

MINUTES

AISU PTO Minutes

Date | time 8/8/18 6:10pm | Meeting called to order by Sophia Weiss

In Attendance

Sophia Weiss (General Board Pres & Secondary Pres), Natasha Udink (Secondary VP), Michelle Schweiss Sterling (General Board VP and Elementary President), Leslie Palmer (Treasurer), Natalee Lance (Secretary)

Approval of Minutes & Agenda

Will email previous minutes. This is to meet with Jaimie Adamson, who helped create the PTO bylaws, so we could ask questions about intent. The two years are up to review the bylaws, so they stay up to date with our needs. And to discuss Boxtops. She was here for first hour of meeting. Voted on budget items, too.

Items to Discuss

1. **Jaimie Adamson- Reading over the Bylaws.** They created two boards to create ideas and get the events into action for elementary and secondary separately, while the general board was more for budget and overview. But they realized that it was redundant and many of the separate board's events coincided, so they ended up combining meetings into just the General Board Meetings. They figured they only needed one secretary because of this. Parent Teacher Meeting is required once a Trimester for voting in new members and input. General Board Meetings also once a Trimester, but can meet any time.

Sec2. Voting for over \$500 means if you have a budget and you want to go over \$500 of the budget, then you need to have the General PTO Board vote on it.

Sec1-4. General Board is fine. Secondary and Elementary needs to be edited, because we don't need both secretaries and we made the VP's into President-Elect positions, so they train to move into Pres.

If someone cannot attend a meeting, they can elect someone to come in their place to take notes (but not to vote), such as an assistant.

Sec 5. Voting for new members can be done through email. New candidates should send info in time. Proxy votes can be done if they have it in writing with them. You cannot be in the same role more than 2 times in a row CONSECUTATIVELY. You can only hold one office at a time. If no one is willing to fill a role, you can do 3 years. Or you can take a year off and then apply for the same role. We don't have a section for committee chair heads in the bylaws, but we can add that if we want.

You should reassess the bylaws every two years (which is right now) to see if it needs to be updated.

If you have some of the voting members not present, other non-voting members can fill in if they are at the meeting. We can change to give everyone a vote. Right now the VP's don't have a vote because originally the boards met separately, then that way not everyone needed to attend all the general board meetings too. All attending board member meetings should have vote, so we can amend that. If you are not there you don't vote, unless you are on phone or in meeting or emailed.

ArtV. If 25 parents have written about something, then we can hold a town meeting about it.

Sec 3. If you meet separate, the minutes need to go to the General Secretary. Outdated.

Sec 4. Two authorized signatures isn't required by the bank. We use debit cards now, so it is outdated. It was made so the Pres and VP are talking and communicating about big purchases.

Sec 5. Changed because Brett was not allowed to do our taxes from his employment.

Sec 6. If PTO is dissolved money goes to benefit of school after paying bills.

Sec 8. Consult with the Principal, so we buy what they really need for the benefit of the school.

Sec 9. We cannot hold money from other groups in the school, unless they are a part of our event. Such as movie night- letting them use our square, then giving them their funds later. Must have receipts.

Art VIII. How to Amend. Give membership a notice 2 weeks before meeting (after voting as a board) to see if they have issues with an amendment. Then send new bylaws to the state.

Agendas. Secretary must post agenda publicly somewhere 24hrs before of meeting. We would email to Jordan to put online. We have a link on AISU website where he can put those up. We have no access to make changes.

Minutes. Also put minutes up publicly, in a timely manner, as State Law requires. Most boards type them up and send to members to be approved at the next meeting.

Why PTA vs PTO? PTA is more political/federally funded chapters, and 60cents of a dollar goes to the Main PTA organization (not the school or school PTA). PTA gives you guidelines, themes, and forms for events.----PTO has more flexibility and ALL of the money raised goes to the school. Made our non-profit in place to assist the school, teachers and the parents. We work harder because we do everything, no forms given or directions. We have to figure out everything on our own. We are a free member of the PTOToday.com that gives us answers and information.

Last year, Jaimie just asked teachers what they need help with and kept a presence in the school. Trial and error helps us figure out what works. Communication amongst board members is essential. The school needs to work on 3 things to run smoothly with the whole community; setting clear expectations, accountability for not meeting expectations, and preemptive communication (before parents complain they need to explain things). **Natasha** showed up at the end of this topic.

