

Willoughby Eastlake School of Innovation

Parent Teacher Organization – General Meeting

Minutes – January 25, 2016

In attendance: Bill Boxler (President), Al DiFranco (Vice-President), Steve Adkins (Treasurer), Diane Lloyd (Communications Secretary), and Kristen Werden (Recording Secretary)

Members in attendance: Julie Pattie, Maureen Frey, Jodi McCue, Sasha Ukmar, Christine Brady, Amber Lester, Paul Garcia, Jenna Senol, Marcy McArthur, Bridget Nawrocki, Silvia McClellan, and Sharon Saracene

7:03 PM meeting called to order

Introduction of Board Members

Approval of minutes from last meeting, November 23, 2015

Brian's Update

- Fox8 was at SOI today. Everyone enjoyed it. Kids were great.
- SOI is looking to become a STEM partnership school. Found a STEM school in Parma (K-5 only) that we hope to work with.
- 40 letters of invitation to attend the SOI have been sent to upcoming 3rd graders for the 2016-2017 school year. There will be a presentation night at SOI soon.
- Looking to hire teachers for the 7th-8th grade middle school. Already looking at high school classes. Staff is staying busy working on these ideas.
- The SOI website will be updated with presentations, meeting minutes, and other information for parents.

Treasurer's Report - Steve

- See below for Profit/Loss Statement
- Current balance is \$11,500.18.
- Over \$7k in sales for Spring Fundraiser (before expenses). Estimate for expenses so far is \$3k, with both income and expenses increasing as we sell additional tickets.
- We have not made much money on Spiritwear, but that was the idea. The prices were set for this purpose.

- Teacher's holiday luncheon was a big success. We stayed under the \$200 limit.

Various committees – Bill

- 'Fun' raising committee
 - Chair: Silvia McClellan
 - Volunteers: Marcy McArthur, Maureen Frey, Jodi McCue
 - Skating Party, Skyzone, etc.
 - NOT a moneymaker, just fun for students
- Summer Event committee (One big party in July)
 - Volunteers: Marcy McArthur, Bridget Nawrocki, Amber Lester
 - Food trucks, bounce houses, entertainment
 - Includes incoming students/families
- Nominating committee
 - Chair: Jenna Senol
 - Volunteers: Paul Garcia, Christine Brady
 - Anyone on this committee may not run for a board office position.
 - Needs to be complete by February meeting
 - **Brian will assist with forms, rules, etc.**

Valentine's Party – Diane

- Looking for volunteer to lead 4th grade – Amber Lester volunteered
- Diane described the event and the flow of the party.
- *Member comment: Too much time was spent on each rotation at the winter party (45 minutes). We are having shorter sessions for each rotation of the Valentine's Party (30 minutes) and we have additional events to fill the times sufficiently.*
- Valentine cards are going to be made and distributed to the residents of Manor Care.
- *Member comment: Do we need paper goods? We had none at the winter party. - Marcy McArthur* Yes. She offered to purchase them for a refund. She will work with Steve on getting a tax exempt form.
- *Member comment: Walmart requires signing up for a 'card' for tax exempt purchases. Same with Office Max. – Jenna Senol* **Steve mentioned possibly signing up for one at Walmart.**
- *Member comment: Where do we get cheap stuff for the goody bags ? – Christine Brady* Diane suggested the dollar store.

- *Member comment: Where are the emails to parents asking for volunteers? – Silvia McClellan* Diane suggested checking the PTO Facebook page, as that is where the request for volunteers has been posted. Brian said he will post minutes and information on the SOI website.

