

# R.C. Lindsey PTO

Date: Friday, 9/10/10

Place: Lindsey MPR

Meeting called by: PTO Meeting  
Note Taker: Ann Allegretti, Secretary  
Meeting Time: Call to order at 8:35 a.m.  
Attendance: 32

## Opening:

### **Motion to wave the reading of the May, 2010 meeting minutes by Sharon Luther, seconded by Missy Zakelj.**

- Lynn Zagorski, PTO President introduced the 2010/2011 PTO Board. These include Lynn, Sarah Mann as Vice President, Debbie Kreuz as Treasurer and Ann Allegretti as Secretary.
- Lynn thanked everyone for attending.
- Lynn read the Statement of Objectives in the Bylaws for new PTO members. PTO is here to help our school and our children.
- Audit Committee – Sarah Mann, Ann Allegretti, Becky Edwards and Keri Pattison met on 8/10/10 to review files.

## Treasurers Report

- Budget for 2010/2011 school year was presented and distributed at this meeting. Budget shows actual figures for the 2009/2010 school year. Debbie stressed that the budget is tight this year until we know what the fundraiser will bring.
- Checking balance is \$2,125.86, savings if \$16,064.73 for a total of \$18,190.59.
- Holiday shop we generally break even. This is not meant to be a fundraiser.
- Fall Fundraiser – we need to make our money to cover all of our expenses.
- Budget includes \$5,000 carryover to cover expenses at the beginning of the 2011/2012 school year.
- Math online renewal due next year in August.
- Noted that any funds donated for a certain purpose must be used for that purpose.
- YTD report shows we spent so far \$15,271.95 – this figure is the balance in the checking and savings account together. Total expenses to date, as of meeting date, were \$6,590.21 with income to date of \$3,671.57. Debbie noted that Lindsey PTO is a 501 3c tax exempt organization. Receipts can be used as a deduction on your tax return.
- Motion by Keri Pattison to approve budget for the 2010/2011 school year. Seconded by Denise Garrett. All in favor.

### **Audit Committee**

- The audit committee consisted of Becky Edwards, Keri Pattison, Sarah Mann and Ann Allegratti. The audit was conducted on 8/10/10.

Keri read the audit report.

- If purchasing items for PTO projects or events, please try to separate PTO purchases from personal purchases.
- Cash and Check Receipt Forms – Must be completed if any money is taken out of the bank
- Receipts for all purchases must be given as backup. If there is no receipt, there is no reimbursement.

### **Dr. Diringer**

- Dr. Diringer is our new West Geauga Superintendent. He had another meeting to attend but we were very thankful that he took time out of his busy day to stop in for a visit.
- Dr. Diringer thanked PTO for all we do. He said that parent organizations are critical to our school and to our children.
- Issue #5 is on the 11/2/10 ballot. This is a 1.12 mill bond issue. Average cost per homeowner is \$34/year per 100K home value. Old bond issue comes off in 2012.

### **Mr. Bernacki**

- Mr. Bernacki thanked PTO for all we do.
- There are new pick up procedures are in place. Good feedback so far.
- Walkathon is a great time. Raises funds for PTO. Come out to support the kids.
- Forms – use the forms in first day packets for bus changes, pick up. Looking for consistency across all forms.
- Lindsey now has 2 lap top carts. One cart is E-Books and one cart is the laptops.
- Everyone is ready for the new school year!

### **Chairperson Reports**

- Ace Awards – Laurie Roth – Ace Awards are given 4 times per year. Teachers/staff nominate the children. Ceremony with a certificate, pencil and donut are handed out. Awards are week after quarter ends.
- Beautification – Linda Hickey (not present – report given by Lynn) – Lindsey sign is the focus this fall. Around the sign is overgrown. Linda will pull out bushes and replant. Also moving the tree out of the butterfly garden. Heather Lewis was present and asked if we had an Arbor Day program. She will work with Linda to develop this program for Lindsey School!

