



T. H. ROGERS SCHOOL
PARENT TEACHER ORGANIZATION
VANGUARD • PDHH • PSI/MI

Board Meeting
Agenda
Thursday, April 20, 2017

Attendees: Annette Botas-Rock, Lisa Rossmiller, Cristina Etchells, Nicole Reese, Kerry Faro, Lucy Dyer, Jennifer Radcliffe, Faida Ngumbu, Luis Oliveira, Jasmine Galal, Lei Ye, Wendy Chung, David Tang, Jennifer Cable, Brooke Primomo, Be Petrosky

- I. Call to Order. Bê Petrosky.
- II. Welcome to new Officers & Committee Chairs. Everyone took a moment to introduce themselves, their past or new PTO position and their children.

III. Budget Review. Bê then David Tang lead the review of the proposed budget items, line by line, with feedback from the attendants.

Ordinary Income/Expense.

Directory – Be and Brenda Oliveira will create a skeleton directory for those who paid membership. Directory chair quit during the school year. Next year this will be done digitally, thus no cost, yet less income from ad sales. There are different options for software. Add budget \$500, total being \$900. Decide on the software/OS in May so ready for next year. Important to choose software and have someone on PTO Board (lawyer?) read for legality and not sell our information. Directory is being absorbed into Membership Committee.

Fundraisers – Sponsorships of any kind (corporate and individual) will need to be described as donations due to the bookkeeping effects. This includes what we offer our families/companies that wish to “sponsor” a carnival event or special PTO event. Corporate & Individual Donations – status quo on budget.

Snow Day - Should this event be funded by the PTO? ~ \$7K expense every year. This past year was difficult having it funded at the last minute through GoFundMe source. Should this have a corporate underwriter? The event is occurring during the school day and every elementary student participates (vs. other school events.) Consensus that school should oversee the event, regardless of funding. Discuss this in May Meeting.

School Store – status quo on budget.

Spaghetti Supper – status quo on budget.

Spaghetti Supper Auction – income increased to \$10K, keep expenses at \$1K.

Student Art – status quo on budget.

Walk & Roll – increase income to \$12K, keep expenses at \$3K.

BoxTop Donations – status quo on budget.

EXPENSES

Contribution / Technology – change to \$0. Contributions (major acquisitions) – number needs to be checked.

Miscellaneous / Unbudgeted Funds – status quo.

Payments to school funds will be kept status quo except for: **Middle School Sports** increased to \$1K to allow for participation in tournaments; newly added lines of **Snow Day** - \$7K, **Special Olympics** - \$1K, **Art Fund** (ES & MS) - \$2K, **Orchestra** - \$1K, **Academic Competition** - \$2K.

PTO Activities all kept status quo except for **Bank Service Charges** – increase to \$3K. Remove **Community Building Miscellaneous** and **Printing Directory** lines.

David Tang recommends having a specific person that oversees the Expenses.

Recommendation that the fund/check request forms have a line stating “*Have you inquired with Mr. Muzyka if there is money in school budget for this item?*”

III. Select Committee Reports

- A. Spaghetti Supper. Kerry Faro/Jasmine Galal – All is going well in preparations and SignUpGenius.
- B. School Supplies. Supplies will be delivered to the school.
- C. Teacher Appreciation Week. Annette Rock – All is going well for next week's event.
SignUpGenius is being set-up for volunteers that morning.

IV. Upcoming Events

- D. Platinum Donors Appreciation Breakfast – May 13th, 7:30am - 8am, 7 families.
- E. Teacher Appreciation Week, April 24-April 28, 2017
 - A. PTO General Meeting/Budget Approval: Thursday, May 4, 2017 7:45am, Upstairs Library
 - B. Spaghetti Supper, Friday, May 5, 2017, 5:30pm
 - C. PTO Year End Party, Thursday, May 11, 2017 6:30-8:30pm, location TBD

V. Adjourn by 9:00 AM