

## **Nitrauer Elementary PTO Meeting Minutes for Tuesday, May 16, 2017**

Meeting commenced at 7:00pm on Tuesday, May 16, 2017.

In Attendance: Stella Saxinger, Kristin Mathew, Janet Cambell, Maggie Foley, Kim Romano, Jessica Whitley, Erin Pyott, Diana Hanna, Kelly Fogleman, Wendy Hancock (Principal), Sherri Usner (Teacher Representative),

### **President's Report:**

- Kristin Mathew has cleaned the one of the PTO closets. Before the end of the school year the other closet will be cleaned by Kristin Mathew and Stella Saxinger.

### **Treasurer's Report:**

PTO Treasurer, Amy Hartz made a motion to approve the proposed 2017-2018 PTO Budget:

*"I move that the Parent-Teacher Organization of Nitrauer Elementary School approve the 2017-18 Budget as presented."*

The motion was seconded by Janet Cambell.

### **Discussion:**

Those in attendance were provided with a spreadsheet comparing 2016-17 budget to the proposed 2017-18 budget. (Provided as an attachment to these minutes.) It was noted that the proposed budget calls for a pull from savings in the amount of \$13,000. Considering that the primary fundraiser for the PTO, the Race for Education, occurs every other year, it is expected that there will be a pull from savings in an off-year. (2017-18 is not a Race for Education year.)

Amy also noted the current balance in the savings account is \$63,000 with an additional \$10,000 in the PTO's checking account. There was some discussion about what is the right amount of cash reserve for the PTO to maintain. Considering a large amount currently in our savings, PTO members suggested several ideas about how we could utilize additional funds to increase the PTO's impact on our school:

- (1) Double the amount donated to each classroom teacher from \$100 to \$200 and the amount donated to each specials teacher from \$50 to \$100. This would result in an additional \$2,500 expense to the line item "Classroom Donation"
- (2) Create a "Teacher Grant" line item which would help teachers who have an idea but need funds to implement it. They would be able to submit a proposal to the PTO to obtain the money they need. It was suggested that \$2,500 be allocated to this line item.
- (3) A suggestion to organize a minor renovation of the teacher lounge over the summer. Kim Romano offered to spearhead the research and implementation of the project and suggested a budget of \$2,500 to cover the costs.

There was discussion that these additional expenses would not necessarily be recurring each year.

Kim Romano moved to revise the PTO budget to include the items listed above. The movement to revise the motion was seconded by Janet Cambell and subsequently approved by the PTO members. New motion will read:

"I move that the Parent-Teacher Organization of Nitrauer Elementary School approve the revised 2017-2018 budget, which includes \$2,500 additional teacher donations, \$2,500 Teacher Grant and \$2,500 Renovation of Teacher Lounge."

Amy Hartz noted that these additional expenses would result in a \$20,500 pull from savings. See attached spreadsheet for detail of proposed and revised 2017-18 PTO budget.

No further discussion was deemed necessary and Co-President, Stella Saxinger called for the vote. The motion to approve the budget passed unanimously.

#### **Principal's Report:**

- Dr. Hancock thanked the PTO for paying for the field trips for Nitrauer Elementary Students.

#### **Teacher Representative Report:**

- Ms. Usner was present – No Report

#### **SLAC Representative:**

- No SLAC representative present. Kim Romano gave us an update as was reported by the SLAC representative at the Landis Run PTO Meeting. Discussed Clinical Classroom for observation and five year plan for curriculum cycle, which will be staggered.

#### **Committee Reports:**

- **Morning Book Exchange** has been very successful. The money made from the Morning Book Exchange will be used towards purchasing additional books for resell. Maggie Foley will be going to "Friends of the Library" at Franklin and Marshall College to purchase additional books. Most books at this sale are between .25 cents and .50 cents. We asked Maggie to purchase mostly 3<sup>rd</sup> and 4<sup>th</sup> grade books. Amy reported that there is an additional net income of \$74 (\$137 cash in less \$63 expense for crates to hold the books) from the first morning book exchange held in the PTO bank account. These funds will be distributed prior to the end of the school year to the Book Exchange Committee for use in purchasing additional books over the summer. Amy asked that the committee submit a check request.
- **Rita's Night** – Kelly Fogleman reported that it is scheduled for May 22, 2017 from 6pm to 8pm.
- **Fun Fest** – Erin Pyott reported that Fun Fest will be held on the Playground if the weather cooperates. We still need more volunteers in order to have all the games available.

- **PTO Positions** – Janet Campbell reported that we are still looking for someone to take over Buddy Family and a Co-Treasurer.
- **Yearbook** – Dianna Hanna reported that yearbook forms have been sent home.
- **Website** – There was discussion about the status of the joint PTO website: [www.mtpto.com](http://www.mtpto.com) The current webmasters of the site, Jen and Lynn Crumbling (Neff parents) will not be continuing in this capacity. The PTOs of MS, LR, Nitrauer, Reidenbaugh and Neff currently utilize the site. The PTOs will need to find a new webmaster before the hosting expires July 30, 2017. Wendy called Mike, in the technology department at the district office we are 90% set up for google account. He recommended setting up a Google website for \$14.99/year. Kim Romano along with Jessica Whitley will look into next steps and proper procedures to continue running the MTPTO.COM website, if that is deemed the best course of action.

The final meeting of the 2016-17 school year was adjourned at 8:15pm. September PTO meeting will be held Tuesday, September 19, 2017

Have a great summer!