

R. C. Lindsey PTO Minutes

August 21, 2020

I. Call to Order

1. All four Board members present: Michelle Wiece, Genevieve Duxbury, Katy Cullis and Elizabeth Randau plus 8 PTO Members, Mrs. Bellan and Ms. Williams
2. Introductions

II. Reading of the Minutes

1. Motion to waive reading of April minutes by Genevieve Duxbury, second by Elizabeth Randau

III. Teacher Requests

1. No requests yet, Mrs. Bellan/Michelle will reach out again, especially to inform new teachers of the opportunity.

IV. Principal's Update

1. Remote learning underway. Hiccups have happened - families either frustrated or very happy with how things are going so far.
2. Preparing for in person learning, Ohio numbers going down. Full steam ahead for that. Planning on how to do lunches, etc. Working with staff on transitions and routines. A lot of time spent getting ready for virtual, now turning attention to what in person school will look like.
3. Natasha Williams, new school counselor, joined the call. Mrs. Bellan announced that a new social/emotional curriculum has been purchased called Second Step. Evidence-based approach to teaching social/emotional skills to all students, not just those in crisis. Working to build into schedules for 3, 4 & 5 graders.
4. Introduction from Ms. Williams - Excited for the year, this is her favorite age group. We can reach out to her with whatever we may need.
5. No further questions from PTO members.

V. Treasurer's Report

1. Approval of the 2020-2021 Budget
 1. Update to budget format. One page vs. five. Condenses specific line items into larger buckets. 95% of numbers stayed the same but put them in larger buckets. Hoping to make it easier for those not familiar with our structure to understand. We are going into the school year with \$15K more than we went into the last school year with due to no events in April and May.

2. Genevieve - any balance over \$10K we need to pay taxes on as a non profit, so it behooves us to spend that balance down.
 3. Over the summer, Board approved expenses for Brainpop subscriptions (3 for \$700) and mask lanyards (approx \$1300). If we end up not being able to do our big events, we will look to spend dollars supporting children, teachers and families virtually.
 4. Becky Edwards re Book Fair line items - Doubts numbers are possible if we will be virtual. Suggests more of a virtual footprint to get kids excited about the books. (videos from authors, etc.)
 5. Katy Cullis noted that where income or expenses are concerned, we took amounts from last year and realize that they are all very subject to change.
 6. Danna - concerned about vendor night - income likely not possible if we cannot do in-person events (look at virtual option?)
2. 2020-2021 Budget approved by Becky Edwards, second by Shelley Gierman

VI. Old Business

1. Audit of 2019-2020
 1. Genevieve worked with Lynn Barras and Patrick Lafferty on audit. No major issues found. A few checks written without receipts but we had emails to back them up. Savings statements now quarterly not monthly. Recommendations - do our best to increase detail support for all checks that were written.

VII. New Business

1. Membership & Party Donations
 1. Dues down to \$0 to coincide with Westwood. New sign-up method for PTO which will be sent out via Smore/social media. Flyers, etc. will be sent out via email so it is important to be on the list. Will send out directory via PDF.
 2. Will not ask for party donations this year.
2. Teacher Grants & Breakfast
 1. Staff list received yesterday. Normally we give \$100 per teacher to use how they wish for their class. Support/Specials staff get \$50/\$25 respectively.
 2. Normally host breakfast and hand out checks - Katy will work with Mrs. Bellan to find the best way to provide food this year, too.
 3. Mrs. Bellan is trying to coordinate an afternoon where staff runs through a typical school day - would be great to have some food available. All teachers are in the school every day unless they have special permission. Plan for 50-ish. Will get back to Michelle with dates.
3. Room Captains Requests

