

# Parents Club Meeting Minutes

January 3, 2008

## Treasurer's Report

- Packets handed out regarding financial procedures (copies available upon request)
- Each person who handles money or requests reimbursement should have a packet (extras are in PTO cupboard in the library).
- Tony wants to be the only one to open bank statement
- Mrs. Boyles asked who else checks the statement. Tina's name is also on the account. It is suggested that they meet weekly as originally planned and open it together. Tony mentions that he is audited at year end.
- No moneys will be accepted by treasurer Tony Comes unless procedures are followed to the letter
- No reimbursements will be made by treasurer Tony Comes unless procedures are followed to the letter
- Teachers no longer have to put in reimbursement requests in \$50 increments
- Reimbursement requests should be submitted on the first Wednesday of each month.
- Tony requests that reimbursement requests from teachers be made within 60 days of receipt date. Otherwise, they are also not getting paid.
- Any suggestions for change to the procedure should be brought to Tony
- List of discrepancies – Tony has a list of transactions, green highlights show those for which he has no documentation. Some are from September and are being questioned now for the first time. We may not be able to recover information now that it is January.
- Tony mentioned that he received an e-mail December 20 advising him that if he didn't have the numbers that have been requested monthly by January 3<sup>rd</sup> meeting, he would be requested to step down. Melanie (VP) responded that this the result of another parent (absent today) stating that if the requested numbers were not presented by then – the 5<sup>th</sup> meeting this year – that a motion would be made to halt spending until they could be presented.
- Tony is willing to continue being treasurer if procedures are followed. One mishap and he declares he is done.
- Mrs. Boyles asked why this is being discussed in open meeting instead of with the executive committee.
- Tony wasn't able to make the originally scheduled Wednesday meetings but now that things are settling down a little for him, the steering committee will try to meet weekly again.
- Tony asked why Mrs. Sood was not ever "jumped on" about her duties. It was pointed out that Mary was at most meetings, taking notes but her job has changed since beginning of year and she is unable to attend most morning meetings. Also, she *has* been spoken to privately and has chosen not to publicize it or make excuses.
- Tony again asked for Big Yummy fundraiser numbers. He could not provide them, Mrs. Coffman noted that it was not his job to do so, Tina and Melanie will try to get those numbers to evaluate the success of the fundraiser and find out how it effects our budget.
- We still need to know what is left of the \$14K surplus with which we began. If only \$5153 has been spent, we should have close to \$9K (\$3K in tech and \$5+K in general fund) of that left for projects.
- Teacher's wish lists – only one was returned & it was from Mrs. Metcalf for her classroom maps. Mr. DeLucia is working on obtaining maps from old school buildings. New schools have white board technology which allows them to put images up from the computer.

### Sunshine Committee

- Mrs. Goeder is willing to head up the new sunshine committee
- She headed up collection for needy families in December
- Will talk to Mrs. Ulch to see if there is any additional need in our school
- Cindy Markovich has done it in the past and would probably be helpful
- She is asking for additional volunteers for the committee.

### Scholarship Committee

- Mary Sood, Marianne Martin, ~~Kelly Repka~~, and Angie Huss to review documents and meet next week with ideas for brainstorming session. (Mrs. Repka has withdrawn for schedule purposes).

### Teacher Appreciation

- Marianne Martin made very cute snowman soup mixes for each of the faculty/staff
- Parents Club provided lunch for teachers the day before Christmas break from Bailey's Pizza Co.

### Q & A With Mr. DeLucia

- Mrs. Boyles asked if we had looked into Math Masters program and if it is something volunteers could do for the kids. He indicated that it could be done by volunteers and will explore opportunity of borrowing the materials.
- Mrs. Hansen asked if we would be doing any other fundraisers such as a spring book fair. This is a non-profit book fair where the books are buy one get one free instead of a fundraiser.
- Mrs. Hansen expressed interest in another walk-a-thon. We would need somebody willing to chair the project and nobody has volunteered. Most of the work involved is in obtaining sponsors for prizes, etc.
- Mrs. Viers asked if we could do spirit-wear dress down at least once a month. Mr. DeLucia suggested getting a high-quality shirt. Mr. Garczinski said that the initial cost of making the screen for printing is high, but once the screen is made future prints should not be as expensive. Tina will look into a few local recommended vendors (Lott Industries?). Polos, long sleeve t-shirts were not big sellers in the past.

