

South Caldwell PTO General Meeting October 8, 2019

Location: SCHS Freshman Academy Conference Room

Time: 6:30pm

Attendance:

| | |
|-----------------|-------------------|
| Amy Morrison | Angie Macchia |
| Ashley Aldridge | Emily Hewitt |
| Janice Citrin | Jennifer Coldiron |
| Jonathan Haas | Katie Tocci |
| Kelly Kooiker | Karen Kerr |
| Kim Clark | LeNora Chase |
| Natascha Dula | Pam Steuer |
| Sherry Shepard | Corey Beam |
| Ken Robbins | Kim Price |
| Jackie Carr | |

Call To Order: President Karen Kerr called the meeting to order at 6:35pm.

Kerr welcomed everyone and began by reviewing the agenda (Attachment A). Kerr amended the agenda to remove the following:

Treasurer's Report: removed budget balance and November Membership Drawing

New Business: remove budget

Unfinished Business: remove Conflict of Interest Statement

Katie Tocci moved to accept the amended agenda, Emily Hewitt seconded; no discussion; unanimous.

Announcements: Kerr advised that due to Caldwell County School Board Policy no teacher or staff can hold the office of Treasurer for any group. A new Treasurer will need to be put in place and a vote will occur at the next meeting, November 12th. Anyone who is interested in serving as the Treasurer should contact Karen Kerr (southcaldwellpto@gmail.com).

Work is still being done on the 501c3 status paperwork. Currently with the funding going through the school a check cannot be made payable to the IRS because the IRS is not set up as a vendor. The only option is that someone pay the \$400 fee upfront and then get reimbursed by the school. Once the 501c3 status is current then a checking account can be opened.

Committees need to come up with a detailed budget and dollar amount they will need to operate. The budget requests are due to Kerr by October 29th.

Administrative Report: Kim Clark again spoke on the policy about no Caldwell County School employee being able to hold the position of Treasurer.

Clark reported on the following dates of importance:

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| October 9 | Blood Drive in the Gym |
| October 12 | Spartan Classic – Band Competition |
| October 15 | Chorus Concert |
| October 16 | PSAT, \$17 and there are 48 seats open |
| October 18 | Homecoming |
| October 25 | Early Release |
| October 26 | ACT test |

Clark reported that Mr. Hindman is stepping down to be with family. His official last day is November 14th. At this time no Interim Principal has been named but Clark will advise once that occurs.

Secretary's Report: Minutes from the September 10th meeting were presented.
Angie Macchia moved to approve as presented; Amy Morrison seconded; no discussion; unanimous.

The current membership is:

31 parent membership with a total of 38 parents; 33 students
47 teacher/staff membership with a total of 50; 7 students
Total: 78 memberships with 88 adults and 40 students

Student breakdown:

15 9th grade
8 10th grade
5 11th grade
10 12th grade

*2 forms did not have student grade level listed

\$780 has been generated from PTO membership and \$125 has been generated for scholarship.

Treasurer's Report: (Attachment B)

Emily Hewitt will get an accurate count of the remaining t-shirts by size.

Committee Reports: Amy Morrison reported on the committees and their members (Attachment C). Morrison emailed the recommended committee members and all have agreed to serve except one due to a family health issue. There are still committees that need members (see attachment). A list of At-Large members will be forwarded to Mr. Haas, Volunteer Chair.

Kerr advised that Committee Chairs can call meetings and can recruit volunteers. Chairs should report volunteers to Amy Morrison for tracking purposes.

Kerr also advised that all communication should be done through the southcaldwellpto@gmail.com address to reduce confusion and to ensure correct information is sent out. Chairs are asked to send all messages or social media requests to Pam Steuer for send outs. This streamline process will reduce the amount of email messages sent to administration and eliminate duplicate postings.

New Business: The Principal approves all fundraising efforts. The PTO Board has presented Mr. Hindman with two fundraising events. The events are:

Winter Semi-Formal to be held as a scholarship fundraiser; the tentative date is February 1. A survey will be created and Kim Clark will send out to all students. The survey will ask questions about their interest, grade, and dollar amount for a ticket.

Prom Vendor Event: Businesses in the area related to the Prom would be invited in to set up a booth. This event would be held during the school day. Vendors would pay \$50 or \$25 with a give-a-way type drawing.

Mr. Hindman supports both events.

Unfinished Business: Morrison was the previous Interim Treasurer and as such has been working on the 501c3 and the Articles of Incorporation. The Articles of Incorporation have been completed and approved by the State. The application for the 501c3 is complete and at this moment a payment to the IRS for \$400 needs to be sent in with the application.

Kerr again advised of the following dates:

October 29th Committee Budgets Requests
November 12 Next PTO Meeting

Kerr opened the floor for questions, comments, or suggestions:

Katie Tocci asked about selling the remaining t-shirts at volleyball games, tennis matches, swim meets, etc. Kim Clark to find out if that will be an issue with Booster Club. Clark will do an all call about shirts and ask anyone who is interested to send an email to southcaldwellpto@gmail.com once a final count has been done.

A question was asked about the Fundraising Committee members: What are their duties and responsibilities. Members will take up money, write letters for donations, and seek out other ways to raise funds.

Angie Macchia moved to adjourn. The meeting was adjourned at 7:10pm.