

GENERAL PTO MEETING



Date: 2022 09 13 (Tuesday)
Time: 7:00 PM
Location: Mason Ridge Elementary School
Attendance: Christina Merriman President
Samantha Alul Co-Vice President
Liz Cunningham Co-Vice President
Amy Montgomery Co-Treasurer
Melissa Self Co-Treasurer
Steve Kadyk Secretary
Sophia Ford-Glanton Past-President
Dr. Dieken-Buchek Principal
Heather Gehner Teacher Rep
Greg Wall (Not in Attendance) Teacher Rep
Total Members in Attendance 19

Agenda Link: https://docs.google.com/presentation/d/1TRdms4l2kkvVmvTTRoEPaD_Phej9d8yL1uajxIZu-gk/edit?usp=sharing

Item 1 – Welcome and Introductions: Christina Merriman

Item 2 – Approval of Minutes from 2022 05 12

- Motion to Approve Minutes by Daniele Chi, seconded by Sophia Ford-Glanton
- Motion Passed Unanimously

Item 3 – Principal Update: Jenn Dieken-Buchek

- Early Release on 2022 09 14 at 2 PM
- Clubs will be held on early release days and start at 1:10 PM and end at 1:45 PM
- Volunteer Opportunities:
 - Training recertification for all volunteers
 - Fingerprints are good for 6 years
 - Link on the MR website for volunteer process
 - Visitors do not have to do the certification; ask about differences between Visitors and Volunteers
 - Call Front Office for status of volunteering certification
- School Picture Day is September 29th
 - Order online, no forms are needed before picture day
 - Pictures will be available for preview prior to purchase
 - Retake picture day will be available, Date 11/10/2022

Item 4 – President Update: Christina Merriman

- October Meeting will have Officer Josh Hamel on School Safety
- Upcoming Events:
 - Trunk or Treat
 - Grandparent Event
 - Book Fair
 - Mental Health Night 9/19
 - Grandparents Café
- Membership Toolkit
 - Update your child's teacher on the tool kit
 - Volunteer Forms
 - Mum Sales
 - Reimbursement Forms
 - Sports Coordinator
- Budget Review
 - 2021-22 Budget Actual Review
 - Prepayment of PTO Insurance (June) for following year that was not in previous budget
 - Review of Budget Changes
 - Discussion of Budget Items
 - Motion to Approve Budget as Submitted: Amy Montgomery moved and Sophia seconded
 - Motion passes Unanimously

Item 5 – Vice President Update: Samantha & Liz

- Teacher and Staff Reimbursement Update
 - Each teacher gets \$125 for their classroom
 - Part time teachers and staff get \$75 for any needs
- Chairperson Coordination – Still open Chairperson Spots
- Classroom Coordinators – Still open Classroom Coordinator Spots

Item 6 – Treasurer Update: Amy & Melissa

- Reimbursement Form is available on Membership Toolkit
- Use Tax Exempt Letter when making purchases for activities
- Fiscal Year End Review
- Gross Profit was ~\$63K
- Year End Cash Reserves were ~\$14K
- August Expenditure Review
- Fun Run Revenue is ~\$3,300 as of the date of the meeting
- Bank Statement Review
- The paddle raise from Trivia Night last year was intended for new classroom cabinets

Item 7 – Fun Run & Pancake Breakfast Report

- 199 Registrations for the Fun Run
- Mason Pointe Parking was successful
- 225 Registrants for the Pancake Breakfast

Item 8 - New Business

- Discussion of crosswalk on Mason Ridge Road

Item 9 - Old Business

- No Old Business

Item 10 - Adjournment

- It was moved and seconded for adjournment at 8:30 PM.

Minutes Submitted by: Stephen Kadyk

Approved by: