**Crocker/Riverside PTO**

**Executive Board Meeting Minutes**

Tuesday, April 3, 2018

6:00 p.m. – 7:30 p.m.

1. **Welcome** Anna Molander (6:00 p.m.)
2. **Principle’s Report** Mr. McCord (6:05 p.m.)
   1. Open house Wednesday, May 30. Site Council elections also on this night. Change to the Bylaws to have it on date of open house.
   2. PTO to pay for Leah’s wages and site council could pay for other things i.e. student planners, Scholastic News, Time for Kids, and the cost of the music program could be split between PTO and Site Council.
      1. PTO pays $1,600. Could PTO fund extension into April and May? $2,280 for April, $7,680 for May (music Program)
         1. Motion to approve April $2,280 classes and revisit the May fees at May meeting. Joe Motion, Nick second, unanimously approved.
      2. $5,000 grant from rotary club is looking promising, if we get it will it go towards next year?
      3. 4 grants also available: LPSF $4,000, Rotary, LPCA almost $2,000, Scholarshare.
3. **Officers Report**
   1. **Treasurer’s Report** Joseph Delgado (6:12 p.m.)
      1. Pancake breakfast, book fair and sponsors all coming in, some checks got kicked back because didn’t mention PTO, may be ways around this.
      2. Checks coming out of class funds, not our budget.
      3. Disbursements; $7,277.89
      4. Getting transition going for pro treasurer, figuring out kinks like reimbursements, receipts, etc.. maybe a soft rollout. We could still request reports and bank documents for audit purposes.

* 1. **President’s Report** Anna Molander (6:19 p.m.)
     1. Scholarshare campaign results: we still don’t know
     2. Chipotle program; we made over $100. Also great social platform.
     3. Can we find one parent volunteer to man these type of events?
     4. April 26 Big Spoon Event
     5. June 5 General Meeting
     6. Business item: Science career night April 18, would like a couple hundred dollars for pizza.
        1. Motion to approve amendment to agenda by Joe, second Bryan, unanimously approved.
  2. **Secretary’s Report** Nick Millan (6:28 p.m.)
     1. Motion to approve minutes by Mr. McCord, Second Ms. Forell, unanimously approved.

1. **Committee Reports** 
   1. **Communications** Seiko Monahan (6:29pm)
      1. Website is well on it’s way, going good with Google analytics. Online absent form being worked out.
   2. **Volunteer Oversight** Bryan Baldwin (6:31)
      1. Advanced band playing May 24 event.
   3. **Auditor/Transparency** Kevin Samsam (6:35 pm)
      1. Audit report results, audited expenditures wrote 84 checks, auditing 32 of them, half of them issues checks without reimbursement form, hurts our ability to describe what money was for, 3 of them didn’t have a receipt or invoice, 6 checks were barely legible, 5 of them are uncomprehendable.
2. **Voting Items:** 
   1. **Old Business:**
      1. Teacher/Staff Scholarships (second meeting), budgeting for teacher staff scholarships for additional education.
         1. How do we decide what is paid for? Conferences? Credentials?
         2. Keep it fair as far as who gets the opportunity.
         3. Maybe teachers team together and choose who goes to a conference?
         4. Lets get one moving, approve concepts of doing scholarships.
         5. We need to know the 5 w’s on how this will work: How they’ll apply
         6. New line item on budget
         7. Budget draft at June meeting
         8. Get a committee together to work out the kinks
         9. Good marketing tool for new families.
         10. Motion by Bryan, Second by Kevan, unanimously approved.
         11. Title: Teacher Professional Development Scholarship.
3. **(7:13pm)**
   1. **New Business:** 
      1. **Volunteer Appreciation Gifts:** 
         1. Mugs ordered, volunteer appreciation night, give people something tangible, $10-12 a pc. Mugs for anyone who has helped, equality, budget, food, drinks, mugs, printing for handouts,
      2. **$1500 Temporary Budget:** 
         1. Motion by Courtney, Second by Ms. Foree.
      3. **By Laws Changes:** 
         1. New board positions. Field Trip Coordinator?, Docent program leader?
         2. Electronic Voting
         3. Voting for new board-making provisions to electronic voting, elections, adding new positions. Do we want to allow people with ample time to decide on their vote? Do we want to make a joint voting at Open House along with school site council voting? Formally put on next meeting for approval on May 1 meeting.
         4. Science career night, first time doing this, for expenditures next month. $250 for pizza at this event.
4. **Discussion Items:** 
   1. **Funding Guidelines:** 
      1. How should we spend money? Maybe table this until our retreat?
   2. **Upcoming Elections** for 2018-2019 board, go with revised process.
      1. Assuming updating bylaws pass, we could do it at open house.
      2. Do we anticipate adding more positions other than docent and field trip coordinator?
      3. We need to advertise for Parliamentarian and volunteer oversight.
5. **Review Upcoming Events:** 
   1. **Spring Social:** 
      1. Going to be lots of fun, great number of auction items, looking for wine for wine wall.
   2. **Spring Showcase and Final Party June 11:** 
      1. End of year bbq, both on same night, committee for each. Pizza and salad.
   3. **Annual Fund Drive:** Exceeded our goal. Shooting for $35,000
   4. **Feedback:** 
      1. **Docent tables are too heavy, need to modernize.**
   5. **d**
6. **Adjournment (7:33 pm) – Next PTO Executive Meeting May 1, 2018.**