- Book Fair – Theresa Kulp and Sally Contizano – fair runs from 11/3 – 11/12. It will be open during conferences. Spring fair is in February. We will also do the ½ price fair in May. Book fair is a Scholastic program. Books are K – 5 appropriate. Profit varies depending how we take it. If we take profit in books it is a 50% profit. If we take profit in cash it is a 25% profit. We use this to stock libraries and classrooms. During the book fair on February 14<sup>th</sup> we will have Lunch with a loved one. This gets everyone excited about books and reading. This was a huge success last time. The kids can shop at the book fair with their loved one!
- Box Tops – Lynn Zagorski – Contest – Blast Off with Box Tops starts 9/20 – 10/22. We receive \$.10 for each box top. Tell your family and friends to save these for you!
- Donuts at Dawn – Danielle Pitcock (not present – report given by Lynn) – This event will be in March for 2 mornings. Half of the alphabet will be one day and the second half the next day.
- Drama Club – Kathy Renfro – Kathy will be our new Drama Treasurer. Kathy explained that there is start up money in this account to purchase scripts and licenses for the plays for the next year. Kathy will work with the producers. The Drama program is great! Checks will be deposited weekly during the time leading up to the play. Receipts are required for all purchases for Drama. We have to follow our bylaws. Play is meant to be break even. No profits are expected.
- Family Fun Day – Lisa Berardinelli and Stacy Marotta (not present – report given by Lynn) Event will be held on a Saturday during the day this year. The date is 10/23 and will have a fall fest theme. More details to follow.
- First Day Greeters – Ivonne Pinera (not present – report given by Lynn) – This is to help the K & 1<sup>st</sup> graders get to their classrooms before and after school. We are looking for a new Chairperson for this committee next year since this is Ivonne's last year at Lindsey. Please see Lynn if you are interested.
- Fundraising – Sally Contizano – We have a lot of volunteers for Laps for Lindsey. Parents are welcome to come. Need help separating t-shirts into classroom on Wednesday or Thursday before the event. Help would be first thing in the morning. Let Sally know if you can help.
- Holiday Shop – Laurie Roth and Sarah Mann – The shop is for the children to shop for family, friends etc for holiday presents. The shop will be open Monday through Wednesday for the classrooms to attend. Thursday the shop will be open for all. Parents can send in checks and change will be given. Fill out envelope that will be provided with instructions. No credit cards are accepted. Donations of wrapping paper are appreciated.
- Junior Great Books – Debbie Kreuz and Theresa Kulp – Designed as an extra program for kids (grades 2 – 5) who would like to read more. Reading program is in January/February. They stay in at recess and review the book in a group by grade. Child will benefit. We want the kids to want to do this, not necessarily the parents. Read stories in advance and discuss the book.
- Lindsey Book Club – Nanette Warholic (not present – report given by Lynn) – See Mrs. Zusy in the library for a list of books. You can purchase the book and your child's or family name will be put in the front cover. Great for birthdays, special events or when it is your child's last year at Lindsey.

