

MINUTES

Thornebrooke PTO Board Meeting

Date | time 08/23/2019 / 09:15am | *Meeting called to order by* Karissa Martin & Dena Reyes – Co-presidents

In Attendance

Karisa Martin, Dena Reyes, Jennifer Elzeer, Laura Van Baalen, Krista Costanzo, Ashley Fitzgerald, Toniann Lentine, Marlee Jacqueline, Eve Pafford, Candace Barnes, Jennifer Julian, Lynne Schaber, Alessandra Romano, Allison McMullan, Kristin Harris, Amy Reinert, Lisa Hiracheta, Lindsay Roth, Denise Johnson

Old Business

Karissa welcomed everyone and called meeting to order. First order of business - approval of minutes from last PTO Board meeting (04/12/19). Motion to approve by Ashley Fitzgerald. Seconded by Marlee Jacqueline. Minutes approved as presented.

Treasurer's Report

- Jennifer Elzeer introduced herself and spoke a bit about her role as Treasurer. She passed out copies of the proposed budget for 2019-20. The proposed budget is based on numbers from last year. She asked committees to look over line items and stressed that it ideal to stay within the budget. If a committee needs to spend over approved budget, it must be approved by the Board. She pointed out that it is up to the Executive Committee where to allocate funds and it is up to the Board to approve (per by-laws). She also passed out Tips from PTO Treasurer, which includes helpful information regarding reimbursement requests, check requests, deposits, cash box requests, etc.
 - Discussion about changing line item expenses for Family Dance due to the possibility of Gotha charging for security and air conditioning this year. Idea presented to use part of income from Carnival to move to Family Dance. Motion to approve discussed changes by Amy Reinart. Seconded by Marlee Jacqueline. Changes to the 2019-20 budget to be approved at the next PTO General Meeting (Monday, August 26).
 - Reminders to all committee members that if you spend your own money on a committee/event, you need to fill out a request for reimbursement - the sooner the better. Place request for reimbursement in PTO Treasurer's folder in front office and a check will be place in committee folder.
 - If your committee brings money in (spirit wear, carnival, bundt cakes, etc.), you need to fill out a Verification/Receipt form. Total up the amount received and sign. Please also have another committee or board member sign. The treasurer is the third signature.
 - Discussion about how PTO money needs to be spent before the end of the fiscal year (June 30).
 - Reminder that cash boxes need to be requested before event & signed out to committee member.
 - Only Board Members are allowed to handle cash.
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New Business

- **Membership update** – Eve Pafford shared that many families have joined the PTO so far this year bringing in around \$12,319.47. More families expected to join.
- **Spirit Wear update** – Spiritwear sales - \$3,141.70 so far!

- **Additions update** – Reminder from Toniann Lentine that all committee members must be Additions approved to volunteer and must sign in every time they are in the building. Name tags are required at all times. The logged volunteer hours are needed to help Thornebrooke qualify for an OCPS Five Star school rating. Middle/high school students can get volunteer hours, but must be Additions approved as well. They may use their OCPS student ID and sign in. Additions is also used to send out emails to volunteers. All homeroom parents must be PTO members and Additions approved.
- **PTO website** – Help is appreciated! Please send any photos/information about Thornebrooke events to Toniann. She will check to see if they are media released (pictures also needed for Five Star rating).
- **PTO committee sign ups** - There are many PTO committees in need of co-chairs and helpers: Spirit Wear chair, Guardian Angels co-chair, Treasurer shadow to help next year, Family Dance co-chair to take over next year, Carnival (food sales, ticket sales, Silent Auction, Teacher Auction), just to name a few. Thank you in advance for any help you can offer!
- **New School Resource Officer** - Welcome Officer Scott-Marsh, our new School Resource Officer. She comes to us from the Ocoee Police Department.
- **Family Fun Night** – coming up on September 20th from 5:15-7:00pm. Join us for Carnival games, food from West Orange Creamery, Ellie Lous, Chick-fil-A, and NYPD. The Book Fair and Pinwheels for Peace will be held the same evening.

Meeting adjourned at 10:07am

Upcoming Events

Sept. 2	No School
Sept. 9	Spirit Night Windermere Chipotle 4-8pm
Sept. 12	Open House 5:30-7:30pm
Sept. 20	Family Fun Night