

**Manning PTO Minutes
February 6, 2017**

Attendance: Shannon Cossairt, Lauren Baldwin, Kaylene Costello, Dana Strohmaier, Kristen Kelly, Liz Rathburn, Samantha Vidito, Courteney Templeton, Dana Hajak, Nicole Edmeier, Linda Lehman, Karen Walsh, Karen Johnson, Jason Pecard

7:04 Call to Order by Jason Pecard

Motion to Approve Minutes, Linda Lehman 1st, Dana Strohmaier 2nd, Motion Passed

President Report: Jason Pecard- Dana has really stepped up to her role as President Elect. Nominating Committee has been working hard!

President Elect: Dana Strohmaier- Nominating Committee met. Nicole Edmeier will report. Discussed there is an open school board position open. We should think about having a meet the candidates night. Maybe see if we could have School Board Member come to meeting.

VP Communications & PR: Linda Lehman, nothing to report

VP Fundraising: Kaylene Costello- Savers was a huge success! We made \$337 which we should be able have deposited next week. This money will be put towards the Little Free Library. This is an easy fundraiser. If we should run against next year we should ask for extra help. The drivers will load the truck but not carry everything up the stairs.

VP of Volunteers: Mirjana Gesme (absent) Jason reported on her behalf. The Sign-up Genius went out tonight for Jump Rope For Heart. Younger siblings can attend this event. Mirjana is starting to get together a list of openings for Committee Chairs for next year. All the volunteer spots for the classroom raffle prizes is full. The Valentine's Day event is approaching, there are a few spots left to fill. Linda will post on Facebook we will not send out another Sign-up Genius for this event.

Secretary: Shannon Cossairt, nothing to report

Treasurer: Lauren Baldwin- We received a check for Shwans in the amount of \$243, BoxTops earned \$222, and McTeacher Night \$614.00. We paid out for the Library Fund and Pizza Party.

Teacher Representatives: Karen Johnson and Karen Walsh- Mrs. Mullane would like to see if at the Valentine's Day event if the students can get back to class at 2:00, the younger kids love to spend time with the distribution of Valentine's. Lauren and Christina said they could work with that. Nothing else to report.

Principal: Kristin Krestel- (absent) Per Jason Pecard she did not have anything to report.

School Board Report: Liz Rathburn and Courtney- We did not have a report from the School Board Meeting but Courtney and Liz discussed some highlights from the Facilities and Finance Committee meeting. The district is currently working on prioritizing a list of things for the district. It was discussed that Mrs. Roth would like new faucets in the bathroom. Per Courtney and Liz it seems this item will be fulfilled by the district. The PR committee is trying to get more publicity out there about the district. Kaylene Costello and Liz asked if we could work on getting more information to the Blackhawks Height Community. They currently do not receive the District Newsletter. The Climate Committee is going to bring back Rachel's Challenge.

Committee Chair Reports

Jump Rope for Heart is coming up.

Yearbook Committee is sending out its final flier about purchasing a yearbook. The deadline is March 18. Lifetouch will be doing spring pictures and yearbook pictures on March 2.

FunFair and Raffle- The planning is going well and they are receiving lots of donations. It is being called a FUNdraiser this year since it is one of the biggest events to raise money for the PTO. The PTO would like to promote the selling of Raffle Tickets. The more tickets the more the PTO can make.

Parent Reps- The Roller Skating party was a huge success and had an excellent turnout. A deposit has been made to reserve the rink for next year.

BoxTops- The deadline for the spring turn in is March 1. Laura Connolly is brainstorming some ideas to get them brought in. A flier will be coming home next week.

Raging Waves- The flyer to receive a free ticket will be coming home next week, the same day the event starts up.

Old Business

Savers- Discussed earlier

Little Free Library- Jason and Kaylene met with Ms. Hudson, Mrs. Roth, Mrs. Mazzacano, and Mrs. Wheeler. We have enough money to purchase the two libraries, one will be for k-2 books and the other will be for 3-5 books. To purchase the posts through the company is very expensive. Jason is trying to find better pricing. The purchase will be made the last week of February. The PTO will take care of the order. The teachers will

take care of setting up the installation and placement with the facilities staff. A dedication will take place later in the year.

PTO Nominating Committee- Nicole Edmeier reported that the committee met last week and included Mrs. Mazzacano, Kaylene Costello, Dana Strohmaier, and herself. There are currently 5 open positions to fill. Some suggestions were made about how we can help lessen the impact of filling these spots in the future. The changes to the ByLaws being suggested are making Secretary and VP of Communications a 1 year position. Also, to decrease the President's position to 2 years by serving the 2nd half of a year as President Elect, the following year as President, and the first half of the next year as Past President. Dana has a concern about filling such a long commitment of 3 years. She has been researching other PTO ByLaws while considering these changes. Some concerns were raised about terms and serving in other places and the existence of the current ByLaws. Also, that changes were made already this year. Some positive feedback was given about the length of the terms and also it would be beneficial that new people would be moving in out of positions. The Nominating Committee will be advertising all open positions by backpack mail and Facebook.

PLEASE SEE THE ATTACHED DOCUMENT FOR THE PROPOSED CHANGES WHICH WILL BE VOTED ON AT THE MARCH MEETING.

Valentine's Day- discussed earlier

Trivia Night is this Saturday, February 11. Katie confirmed 10 tables have been sold. Linda will post on Facebook there are still 2 open tables.

Open House is March 2, 2017

Motion to Adjourn at 8:04, Lauren Baldwin 1st, Dana Strohmaier 2nd. Motion passed.

