

PTO Meeting  
Zalinsky Cafe  
June 12, 2019  
6:30pm

## AGENDA

1. Approve May Meeting Minutes - Ms. Mackin motioned to approve. Ms. French seconded and all voted in favor.
2. Leader in Me Program Overview - Toby Pim presented about the Leader in Me program that all K-5th graders in his San Antonio school participate in. He stated that students read the book, 7 Habits of Happy Kids, by Sean Covey. Students meet once a week to discuss the seven habits and learn how to incorporate them into their daily lives. The habits are:
  1. Be Proactive
  2. Begin with the End in Mind
  3. Put First things First
  4. Think Win Win - compromise
  5. Seek to Understand Then to be Understood
  6. Synergize
  7. Sharpen the Sword (good balance between work, rest, and play)

Toby ended his presentation by positively recommending that we adopt the program in our school.

3. Vote on 2019-2020 Officers: All proposed officers made brief statements on why they would like to assume the offices they are running for.
  - a. President Lindsay Stavrakas - CPS teacher who loves fundraising. Loves being involved. Has been VP of Fundraising this year.
  - b. VP Fundraising Erin Alvarez - 3 kids. Moved to Sauganash this school year. Wants to get more involved and meet more people and support the school. Background in Finance so fundraising is a great place to start.
  - c. VP Finance Heather VanZant - Has three boys, one of which is here at Sauganash. Math degree and product management background. Would love to do this to support her kids and the school. She was co-chair of the benefit of this year, and chair next year.
  - d. Secretary Katrina Ramos - mom of a kindergartener. Heavily involved in volunteer work for 20+ years. Background in relationship management. Coaches daughter's basketball team. Has brought us MySchoolAnywhere app.

- e. Treasurer Caroline Giamalva - couldn't be here tonight however, Caroline played an active roll in our auction committee for the spring benefit and is a great volunteer.
- f. VP Regulation Deepak Bapu - 3rd and 1st grader. VP of Finance for one year with PTA and two years with PTO. Looks forward to continuing to help.

Motion to approve all officers made by Vicki Kurzydlo and seconded by Talia Pim. All voted in favor.

- 4. Vote on Change to By-laws - Marcia explained that the PTO needs to adopt a policy on document retention. She read the following policy before asking for a motion to adopt it:

Section 9. Record Retention Rules. Permanent records will be maintained by the President and Secretary and include incorporation paperwork, IRS forms for tax exempt status, meeting agendas and minutes, year end treasurer reports, annual financial review reports. Records retained by the Treasurer for 7 years are bank statements, canceled checks, check registers and IRS form 990 series. The secretary will retain monthly treasurer reports for 3 years. Records that exceed the retained period will be shredded for disposal.

Katrina Ramos motioned to approve the adoption of this new by-law. Talia Pim seconded and all voted in favor.

- 5. Budget Update - Deepak gave a brief overview of current finances. We will have \$186K to spend after we finish paying for remaining 2018-19 expenses (math curriculum, copier, water fountains, etc.). Will spend approx \$100K on aides for 2019-2020 which leaves us a fair amount to aid school in other ways next year.
- 6. Write Stuff (School Pak) Update - Ordering for delivery directly to the school is over. You can still order supplies through the company but you will have to pay shipping and it will be delivered to your house by July 15th.
- 7. STEAM Walk Wrap Up - Marcia reported that the event was a success. We budgeted to raise \$5000 and exceeded this by at least \$1000 (still working on final numbers). Vicki Kurzydlo commented that there was confusion over how the event was run (who walks, does everyone get a t-shirt, etc.) and hopes that it will be more clear next year. The walk will continue next year, when we will raise funds for a different need.
- 8. International Night Wrap Up - Marcia reported that the event was a great success and clarified that going forward it will be a school run event, not PTO.

9. MySchoolAnywhere / Membership Tool Kit - Katrina is still working on merging the old platform with the new one. Functionality will be much improved (Google translate features for non-English speaking parents, message board for room parents, etc.). The system will offer instant email tax receipts for contributions. Still working on how to ensure more parents sign up at organization day. More to come on this as our use of it expands.
10. Open Forum - nothing to add
11. Marcia Shapiro thanked the parents, teachers and Board for all of the involvement and support and volunteer efforts.
12. Next meeting in August TBA will include budget approval
13. Adjournment