

GENERAL PTO MEETING



Date: 2022 03 10 (Thursday)
Time: 7:00 PM
Location: Virtual Zoom Meeting
Attendance: Sophia Ford-Glanton..... President
Christina Merriman..... Vice-President
Haijun Gong Co-Treasurer
Amy Montgomery..... Co-Treasurer
Steve Kadyk..... Secretary
Nafeesa Ahmad..... Past-President
Megan Gerberding..... Assistant Principal
Greg Wall Teacher Liaison
Total Members in Attendance 12

Agenda Link: https://docs.google.com/presentation/d/18lrQ5UxEplrQacrh_R2aTSWvy-Y5sFNWJA8y0IWTuk0/edit#slide=id.p

Item 1 - Welcome, Sophia Ford-Glanton

- The meeting began at 7:03 PM on Thursday, March 10, 2022

Item 2 - Approval of Agenda

- Motion to approve agenda by Christina Merriman, seconded by Ratna Craig
- Motion passed with all in favor

Item 3 – Approval of January 13 Meeting Minutes

- Motion to approve minutes by Christina Merriman, seconded by Amy Montgomery
- Motion passed with all in favor

Item 4 - Principal and Teacher Update, Megan Gerberding – Assistant Principal

- Trivia Night Thank You
- Discussion of donations and cabinet replacements
- Retirements of Mr. Bunton and Ms. Benton
- Gym Teacher – Mr. Wall & Librarian – Mrs. Corsalie
- Definition of “Visitor” to the school:
 1. Reading to the class
 2. Watch a performance
 3. No opportunity to be alone with a child
- Volunteers with need to get a background check through Parkway
 1. \$40 for check and will be paid for by the individual
 2. Field trip participants will need to be Volunteers
- Kindergarten registration is beginning

Item 5 – Fraud Update

- Police have ended the investigation and no charges were brought
- PTO has increased its vigilance and changed processes to ensure safety moving forward
- Fraud total was ~\$11,000
- Discussion from Haijun about interactions with the Town & Country Detective
- The investigation was closed because the number was below the threshold for FBI involvement
- Possibility to send affidavit of fraud to the bank to review the account withdrawals

Item 6 – IRS Fine

- Significant turnover in officers during pandemic
- Tax forms were filed late, January 8th, should have been filed on November 15th
- Fine was \$20 per day for every day overdue
- Faxing request to IRS to waive this fine
- \$1120 is approximate amount of fine
- General discussion of past filings, previous fines, and extensions

Item 7 - PTO President Update

- Background Checks for Parent Volunteers needs to be pushed to ensure we have enough people for upcoming events
- Movie Night Chair has been assigned

Item 7 - PTO Vice President Update

- Teacher/Staff Reimbursement Update
 1. \$2246.31 has been spent of the total \$3,800 budgeted
- Financial Review Update
- PTO Officers for 2022-23
- Slate for new PTO Officers to be proposed at May PTO Meeting

Item 8 - Financial Update by Amanda White

- Statement of activity displayed
- Review of statement
- Summary of remaining balances
 1. BOA Checking = \$17,420 / \$183
 2. BOA Savings = \$21,312
 3. BOA Total = \$28,575
 4. PayPal Total = \$23,014
 5. PayPal Giving Funds = \$478
 6. Credit Card Outstanding = \$7,448
 7. Current Balance = \$44,619
 8. Estimated Reserve = \$11,213

Item 9 – Parkway Candidate Introductions

- Jeffrey Spector
- Rob Reedy

Item 10 - Chair Updates

- Trivia Night
 1. Digital Trivia Night
 2. Auction fundraiser
 3. Entire event total of \$28,000 after expenses
 4. Paddle raise earned \$7,250
- Mason Ridge Live
 1. Great response, 31 acts signed up
 2. Ticket sales will likely cover all expenses
 3. Attendance will be ~200 students
 4. 530 seat tickets sold (800 total seats to be used)
 5. Facility rental fee is \$4,500
 6. Program costs are forthcoming
 7. Retirement gesture gifts will be presented
 8. Total costs are expected to come in under \$5,000
 9. Total sales to date are \$6,700
 10. Brown paper tickets take a portion of each sale, so PTO receives ~\$8 per ticket
 11. Promotion in the program about carnival and concessions
- Pastries with Parents
 1. April 8, 2022
 2. Daylight doughnuts are delivering coffee, doughnuts & juice
 3. Everything will be nut free
 4. Approximately 600 doughnuts for the event
 5. Rain plan is to utilize the cafeteria
- Fun Run
 1. April 9, 2022
 2. Not intended to be a fundraiser to promote attendance
 3. Early registration by March 20 will get registrants a t-shirt
 4. All faculty and staff costs will be waived
 5. 8 AM start time for the timed run
 6. 10 minutes timed walk, jog, and roll
 7. Multiple runs for each grade
 8. Kids can do the 5K with a parent also running
 9. Permit is completed
 10. Parkway and Principia are providing monitors for the course
 11. Friends and family are encouraged to attend
- Pancake Breakfast
 1. April 9, 2022

2. Chris's Cakes
 3. Expected attendance of ~300
 4. The Shack is donating coffee and juice
 5. Registration will run through March 28
 6. Volunteers are encouraged to help with set up, clean up, etc.
 7. Seatings will be at 8:30, 9:30, & 10:30
 8. 70% of cafeteria capacity will be used
- Carnival
 1. All volunteers will need to be verified prior to Carnival
 2. Format differences from last year to this year
 3. 2 grades at a time for a longer session
 4. Carnival will start at 11 AM and run through 3:30 PM
 5. Games will be brought back, as well as pretzels and lemon ices

Item 11 - New Business

- No New Business

Item 12 - Old Business

- No Old Business

Item 13 - Adjournment

- Motion to adjourn by Christina Merriman seconded by Amanda at 8:03 PM. The next PTO Meeting is scheduled for Thursday, May 12, 2022.

Minutes Submitted by: Stephen Kadyk

Approved by: