

## **Bechtel PTO General Meeting Minutes Tuesday, June 15, 2010 6:30pm – Cafeteria**

- I. Call to Order. 6:30pm in Bechtel Cafeteria.
- II. Approval of Minutes -May 18<sup>th</sup> 2010 approved by membership.
- III. Administrative report – Mr. Toquero stated that he and Mr. Masters approved the PTO funds request form. The form will be for the Staff will complete and hand in the form to the administration before requesting funding for the item from the PTO. This will ensure the administration is aware of all funding requests.
- IV. Presidents Report
  - a. New 2010-2011 PTO President Erica Rohr introduced PTO board members and spoke about the goals that we will be focusing on for the 2010-2011 SY.
  - b. Reported to general membership MCCS guidelines for PTO fundraisers and explained to general membership that we are limited to eight fundraisers a year / 2 per quarter. Also explained to members that sub-accounts are a difficulty for the organization and that MCCS recommended us to do away with these accounts due to auditing difficulty. The PTO will zero out all sub-accounts on June 18, 2010 in order to comply with MCCS recommendations.
- V. Vice Presidents report – Amanda Wilkey has nothing to report.
- VI. Treasures Report- See Attachment 1 with balance.
- VII. Secretary's Report –Tentative PTO 2010-2011SY calendar of events (Attachment 2) presented.
- VIII. Old business
  - a. Box Tops –\$950.00 worth of box tops was collected for the two quarters and mailed out. PTO will receive a check for this amount around December 2010.
  - b. Art Festival – Amanda Wilkey thanked everyone for helping out and making the event a success, next year we will try to make it bigger and better for the children.
- IX. New Business
  - a. Asking for volunteers to help out with PTO events that are in the beginning of the school year. We will try and get an email out to members from last year and see who is able to help. Dates needing volunteers:
    - i. Class Assignment day 8/27/10 need volunteers to help PTO sell t-shirts and memberships.
    - ii. Welcome Back Coffee 8/30/10 for parents of 1<sup>st</sup> – 5<sup>th</sup> graders asked for volunteers to help PTO with this
    - iii. Boo Hoo Coffee 9/7/10 Kindergarten parents welcome
    - iv. Decorating bulletin boards for teachers in school on August 25<sup>th</sup> and 26<sup>th</sup>, teachers will have items and paper color ready for volunteers to staple on boards; however no children will be allowed in the school at this time
  - b. Amendments to PTO Bylaws and Constitution – spoke with members in regards to the changes we would like to see made, an email was going to be sent out pertaining the new changes and that they would have 10 days to look it over and vote. Amendments include – membership fees change to \$5 individual, \$10 family and \$20 individual Bechtel Booster, adding a minimum ending balancing of \$7,500 at end of year, and changing the length of time between receipt of deposits and actual deposit to bank – one week.

- X. Budget – Copy of PTO 2010-2011 proposed budget was handed out. Motion was passed and approved to have votes on individual line items rather than a whole to make necessary adjustments as needed. Motions were made to correct inaccuracies in the Income line for the carry over balance and a duplication of teacher mess in the Expense columns. Motions were also made and passed to include the mentor lunch as its own line item and decrease the teacher appreciation amount. Under Projects and Programs a motion was made to increase the amount for the Character counts program and field day and decrease the amount for Hispanic Heritage month - approved. A motion was made for the school activity fund to be increased and the SMART system and Bulldog stuffed animals to be cut from the budget. These motions were passed and approved by the majority of memberships. A question was raised in regards to the expense for the PTO website – motion to table until next meeting – approved. A copy of the proposed budget and the new budget are attached with the corrected amounts (Attachment 3 and 4).
- XI. Open Forum – nothing to report
- XII. Adjournment – 8:45pm