1. Nicki: We will get creative however the year looks! Call for volunteers included in PTO sign-up doc, unsure what role will look like this year.
2. Nicki is getting volunteers together to decorate the sidewalk with chalk for in-person student return - day before school (September 7) pending weather from 6-8. Looking for parents only. Also looking to reach out to Westwood to do something similar.
4. Box Tops
 1. Need a new chair for this! Will be difficult this year due to transition from physical boxtops to app. Working on Heinens, Amazon, etc. again as well for additional funds. Michelle is updating the flyers now.
5. Monthly Newsletter
 1. Elizabeth will create both paper and electronic copies, starting with September.
 2. Survey showed that parents prefer newsletter via email. Elizabeth will get the PTO list and send out, we will also put it in the Smore.
 3. Send anything you want included to Elizabeth Randau.
6. Committees/Chairs
 1. Some openings (see below). Reach out to your friends!
7. Laps 4 Lindsey
 1. Andrea Milnar is the chair. Last year one big committee, Michelle would like subcommittees to break it up. Genevieve suggests read-a-thon as alternate option, team will work on a plan. Parents via survey want more time to fundraise. Danna - Will we still want to be doing Sponsors? What will that look like? Bookmark? Need to start planning!
8. Teacher/Staff Welcome Gift
 1. Elizabeth will work with team to create welcome baggies for teachers/staff (60). To include WG mask (AM Designs), hand sanitizer, lotion? etc. Will drop off Ms. Bellan to distribute in mailboxes. Would like to have them waiting for teachers on September 8.
9. Merger Plans for PTO Update by Michelle
 1. Timeline set as guideline for us by the Board of Education - would like subcommittees established by October that will help us with creation of new PTO structure. Committees: Bylaw, Charter, Articles of Incorporation, IRS Determination Letter *VOLUNTEERS FROM WESTWOOD AND LINDSEY NEEDED*
10. Liaison Between PTOs
 1. Looking to find a volunteer for this! Someone who goes to both meetings and shares updates between them, fields questions, etc.
11. Dues Update
 1. Different for this year, paid due amount down to \$0. Not a big income driver anyway and Westwood does not pay dues for their PTO, so we felt it would be appropriate to do so.

12. Vote to Update Membership Bylaws
 1. Would like to change bylaws to say WEST G STUDENTS GRADES 2-5 to include incoming third grade parents. Current 2nd grade parents can be included in the PTO, vote, be on Board, etc.
 2. Katy - we need to also vote to Fold/Close and plan for that vote date. If that's what we are doing, not sure if the bylaw change is relevant.
 3. Danna - looking forward to the change in structure (one executive board, two "lower boards" one for each school) WW parents want chance to vote on that structure, and our current bylaws prevent that.
 4. Will Federal ID # stay the same? WW technically folding and closing and being absorbed into our org. Lindsey is just filing a name change with the IRS.
 5. Genevieve - we are making one organization even though we have two schools with separate needs? We should have separate line items for each event to separate out WW and Lindsey dollars.

VIII. Adjournment

1. Motion to adjourn by Becky Edwards and seconded by Shelley Gierman.

Thank you to our 2020/2021 Committee Chairs!!

Looking for committee members – join a committee today!

Project Committees	Chair	Co-chair
ACE Awards	Michelle Wiece	Genevieve Duxbury
Beautification	Meg Minotas	
Book Lunch Bunch	Misty Caudill	
Box Tops		
Lindsey Book Club	Becki Gierman	
Parent Volunteer Room (PVR)	Jill Wierzbicki	
PTO Room Captains & Parent Volunteers	Nicki Mikolay	
Publicity/Website/Social Media	Shelley Gierman	
Refreshments: Ice Cream Social Grant Breakfast Halloween, Holiday, Valentine Testing snacks Teacher conference dinners (2x) Field Day lunch Veteran's Day cake 5th grade celebration cake	Gina Jones	Michelle Wiece
Sponsorship	Danna Geraci	
Sunshine	Misty Caudill	Genevieve Duxbury

Event Committees	Chair	Co-chair
Book Fair	Becky Edwards	
Donuts at Dawn		
First Day Greeters	Nicki Mikolay	
Holiday Giftshop	Becky Ohlsen	Elizabeth Randau
Laps 4 Lindsey	Andrea Milnar	Genevieve Duxbury
Lunch with a Loved One		
Popcorn Day	Jill Wierzbicki	
Vendor Night	Danna Geraci	
PTO Family Fun Nights	Genevieve Duxbury	
Back-to-School Pool Party	Michelle Wiece	
Skating Parties	Michelle Wiece	
Kalahari	Michelle Wiece	
Monster Night	Michelle Wiece	