

# **Beverly School**

## **PTO Meeting Minutes**

**September 14, 2015**

### **Opening**

The regular meeting of the Beverly School was called to order at 6:34 pm on September 14, 2015 in 3548 S. Detroit Avenue, Toledo, Ohio 43614 by Co-President, Alexandra Zmuda.

### **PRESENT**

PTO Members and the Executive Board, Alexandra Zmuda & Michelle Albright-Peters, **Co-President**| LaTanya Wilson, **Secretary**| Matt Skala &Christy Crowden, **Co-ways & Means**| Dana Quick, **Parliamentarian**| Amy Whaley, Heidi Sitzenstock &Amy Lamberger, **Teacher Representatives**| Matthew Rowley, **Principal**| Christine Coleman, **Assistant Principal**

### **APPROVAL OF MINUTES**

The minutes of the previous meeting were unanimously approved as distributed.

### **PRINCIPAL REPORT**

Principal thanked the PTO and discussed the upcoming new programs for the year. He expressed excitement about the 5<sup>th</sup> and 6<sup>th</sup> grade gifted program where the students visit Bowsher High School for Reading, Math and Extracurricular activities. Foreign language, Japanese added for this year for 5<sup>th</sup>-8<sup>th</sup> grade. Foreign language teacher will be added to the faculty next year. He thanked the teachers for the 6<sup>th</sup> grade camp and the 8<sup>th</sup> grade Washington DC trip.

He listed the new staff and discussed the upcoming Family night that is scheduled for October 15, 2015. The Toledo Zoo will be present. All parents need to complete a lunch application to ensure that we continue to have free lunch and remain a Title I building that funds tutoring and professional development and busing.

### **CO-PRESIDENTS REPORT**

Co-President, Alexandra Zmuda welcomed the executive board and each member introduced themselves and gave the ages of their children. She explained that there are several volunteer opportunities. She expressed the goal of the Co-presidents is to get more parent involvement and be more open with the membership.

Co-president, Michelle Albright-Peters explained that the 990, the 2013 income tax return required for non-profits was not filed and the other returns were filed incorrectly. She described her efforts to correct the error and we are on track to file all of our 990s

properly. Penalties and fines may be assessed but we expect the waiver of the penalties and fines because of the cause of the error. The Ohio Attorney General requires a report when \$25,000 is carried over therefore we will have to file a report.

### **FINANCIAL REPORT-TREASURER**

Michele Petersen resigned her position due to her employment with Toledo Public Schools. Clarification of ledger regarding 2 checks issued to scholarship recipients but at the time of the May meeting we had no applicants.

Athletic funds were even at the end of the year due to fundraisers, including Chipotle nights and a Verizon check issued on behalf of PTO volunteer.

Audit report reflected \$9.79 positive.

Motion made to approve financial report- May 2015 ledger. Motion carried.

Discussion regarding establishment of a new Money handling policy. Motion made to approve monetary policy. Motion carried.

Co-President Michelle Albright-Peters reviewed the Proposed budget 2015-2016. Discussion of proposed budget and several items on the budget including; discussion of expense for curtains for cafeteria, teacher expenses, and amount proposed for athletics vs. amount proposed for Lego league. Discussion regarding adding an amount for legal expenses associated with tax issue.

PTO member proposed changing specific expense for curtains to Capital improvements to include other options.

Motion made to table the proposed budget. Motion carried.

Motion made to approve classroom teacher enrichment expenses and field trip expenses. Motion carried.

### **Ways & Means Report**

Box top coordinator-Jenny Fulop

Labels for education-Holly Findling

Chipotle night scheduled for September 22, 2015- 50% of proceeds of sales will go to Beverly's general fund.

Marco's nights are scheduled for the middle of the month and on Thursdays and Fridays. The first Marco night is September 17<sup>th</sup> & 18<sup>th</sup>.

Beverly will receive 15% of proceeds of sales which reflects an increase. Marco intends to give Marco dollars to teachers to reward students.

General fundraising is part of Ways & Means.

Carnival & Funwalk are not part of Ways & Means. Funwalk is scheduled for October 9<sup>th</sup>. Deadline to order shirts Friday, September 18<sup>th</sup>. T-Shirts are \$10.

Spiritwear- Chair: Monica Rizzo Quick & Stephanie Hunsberger

\$3300 earned this year. New ideas including lunch sales during day and new items for sale including car magnets.

## **TEACHER REPRESENTATIVE REPORT**

The Teachers representatives introduced themselves and thanked the PTO for their support.

**Beverly Athletics**- 100 students are participating. The ending balance as of June 30, 2015 was \$240. Outdoor soccer has 9 teams.

Indoor soccer begins November 16<sup>th</sup> through January 14<sup>th</sup>. Deadline to sign up for soccer is November 1<sup>st</sup>.

Coaches are needed. No experience is necessary. It may be necessary to have Basketball tryouts if we do not get enough coaches to participate. We were 2<sup>nd</sup> place last year in the Christian Athletic league.

October 9<sup>th</sup> is the Bowsher Homecoming parade.

## **NEW BUSINESS**

The parliamentarian, Dana Quick, is undertaking revision of the Beverly PTO By-laws. A brainstorming session will be held next month. The Beverly PTO by-laws revision expected completion by the end of the school year.

Open positions for Treasurer, Vice President, and Communications Coordinator

Nominations from the floor: Stephanie Grant-Treasurer

Anne Ruggerio-Treasurer. Anne Ruggerio withdrew her nomination.

Nominations from the floor: Jenni Fulop-Vice President

Nominations from the floor: Julia Huguelet-Communications Coordinator

PTO membership expressed concern that they were not aware that elections would take place.

Motion to elect new PTO board members by verbal vote. Motion carried.

Motion to elect Stephanie Grant as Treasurer, Jenni Fulop as Vice President and Julia Huguelet as Communications Coordinator. All positions approved by unanimous vote from PTO members.

### **ANNOUNCEMENTS**

Next meeting Tuesday, October 6<sup>th</sup>. This year we will rotate PTO meetings Mondays and Tuesdays to give more parents an opportunity to attend.

### **ADJOURNMENT**

Motion to adjourn. Motion carried. Meeting adjourned by Co-President, Alexandra Zmuda. The next general meeting is 6:30 pm on October 6, 2015, in Beverly School.

Minutes submitted by: LaTanya Wilson

Approved by: