

Geneva Middle School South PTO Meeting Minutes

September 20, 2018

Meeting Attendees: Terry Bleau, Carolyn Potosnak, Tom Paul, Idy Spezzano, Sarah Karch, Andrew Nickel, Sarah Faulkner

I. Call to Order

Meeting called to order a 7:59am.

II. Meeting Minutes

- Previous meeting minutes distributed to attendees.
- Motion to approve minutes. Tom Paul 1st, Andrew Nickel 2nd. All approved. None opposed.

III. Principle's Update

- It's been a good start up to the year. Please offer suggestions to Mr. Bleau if you think anything can be done differently to make it easier. Tom asked if we ever do a survey to get feedback. Mr. Bleau thought this could be done and include some add'l questions.
- Andrew asked about the school supply list. It is generated by the teachers. A few items could be modified or clarified.
- Carolyn liked the program for 7th graders at the Back-to-School Night. It included information on what to do now and how it can help prepare students for High School. Having High School teachers there was helpful as they could answer questions as they came up.
- Wish list for the teachers. At today's meeting we get permission to do a wish list. In November Mr. Bleau presents list and we can approve. These come out of Special Projects budget (\$4700 approx.) Typically \$1000-2000 is requested. Motion to approve this request. Sarah Karch 1st, Tom Paul 2nd. All approved. None opposed.
- 6th grade partner day 10/5 and Parent Teacher conferences in November. The move to trimesters makes everything slightly different. Mr. Bleau may look for feedback on this. Report cards are not out before conferences but HAC is still updated. Parents can check this before requesting a conference.
- No more 7th & 8th grade Partner Day due to conflict with Veterans's Day. Veteran's Day program is half of the day and there will be shortened classes the rest of the day.
- Mr. Bleau will give Sarah Faulkner document of 8th grade send off commitments. There is nothing to do until the end of March. There are a list of volunteers Carolyn has for Sarah. Tom also has an organizational chart on Dropbox.

- Jivin' Genevas have been successful and plenty of baked goods donations. Helena did not get as many volunteers but Tom did share emergency list of volunteers with her.

IV. President's Update

- Once the budget is approved, Tom will send out budget to all committee chairs.
- Dates for restaurant nights are being finalized. We typically have four of these. If there's an event (i.e. choir concert) it may be a good night for one of these. Tom will check the calendar for choir, band, orchestra, etc. Last year's end of year Doughocracy night was very successful, so this will be our fourth this year. Tom will send email to group.
- The staff welcome back reception was held September 11. Tom can include a letter to teachers with the checks Idy is issuing to them. Date TBD by Idy and Andrew.
- Otherwise September is a quiet month.

V. PE Uniform Update

- Carolyn shared handouts. PE uniform handout went much smoother. We had uniforms to pass out! Only one pair of shorts short. 28 orders placed that day.
- Tryad bookkeeping needs a little work—a little disorganized in how they process. It was a little messy with GMSS and GMSN being combined. We had a lot of old stock on hand which we are hoping to use for future. Bagging, sorting doesn't have to be done by parents anymore.
- We need to refresh stock on hand for new students, loss, new size. Refund of \$1368.30 is owed to us. Carolyn has question on check Tryad will issue. Mr. Bleau advised putting \$4140 in income of PE and \$2772 in expenses as a way to account for this. This was not budgeted properly because we weren't sure how this new process would work. We will be way over on expenses and income.
- Amend budget - PE uniform income \$4000 and PE uniform expense \$3000. Motion to amend budget. Idy Spezzano 1st, Andrew Nickel 2nd. All approved. None opposed.
- Carolyn will create itemized task list for new committee head coming in.
- All inventory on-hand sold is pure profit.

VI. Budget Review

- Idy shared proposed budget.
- Directory is over because GMSN owes us money. Chair and Treasurer at North are looking into it. We owe \$915, they owe \$976. They can make out a check to us.
- We had some spending on PE uniforms and we purchased one for someone. Student Assistance money will pay for this (not PE uniform line item). Add 23 to Student assistance (total 46) and -23 from PE uniform
- PTO donation discussion. Registration checks and Pushcoin money from July and August go on this year's numbers. Money not through Pushcoin (cash or checks) will be cut as a check in October for all money collected (another \$6030). When this money comes in it will finish off registration process. \$1900 current plus \$6000 will put us right on target.
- Idy met with accountant and her price is same—audit and tax prep \$700.
- \$99 spent on class subscriptions so far.
- Spirit Wear purchases were made.
- Paper goods purchased by Mr. Bleau from Costco. Julie also ordered cups from Amazon. Idy will look for receipts. Principal planned events will change slightly (111.99) based on these purchases moving to Paper Goods line item. \$1.68 also moved from Hospitality to Paper Goods.
- Fall appetizers event is done so receipts from that will be coming as well.
- Motion to approve budget. Tom Paul 1st, Carolyn Potosnak 2nd. All approved. None opposed.
- Tom will send final budget to all chairs. Julie will have spreadsheet for teacher checks for Idy to issue.

VII. Old Business

Mr. Bleau - Last year we approved boys basketball uniforms—some being replaced but not all. Buying new 7th grade now which are reversibles. This is a long-term plan. These uniforms will be coming in soon. \$2700 coming out of Athletic Clubs Support. \$6000 in there. Next year looking to get new volleyball uniforms.

VIII. New Business

Executive meeting with Mr. Bleau for sometime in October.

IX. Meeting Adjourned

Motion to adjourn at 9:02am. Idy Spezzano 1st, Carolyn Potosnak 2nd.

Minutes submitted by Sarah Karch on November 8, 2018.