2. **Boxtops-** Jaimie Adamson is chair head and wants to put up a visual accounting of boxtop yearly and trimester goals on our bulletin board. She wants to send elementary kids home with a baggie & magnet with boxtop labeled on it to hang on fridge. We could do visual tracking for each class in the common area. Thinking of doing 1 \$25 high school and \$20 middle school giftcards for the biggest contributor in secondary crews. We decided to try this for the first trimester and see how it goes from there. We have never done the secondary contest for boxtops before. Elementary does class parties about \$25/class and maybe one for the kid with the most. Kindergarten is so big and successful that we keep them separate from upper elementary. The PTO asks teacher what they want and we put it together. Leslie will help Jaimie A. Asking \$200 elementary, \$50 Kindergarten, \$200 secondary= \$450 on Boxtops budget. **Jaimie Adamson left meeting.**
3. **Sophia met with SBOs-** they are making teacher survival kits already, so we can look at things for the elementary teachers instead.
4. **SBOs would like the Secondary to have a field day,** but it can't be on the same day as elementary. The SBOs would do all the activities and are asking the PTO to feed the students. Jordan has a taco guy and will feed each kid; 1,000 kids at \$1/kid. If it costs more than \$1,000 the SBOs will fundraise during the year to pay us back any extra expense. We also need to get them volunteers.
5. **Gala Funds from last year left.** The Shade for the playground would be \$20k, so we cannot do that idea since we only have \$6k budget. The pavilion supplies were \$8k. We will be looking for someone to build a pavilion for us or have parents help in labor to make it less. Michelle might know some contractors or ask on Facebook.

6. **Budget for Membership drive-** Michelle wants two drives per trimester, but a minimal of 3 Membership drives. Some could be online and won't cost anything. Registration should be about \$60. \$150/trimester asked. Asking \$450. We had 94 members last year. Jordan is sending info on Aug 15th with permission slips to be in the directory. Then we need to get directory printed and sent out. Natasha will type up the permission slip. No cost for being in directory, only members can get a directory- they can do digital or physical. Early bird fee \$13/adult \$17/2adults; \$15/\$20 after Aug 31st. Michelle will be there both days. Sophia will be both days. Natalee on Friday.
7. **T-Shirts-** Sophia was ordering but the sizes were limited, so she wants to go through local UTAHTEES instead. They won't charge taxes and can get them in stock in a couple days. She will text us the quote tomorrow to have us vote via text. Tiffany will come in Tue and Wed to print from 4-6pm. If 2 of us help it will get done faster. One design (baby dragon) is too complicated to make the screen right now, so we are only doing the fire one. She will have our PTO shirts done for registration. The winner still needs her \$25 giftcard from last year. It was voted on last year but purchased this year. Natalee will help on Wed. Sophia will help both days. Natasha can help Wed.
8. **Insurance-** Leslie found two options. PTOToday.com that we already discussed and RVNA Insurance \$406/year. Same coverage, but doesn't come with PTOToday Membership (\$149) which has tons of benefits; we can sample products for our school, digital access to PTO magazine, download worksheets, customized flyer service and they create and deliver product for us to copy, discount on products and software, etc, support from PTOToday. They pay for attorney, but do not provide one. They don't care about bylaws. PTOToday Insurance is \$614/year and includes the \$149 membership.
9. **Jordan wants us to email the parents directly.**
10. **Bookfair-** Two of our dates are secure again, but not the rest. For the other days, we will try another company just to try something new. There is no yearly contract, just per book fair date. Tristan Duncan wants to be the book fair chair- Michelle can be the liason.
11. **Spotlight-** Natasha would like to do a community spotlight. Maybe do a nomination box. Students, teachers, janitor, etc.
12. **Picture Day-** Jordan is over picture day Aug22-24. It will be done in 3 days. We will do a signup genius. 3-4 volunteer needed each day.
13. **Fall Festival-** 801Rocks needs us to get the paint, tables and bowls, etc.
14. **Custodial Lunch-** Friday.
15. **Ice Cream Social-** Friday Night. Natalee is picking up equipment from Canyon Party Rental in Lehi. Cash & Carry for Ice Cream- Michelle. Put into school's long coolers. We need a freezer or fridge donated for the PTO because the lunch room won't share for events.
16. **Vote Budget:** Boxtops \$450- All said yes. Fall Festival \$300- All said yes. Amazon Gift Card for T-shirt Winner \$25- All said yes. Membership Drive \$450- All said yes. PTOToday Insurance \$614- - All said yes. Custodial Café Rio Lunch \$200- All said yes. Total \$2,039.

Announcements

Bring any bylaw changes to next meeting and we will vote on it.

Next Meeting

August 15th at 6pm. Adjourned at 8:23 p.m.