

PTO MEETING  
Monday, August 28, 2017

Present: Tabitha Braddock, Keriann Turk, Melissa Williams, Kelli Cordis, Susan Christman, Doris Berk, Bill Nutter, Eileen Hannemann, Stephanie Sisler, Cristina Vigne, Samantha Daniels, Jessica Ivana, Adrienne Trent, Hillary David-Dreyer, Emma Reynolds, Karly Anderson, Emily Browder, Mary DeMore, Doreen Carlo-Coryele, Eric Super, Principal Humphreys

Absent: N/A

I. **Motion to Approve Minutes:** 1st = Keriann Turk; 2nd = Melissa Williams. Minutes from the August 17, 2017, PTO meeting of the officers were approved.

II. **Treasurer's Report:** Susan Christman. Susan printed 12 months of this report and distributed it to the group. She explained that it is balanced to the bank balance as of today's date; it cannot be balanced until the Bank Statement is published. Susan also noted the following:

\*Check No. 7733 has not been cashed to date.

\*50th Anniversary sub account was added last year.

\*Miscellaneous sub account shows deposit and payment for Mrs. Richardson's retirement party.

\*Susan Christman handed all documents to Mrs. Humphrey's, including the PayPal Account information (5/17 - 7/17).

III. **Old Business**

**1. Registration Night:** Only have approx. 30% of emails. It was noted that the previous Corresponding Secretary deleted all emails in order to start fresh. Susan Christman suggested that a form be attached to a Peach Jar message stating, "Do you want to receive PTO information?" It was also suggested that this form be sent home with students.

**2. Welcome Back Lunch:** It was noted that the lunch was a success and that it was catered from Publix.

**3. Kindergarten Round Up and Boo Hoo Breakfast:** There was a little trouble getting the parents in the door. Otherwise, the event was a success. Duncan Donuts in Satellite Beach donated 300 munchkins and 2 boxes of coffee. Melissa Williams will deliver a "Thank You" card to them.

**4. Open House:** The PTO did well and had a profit of approximately \$490.00. Star Canaan was able to get International Palms to donate 4 cases of chips! There are 2 boxes of chips left over.

#### IV. New Business

**1. Ziti Dinner:** A \$950 budget was previously approved for this event at the PTO meeting on August 17, 2017. A NY Pizza agreed to cater the ziti dinner for \$630 which is the same cost as last year. Eric Super asked if PTO could buy silverware and use the school kitchen dishwasher. Doris Burke stated that Mary (kitchen manager) and the kitchen staff prefer that we do not use the dishwasher. Eileen Hanneman suggested that we could ask Mary's permission. Please refer to the PTO Minutes, dated August 17, 2017, for the prices and details of the Ziti Dinner.

**2. Roosevelt Night Out:** The following are the locations for each month: September - Beach Dogs (20%); October 25, 4:00pm to close — Tiny Turtle (15-20%); November 17, 5-8pm - Epic Burrito (15%); December 11, 5-8pm - Pineapple Point (20%); January tbd, 2018 - Juice and Java (between 15-20%); Siam Orchard (20%) - Date TBD by Keriann Turk. We are still working on getting additional locations.

**3. School Store Budget:** Tabitha Braddock asked that a motion be made to set the school store budget at \$1500.00 for the 2017-2018 school year. 1st = Keriann Turk and 2nd = Doris Burke. Motion approved.

Doris Burke stated that she spent \$295.00 for Recorders (she gets the number needed from Mrs. Delucia), \$178.97 for school supplies and \$193.30 for USB drives for a total of \$667.27, which leaves a balance of \$832.73 in the school store budget.

For the 2016-2017 school year, Susan rChristman reported that \$1464.00 was spent and sales totaled \$1998.00 for a profit of approximately \$534.

**4. Cash Register vs. Tablet for the school store?** A discussion was held about the pros and cons of each and whether or not PTO needs either one of these items. Additionally, the sales App Square was discussed to be used on the tablet. Square offers 1,000 free "sends," manages inventory in real time and tracks both cash and checks. Square charges between 2.70% and 3.5% per transaction. Cristina Vigne stated that there is a need to have an alternative to cash only and that Square gives reports on what is making money and tracks

inventory. Doris Burke suggested that there is no need for either item because Roosevelt is a small school and she is concerned about adding another cost. Doris Burke stated that she made a Daily Cash Accounting form which is a list to keep track of daily sales. Hanneman Eileen suggested that a tablet wouldn't necessarily be needed for the school store because kids/students are the ones who buy stuff from the store and always pay with cash or check. She also stated that a tablet can be used as a cash register at school events. Melissa Williams agreed with Eileen Hanneman. Hillary David-Dreyer stated that a tablet gives parents a way to buy stuff at events and would allow us to sell packages (i.e., Ziti tickets, t-shirts and a calendar). There was general consensus that a tablet would better serve our needs.