- Market Day – Becky Edwards – Market day is a fundraiser for Lindsey. Order forms available by the office. Need help separating the order and then picking orders by person. This takes only an hour or so. You can also help by making phone calls at home before the pick up date as a reminder.
- Membership – Lynn Zagorski and Debbie Kreuz – Join PTO. If you can do anything for Lindsey PTO please join PTO and pay your membership of \$5.00. This money helps support our programs. Send in your forms if you haven't already. Get involved in PTO if you can. We appreciate anything you can do. Volunteering doesn't require a lot of time and you don't have to do everything. Give whatever time even if it is an hour to help PTO.
- New Family Committee – Nanette Warholic (not present – report given by Lynn) – Meet and greet before the Ice Cream social was successful. Good idea for new families to see the school and take a tour. Suggestion was to make this one hour before the Ice Cream Social.
- PVR – Debbie Brooks – Parent Volunteer Room assists Teachers with their needs such as cutting, copying, and making booklets to name a few. Meets two times per month on a Wednesday morning. We will take whatever time you can give. You can come for an hour on one of the days. Anytime you can donate is good. Debbie is looking for a co-chair for this committee.
- PTO Appreciation Night – Kelly Walker (not present – report given by Lynn) – Family night in January which is an activity at school. The theme changes every year. Last time it was a family game night which was a lot of fun.
- PTO Family Nights (formerly Skating Parties) – Keri Pattison – We will not be doing just skating parties this year. First party was September 9<sup>th</sup> at the Chagrin Roller Rink. The party went very well. The skating rink offered us free skating party before the holidays. A suggestion was made to have people "pay" with Box Tops for entrance into the skating party as a way to generate more Box Tops. Suggestions from parents and kids were to add the tug-a-war. There were too many rules. Next event is a Movie night and we will also do a bowling night. More details to follow. Pay back assembly for the 3, 4, and 5<sup>th</sup> graders is still at United Skates.
- PTO Room Captains – Cathy Karkoska and Lisa Berardinelli (not present – report given by Lynn) – Changes to the parties this year. Halloween we will still have the parade. PTO provides the snack and drink. This way each classroom gets the same treat. Additional treats should be sent home with the children. 5<sup>th</sup> grade party will be in the gym. Winter party will be a Movie with popcorn and drink. Age appropriate movie for K, 1 & 2 and another age appropriate movie for 3, 4 and 5. Valentine party will be lunch with a loved one. Valentines can still be made and distributed in classroom. PTO providing snack for everyone if you have a loved one there or not.
- Publicity – **Open position** – Bridget Ritossa agreed to take this committee (thank you Bridget) – This includes signs around school, communication with Bonnie at the board office, press releases to the paper.
- Refreshments – Lana Musser (not present – report given by Lynn) – This requires baking for events, teacher lunches or dinner at conference time. Donations of baked goods are appreciated.

- Sunshine – Ann Allegretti – If any family needs assistance due to hardships, illnesses, family death or any circumstances, please let one of the board members know or Mr. Bernacki. PTO is here to help you in whatever way we can.
- Website – Sarah Mann – the website is not completely updated yet. Working on posting bylaws, minutes from meetings, PTO updates and PTO activities. Lindsey PTO is also on Facebook!

### **Old Business**

- Website – Sarah Mann – the website is not completely updated yet. Working on posting bylaws, minutes from meetings, PTO updates and PTO activities. Lindsey PTO is also on Facebook!
- New bulletin boards were provided by profits earned at the book fair. PTO calendar will be put there.
- Playground – Thanks to Charlie Pitcock for all his hard work updating the K -3 side of the playground. Charlie repaired and painted the basketball hoops and backboard and poles. Also painted the tether ball poles. He also painted the 4<sup>th</sup> and 5<sup>th</sup> grade swing sets. We will work on getting funds to replace the 4/5 grade playground. More details to follow.
- Bylaw Change – Incoming/Outgoing President – Lynn will rewrite the bylaw. The incoming president will train with the outgoing. We will vote at the next meeting.
- Roll Down Screen – This is for the stage in the gym for assemblies etc. Need quote from Mr. Bernacki.

### **New Business**

- Max & Erma’s Day – Thursday, September 16<sup>th</sup>. Max & Erma’s Mentor location only will donate 20% of each order. You must present the flyer to your waiter/waitress.
- Patterson Fun Fest – Sunday, September 19<sup>th</sup> – Lindsey Day at the Fun Fest. Patterson will donate \$1.00 per paid admission if you are a Lindsey family. They will also do specials for Lindsey families that day.
- Ladies Night – DSA reps such as Pampered Chef, Premier Jewelry have tables to sell their wares. Refreshments are served and it is a fun evening. This event was held in the spring. We would like to move it to Fall for holiday shopping opportunities. Also note that the play will be held in the Spring. We need to make Ladies Night a chaired event. Donna Brown will help set up the DSA vendors.

### **Announcements**

- Teachers sent a big thank you for PTO grants given at the beginning of the year.
- Suggested to do a “One Call” for Laps for Lindsey and Picture Day. We could actually do this for other event reminders.
- Committee Chair meeting following this PTO meeting.

Meeting was adjourned at 10:06 a.m. Motion by Sharon Luther

**Respectfully submitted by Ann Allegretti**