



MINUTES OF THE MEETING

Host Organization: Spring Trail Elementary PTO

Meeting Ex Officio: Mary Collins, President Spring Trail Elementary PTO

Date of the meeting: November 8th, 2021

Time meeting started: 7pm

Time meeting adjourned: 8pm

Place of the meeting: Spring Trail Elementary School

of in-person members: 9

of remote members: 0

President's Report:

- Spiritwear- in the works. Waiting on the design. The same company we used for walk-a-thon will be doing this as well. Add in the child's teacher and grade level to the order form if possible for easier distribution.
- IRS- 990N postcard and Illinois state certificate needs to be submitted by December, The goal is to have it submitted before Thanksgiving
- State tax exemption- working to get it. New/more documentation is needed. Approval by board through email needed
- IL990T- needs to be worked on
- Motion to approve Bylaws as revised via email, seconded by Alison Mezera (VP), board approved.

Principal's Report:

- Vaccine will be offered at school.
 - Must register each child. Parents can attend at the specific time of their child's vaccine.
 - Only parents can register their children
 - Parents should not need their insurance information
 - Parents of children vaccinated outside of the upcoming school click should send proof to the nurse. The nurse should always have updated information on the children.
 - Vaccinated children should come off of Shield testing-must email Caitlyn Van Dame Caitlynvandame@u-46.org
 - Children are monitored for 15 minutes post vaccine by and RN at school. Click on the link on our school's website to register children. We are link 3.

- Consent form needs to be filled out 24 hours before she does PR for the school. She will email parents in grade 5 to register their children for the vaccine

Treasurer's Report

- Budget-
 - Outstanding PTO Today- we still need to look into.
 - Expenses Submitted:
 - Two of the 5th grade teachers need to be reimbursed. \$108 per teacher for Learning A-Z admin.
 - Joanna and Mary- Trunk or Treat
 - Alison- Walk-a-thon
 - Mary- Zoom Invoice
 - Battle of the Books-\$185
- Checks-2 signatures are needed on each one. Alison, Mary, Andrea, and Anne Marie will all be able to handle the PTO funds.
- The Jotform link on our website will be updated to a google form instead.
- Revisions to operating budget:
 - Book fair budget to be updated to \$375 for one
 - Family Fun Night- line item-\$1500
 - Fun Fair in the Spring is our largest money maker
 - Run Club changed from \$500 to \$0
 - Cash Out- to be added once complete
 - Walk-a-thon- half of profits go to benches, other half goes to "PTO Bank" (parents to be updated on this change)
 - Copy per print \$.10
 - 6th grade recognition and Teacher budgets- leaving this budget alone

Yearbook- Alison and Claire on this committee

- 50 pages per book \$18 each
- Class pictures from last year to be included
- Do we have a minimum order needed?
- Orders only, no extras

Fundraisers-

- 3 total this year.
 - Walk-a-thon done, then one in the Winter and one in the Spring

- Extra walk-a-thon shirts in PTO closet for extra
 - Masks will be given to the children that receive
 - and will fit better.
 - Winter & Fall fundraisers
 - Ideas, Lou Manatis pizza vouchers, coupon book, etc.
 - Urban Air Family Night. Tatiana will follow up with more
 - Bidding on Baskets/ one per grade level plus one from Dr Kendryna
 - Local places may donate as well for baskets
 - Dine-Outs will be planned out through May
 - Pietanza's Dine-Out November 11/18
- A button will be added to our website to sign up to volunteer
- You are able to "opt out" of fundraising emails and contribute directly via website (once set up)

Staff Appreciation-

- Idea: Tea/hot chocolate in cellophane bags with handwritten note

Extras-

- Chicken wire holder for plastic caps
- Remind has 116 people on it
- Tree will be set up after Thanksgiving to be used as our mitten/hat tree

Action Items:

- Mary to distribute revised budget
- Mary to distribute updated Bylaws, Constitution, and Narrative to be approved via email by the board
- Mary to file taxes (US 990 N, IL STAX 1, IL 990T, IL Good Standing Certificate)
- Mary, Alison, Anne Marie, and Andrea will go to the bank to update the names on the account
- Andrea & Anne Marie to cut checks to Alison, and the 2 teachers with outstanding expenses (as discussed in the meeting).
 - Mary and Joanna to submit expenses
- Alison and Claire to begin committee meetings for Yearbook
- Board to review bids on benches, gather additional bids where possible
- Board to finalize staff appreciation gifts for holidays (does not need to be big)
- Joanna to update website with form for expenses (created by Alison), and volunteer form
- Can someone take the lead on flyers for the Mitten/Hat tree?
- Can someone take the lead and begin committee meetings on the Winter Fundraiser?