Proposed Changes to Manning PTO Constitution and By-Laws

Proposed Changes to Constitution

Section VI. 3) Terms of Office a. The terms of officers shall be for two (2) school years beginning July 1st **for the positions of Vice President of Volunteers, Vice President of Fundraising, and Treasurer. The terms of office shall be (1) school year beginning July 1st for the positions of Recording Secretary and Communications/Public Relations Secretary.** b. An officer shall serve ~~no more than one year~~ **from January 1st-June 30th** in the President-Elect position before transitioning into the President position, the next year (for one year). The President will then, after one year at the position, transfer into the Past President position ~~for one year~~ **from July 1st-December 31st**. All other officers shall serve no more than two consecutive terms in the same office. No officers shall be on the Executive Board for more than 4 years consecutively. c. If an Executive Board position remains unfilled after all candidate search efforts have been exhausted, the current Executive Board member may maintain their position for one (1) additional year and must approved by a majority vote of both the Executive Board and General PTO Membership. d. Appointments to unexpired terms of officers and positions for which no candidates are nominated shall be filled by a majority vote of the Executive Board. **E. Officers may serve in both the Past President or the President Elect position and another Executive Board Position concurrently.**

Proposed Changes to By-Laws

I. Duties of Executive Board, Officers and Advisors

1. The Executive Board shall: a. Transact business between PTO meetings. b. Pass on the work of the committee chairpersons. c. Make the minutes of meetings of the Board open to the inspection of any PTO members upon request.

2. The President shall: a. Serve a one-year term, followed by the position of Past President. b. Preside over all meetings of the PTO and of the Executive Board. c. Plan the agenda for all PTO meetings. d. Coordinate the assignment of all committees to make sure all tasks begin on time and are completed. e. Be listed as a co-signer on all bank accounts and approves all checks written over \$500. f. Attend joint PTO meetings held within the district. g. Act as the official representative to the school administration, school board and public. h. Perform all other duties pertaining to the office.

3. The President-Elect shall: a. Serve a ~~one~~ **half**-year term, followed by the position of President. b. In their designated order, perform the duties of the President in his/her absence or inability to serve. c. Act as an aid to the President. d. Coordinate babysitting for PTO meetings. e. Be responsible for updating the PTO handbook for the school year. f. Assist the President in all areas and become acquainted with all PTO operations in order to maintain continuity of PTO leadership.

4. The Vice President of Volunteers shall: a. Serve a two-year term. b. Recruit and coordinate volunteers for all PTO committees /events. c. Maintain contact throughout the year with Committee Chair Heads to assure that all PTO events are adequately staffed. d. Be in charge of the committee binders and shall update information (i.e. PTO meeting dates, current Constitution copy, current budget report) to go into the binders on a yearly basis. e. Work closely with the Vice-President of Fundraising and assist where necessary.

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5. The Vice President of Fundraising shall: a. Serve a two-year term. b. Provide oversight to various committees. c. Runs yearly fundraising meeting each spring. d. Review current contracts. e. Work closely with the Vice-President of Volunteers and assist as necessary.

6. The Recording/Corresponding Secretary shall: a. Serve a ~~two~~ **one**-year term. b. Record the minutes of all official meetings of the PTO. Prepare and submit minutes to the Executive Board at least one week prior to the next PTO meeting. c. Maintain a record of all past meeting minutes and reports (including the end of the year Treasurer's Financial Statement). d. Conduct the correspondence of the PTO. e. Work closely with the Communications/Public Relations Secretary and assist where necessary.

7. The Communications/Public Relations Secretary shall: a. Serve a ~~two~~ **one**-year term. b. Oversee development and maintenance of a Manning PTO website. c. Inform local media of important PTO events/news. d. Oversee the Student Directory process. e. Work closely with the Recording/Corresponding Secretary and assist where necessary. f. Maintain PTO eAlerts and social media channels.

8. The Treasurer shall: a. Serve a two-year term. b. Have all PTO correspondence (i.e.. tax information, invoices and bank statements) mail directly to the school and not their personal address. c. Receive all funds of the PTO and be responsible for their safekeeping and accounting. d. Pay out funds in accordance with the approved budget as authorized by the PTO (amounts exceeding \$500 will be co-signed by the President). e. Present a financial statement at every monthly PTO meeting and at other times at the request of the Executive Board. f. Present a mid-year report at the January PTO meeting. g. Present the PTO Accounts annually for examination by an independent auditor selected at the discretion of the Executive Board The auditor shall not be a member of the Executive Board and a receipt of the audit shall be made prior to the summer Executive Board meeting. h. Manage the Manning Alumni Scholarship Fund and oversee its procedural elements. i. Present a year-end report and tax filings to the Executive Board and the district office.

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j. Receive reimbursement for expenses related to the PTO. He/She will need to present a receipt and/or an expense form for such expenses, to the President. The President will sign the form and the check. k. Annually file all bank statements, year-end report, tax filings and audit receipts in the file cabinet in the PTO closet/room. l. In the month of July, meet with the

in-coming Treasurer to review current status of all accounts and financial happenings. During this interim period the Past Treasurer will complete the year-end report for the pervious school year. The year-end report and audit should be completed and turned over to the President by July 30th. m. Serve on additional committees but may not chair a cash handling committee.

9. The Past President shall: a. Serve a ~~one~~ half-year term. b. Assist in the transition of incoming Executive Board members. c. Act as an advisor to the President/President-Elect in all matters of PTO business for one year.