directory – Joanne & Lisa are in the process of updating information for the 2009-2010 student directory. Kristen will meet with Joanne outside of this meeting to address questions.
- Digital Cameras for the teachers – the school has \$800 in their fund to spend. Justin will discuss with the staff the desire to have this money spent on digital cameras for the classrooms.

New Business

- Avon Fundraiser – this will be discussed at a future meeting
- Norton Software – Dawn is obtaining more information to share
- Lunar 40th Year Celebration – we have an opportunity to have NASA's portable planetarium at our school for one day. Dawn is working on this to firm up a date, possibly Nov. 12th, if that date doesn't work it will probably take place in January.
- Playground - \$70,000 budget; final design has been approved; hoping to start building in the Spring; This is to added to the agenda for our next meeting for Dawn to present an update

Meeting adjourned: 8:00 pm

Submitted by:
Joanne Olsufka, Recording Secretary
October 30, 2009

Action Items

Kristin Ruiz:

- Put together Mind Core fundraiser; request volunteers

Dawn Bell:

- Obtain information regarding Norton Software
- Schedule Lunar 40th Year Celebration date with Justin Fitzgerald
- Put presentation together for an update regarding the new Playground

Joanne Olsufka

- Update PTO school bulletin board

Debi Collins

- Set date to start Art program & agenda for the program

Carolyn Vincent

- Send survey out to parents to find out the interest in after school enrichment programs