Tabitha Braddock asked that a motion be made to approve the purchase of a tablet. 1st = Cristina Vigne, 2nd = Eric Super. Motion approved.

Tabitha Braddock asked that a motion be made to approve an "up to" \$200 budget for the purchase of a tablet. 1st = Eileen Hanneman, 2nd = Keriann Turk. Motion approved.

After a discussion, it was agreed that we should purchase insurance for the tablet. Tabitha Braddock asked that a motion be made to approve a \$25 budget for the insurance. 1st = Eileen Hanneman, 2nd = Melissa Williams. Motion approved.

Susan Christman suggested that the tablet be purchased through AmazonSmile so that a portion of the sale be routed back to Roosevelt.

**5. How to Request Money from PTO:** Mrs. Daniels told the teachers how to request money from PTO but did not give them the forms and did not discuss rules regarding this process. Tabitha Braddock will email Mrs. Daniels the rules which are: (1) PTO members may not be stopped in the hallway to discuss a request for money; (2) a form must be submitted; (3) it may take up to 30 days for a decision to be made and (4) the person requesting the money must be present at the PTO meeting when the request is discussed and approved/denied.

**6. School Calendars:** Total sales for school calendars to date is \$168.79. Tabitha Braddock will get the receipt to Susan Christman.

**7. PTO Spirit Days:** Melissa Williams volunteered to chair Spirit Days. Teachers will send the number of students in their class so that a percentage of students in each class can be calculated which will give everyone a chance to win. The 1st Spirit Day will be on September 8, 2017. A push for t-shirt sales will be made.

## **V. Other Business:**

**8. Fun Town:** Mr. Spehar would like to have 2 Fun Town fundraisers after the holidays this year in support to the 4th grade trip to St. Augustine. It was suggested that PTO have the 1st Fun Town fundraiser before the holidays. A date is TBD. Eileen Hanneman stated that there is a \$100 fee to Fun Town for ads and signs. Tickets are sold for \$10.00 and the sponsor receives 80% of tickets sold.

**1. School Box Top Program:** Mr. Nutter shared that Campbell's has extended their program until January 2018. He also noted that this program has had poor community participation. Ideas to address this situation should be emailed to PTO. Hillary asked if when box tops should be turned in and Eileen Hanneman responded that they could be brought in any time. Melissa Williams will make a FaceBook note that box tops are always accepted. Susan Christman reported that the Box Top program had a profit of \$214.00 last year. Principal Humphreys suggested buying an iPad with the money. Other suggestions included 10 electric pencil sharpeners and Sentence Scripts.

**2. School Improvement Plan:** Principal Humphreys gave everyone a copy of the Draft School Improvement Plan. She advised that this document was drafted based on written input from teachers and data from last year. Principal Humphreys would like any additional input by September 8, 2017.

**3. Epic Burrito Fundraiser:** Valerie from Epic Burrito would like to host a fundraiser where students would sell \$10.00 coupons to Epic Burrito and the purchaser could redeem the coupon for \$10.00 worth of food and \$5.00 would be donated back to the school. The class that sells the most coupons would get a taco party. This idea will need Principal Humphreys' approval.

**4. New Playground Update:** Susan Christman stated that ARS is working on a re-designed plan that incorporates the things that were voted on at the Playground Meeting (i.e., theme, equipment). They are consulting with their equipment company to make sure that their design is structurally sound. A motion was made to move the money (\$33,459.79) from the PTO account to the Roosevelt School account/fund. 1st = Tabitha Braddock, 2nd = Melissa Williams. Motion approved.

**5. PTO Treasurer:** Susan Christman, PTO Treasurer, announced that she will be stepping down from this position effective immediately. Susan stated that she gave all passwords to the current PTO President, Tabitha Braddock. Therefore, the position of

PTO Minutes  
August 28, 2017  
Page 5

PTO Treasurer is now an open position. In addition to the bookkeeping duties of this position, the Treasurer is also responsible for working in the School Store on Friday mornings. A few people stated that they may know of individuals interested in the position.

The agenda item Snack Cart/Lemonade Stand Fundraiser will be placed on the Agenda for the next PTO meeting on September 11, 2017.

Meeting adjourned.  
KMC

The meeting was adjourned.

KMC - 8/17/201