

## **Tonawanda PTO Meeting Minutes**

November 9, 2017

*Call to Order: 9:08am*

Present: Jessica Veazey, Nicole Eull, Lisa Becker, Maria Broerman, Heather Andersen, Helena Silva, Anne Hardy, Nisha Gupta, Spencer Mayhew, Melissa Musante, Mindy Harmelink, Kris Ewig, Peter Musante, Kristin Olson

### **PRINCIPAL REPORT - Kristin Olson**

Thanked everyone for all of the great things going on at Tonawanda, such as Donut Day and the Culver's Dine Out. Also expressed a big thanks for raising \$1,512.41 for United Way.

5th Grade raised \$1,512.41 for the American Red Cross for hurricane relief.

4th Grade raised \$800 to send books to schools affected by the hurricanes.

1st Grade collected 295 pairs of socks for charity.

2nd Grade made blankets and collected pet supplies for the Humane Society.

Stuff the Bus is the week of November 13-17.

Veteran's Day Assembly is at 2pm tomorrow, 11/10.

Kids are learning the program "Overdrive", which gives them the ability to listen to books on a device. This is through a free subscription.

The Parent Network is holding an event on Monday, 11/13 from 6:30-7:30pm called "Mindfulness for Parents and Kids". Kids are welcome and encouraged to attend.

A question was raised as to why the conference sign-up process was changed. (PTC Wizard software had been used the past several years, but was replaced by having each teacher manage their own sign up this year.) Mrs. Olson explained that they wanted to give the teachers more control over the process and allow them the ability to schedule conferences at times of their choosing. It was also determined that it should not be the responsibility of the administrative staff as they have no other involvement in conferences.

### **501(c)(3) PRESENTATION - Peter J. Musante III**

501c3 is a federal law. Our PTO is an "Unincorporated Association" under state law. We have no legal entity. It is only under the 501c3 federal law that you can get tax exempt status and have donations be tax-deductible.

There are 2 things that we would need to do to become a 501(c)(3):

- 1) File with the state (easy process, approximately \$35)
- 2) File with the IRS (more complex, one-time fee of approximately \$750)

Being a 501(c)(3) entails more record keeping. Would need to do the following:

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- 1) Provide receipts/letters to all donors (would be done by committee chairs)
- 2) Maintain a Quickbooks account (which we are already doing)
- 3) File taxes

Benefits of pursuing 501(c)(3) are that it would encourage people to donate and we would be able to get insurance easier. We currently have very minimal insurance coverage.

All other Elmbrook schools except us and one other have 501(c)(3) status.

Motion to put the following vote on the agenda for the December meeting:  
3 options:

- 1) Keep current status
- 2) Just become incorporated under state law
- 3) Both incorporate and get 501(c)(3) status

Motion APPROVED

### **PRESIDENT REPORT - Spencer Mayhew**

Thank you to the Destination Imagination coaches. Things are running smoothly in DI.

Motion was made to make Jayme Radomski Treasurer (replacing Katy Matola).  
APPROVED.

We are currently spending \$3,000 to maintain the fish tank. Ben Boldt, father of kindergartener Tyler Boldt, has offered to maintain the fish tank himself. He requested \$500, but we will give him \$750 the first year to be sure his costs are covered. Motion was made to form a Fish Tank Committee (Under "School and Family Relations"). APPROVED.

Still looking for a Book Fair Committee Co-Chair!

### **SECRETARY REPORT - Kris Ewig**

Motion was made to approve minutes from October. APPROVED.

### **TREASURER REPORT- Spencer Mayhew, on behalf of Jayme Radomski**

\$31,194.51 in checking

Emailed receipts should be sent to [TonawandaPTOTreasurer@gmail.com](mailto:TonawandaPTOTreasurer@gmail.com).

Teacher grants, which were approved by the Executive Committee, consisted of the following:

- \$670.40 to Mrs. Fetherston (ART) for sketchbooks for 3rd graders
- \$300 to Mrs. Petersen (5TH) to fund a personal finance and economy unit

- \$453.79 to Mrs. Lampe (4TH) for a sofa for preferential seating for reading and also for participating in Classroom Book a Day
- \$1,191.80 to Mrs. Bond (PE) for new equipment (volleyballs, rubber band balls, gator balls, etc.)
- \$277 to Mrs. Petersen (2ND) for a Time for Kids subscription.
- \$70 to Mrs. Dahms (2ND) for a Go Noodle Plus subscription

There will be another round of teacher grants in spring.

### **TEACHER REPRESENTATIVE REPORT - Theresa Westphal**

Spencer asked Theresa to let the teachers know that there will be a second round of grants.

### **COMMITTEE REPORTS**

#### **Fundraising - Lisa Becker, VP**

**Tacos & Trivia** is Saturday! Looks like we have the potential to raise between \$10-15,000.

There will be an email sent out with a Square site link to access "Buy it Now" items. These will be available for purchase until 4pm Saturday.

**Book Fair** - Barnes & Noble on 11/9

Start sharing the code now for holiday gift-giving! We can shop online for 5 days after the event.

Mrs. Olson reported that the 2nd Grade will be singing from 10:30-11am and she will be doing a Story Time from 11-11:30am.

Mrs. Westphal asked for an informational email with Book Fair details that she can then forward to the classes.

**Holiday Make & Take** - December 1. Will cost \$15. Samples of craft items were on display.

#### **Academic Enrichment - Mary Mayne, VP (Spencer Mayhew reporting)**

**Destination Imagination** - Running smoothly

**High Interest Day** - In an effort to cut down on costs, the committee is looking for parents to run sessions. Criteria: Presenter needs to be available for a full day of sessions; Program must be interactive; Can be a career, hobby or collection; Please keep it non-sports related (since we already have a lot of sports-related activities).

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**School and Family Relations** - Nicole Eull, VP

**Baking Committee** - Have enough volunteers for Tacos & Trivia, Holiday Make & Take, and EEF Ladies' Night

**Staff Appreciation Meal** - Tara is set with volunteers

**Parent Network** - No meeting

**Social Programming** - Jessica Veazey, VP

No report

**OLD BUSINESS**

Elmbrook Education Foundation Scholarship of \$1,500 will go to a Tonawanda alumni. Spencer asked for input on the criteria that would be used for determining worthy candidates. Please email him with suggestions.

*Meeting adjourned: 10:41am*

**\*\*EVENING MEETING\*\***

Present: Katie Schmidt, Allison Katula, Jayme Radomski, Lisa Becker, Stacy Barry Coffey, Julie Stange, Jessica Veazey, Kris Ewig, Spencer Mayhew

In addition to a recap of the morning meeting, the following was discussed:

Classroom Spelling Bees will be held December 5-9th. The school-wide Spelling Bee will be held December 12.

Mrs. Olson requested that a Tonawanda table cloth be ordered. This would be used at various events throughout the year. Cost of \$175.

Allison Katula suggested that we ask retirement communities to collect box tops for us.

Stacy Barry Coffey suggested that we have Tonawanda cards created to use to thank those who support us, such as Dine Out restaurants, HID presenters, etc.