Spiritwear – Al

- Everyone has received their orders.
- Some extra inventory (long-sleeved T-shirts) still for sale.
- Order forms will be circulated again after the Spring Fundraiser.
- *Member comment: Do we have anywhere to trade in old uniforms? Yes. We have a Uniform Committee that will be notified of this.*

Spring Fundraiser (LaVera Mardi Gras event) – Al

- Need volunteers for 1-hour shifts to help with games, sales, registration, etc.
- Profit is projected to be between \$6k - \$8k.
- Adult event only
- Brian will be there briefly, but plans to leave early
- DJ will be there
- Includes full dinner, open bar, games, etc.
- Can still purchase tickets here: <https://www.picatic.com/MardiGras2016>

Donuts with Dad / Muffins with Mom – Kristen

- Dates set: Friday, March 4th from 7: 30am – 8:30am for Dads (or any Moms that can't make it to MwM), Friday, March 11th from 7:30am – 8:30am for Moms (or any Dads that can't make it to DwD).
- Includes Donuts, fruit, water
- Need volunteers to help with set up and clean up

Other new business

- *Member comment: Maureen Frey offered to do popcorn sales at the school. She will put together the schedule and information.*
- *Member comment: Sasha Ukmar suggested that we avoid rewarding the students with sugary prizes and instead offer something healthy or non-food related.*
- *Member comment: Jenna Senol asked if she could donate a basket for the Spring Fundraiser. Yes. See Al about where to donate.*

Brian's comments

- Lots of changes from other schools to this school. We are an 'outside the box' school, so we need to be thinking differently.
- No special treatment as far as being invited to SOI. All students **MUST** qualify or have been picked in the lottery. Nobody can get invited based on knowing someone at the school, having a sibling in the school, or being employed by the school district.
- Two kids returned to their home schools.
- *Member comment: Could a child test in later?* No. The waiting list cannot be changed. If a child is deemed gifted and the waiting list has been made, they will not be able to attend. Other schools in the district have cluster classes for more advanced students that do not or cannot attend SOI.
- *Member comment: Do we have a student council?* Not yet. People have been asking. Haven't had time right now. Teachers are exhausted. Brian is meeting with other 6th grade kids for ideas. Already has plans to meet with SOI 5th graders about this.
- *Member comment: Could the student council be parent led?* Not against this although it does bring its own issues. Do they work on service projects? Does each 'house' have its own leaders? Just need some people to stand up and do it.
- Bill: According to our bylaws, we are supposed to have student reps at these meetings, we just haven't yet.

Please join the grade specific Facebook groups, if you haven't already.

3rd grade: There is a Group, but its privacy setting is set to 'secret' so you must be invited by a current member. Ask other 3rd grade parents for an invite.

4th grade: Search for **SOI 4th Grade Parents**

5th grade: Search for **School of Innovation's 5th Graders**

Any and all questions to the board members can be emailed to board@wesoipto.org.

8:00pm Meeting Adjourned.

Next meeting is Monday, February 22nd at 7pm.

Willoughby-Eastlake School of Innovation PTO		
Profit and Loss Standard		1/21/16
August 1, 2015 through January 21, 2016		
		Aug 1, '15 - Jan 21, '16
Income		
Donations		
	Washington Elementary PTA	2,500.00
	Donations - Other	10.00
	Total Donations	2,510.00
Fundraisers		
	Bake Sale 9/15/15	337.52
	Marcos Pizza	199.13
	Spirit Wear	4,935.00
	Spring Dinner-Dance 2-13-16	
	Credit Card Ticket Sales	6,143.16
	Total Spring Dinner-Dance 2-13-16	6,143.16
	Willoughby Brewing Co.	
	Cash Sales	854.00
	Credit Card Sales	3,370.60
	Total Willoughby Brewing Co.	4,224.60
	Total Fundraisers	15,839.41
	Total Income	18,349.41
Expense		
Administrative		
	Banking Service Charges	9.00
	Government Filing Fees	
	501c3 Application	400.00
	Ohio Secretary of State	99.00
	Total Government Filing Fees	499.00
Office Supplies		
	Checks	137.46
	Office Supplies - Other	38.68
	Total Office Supplies	176.14
	Total Administrative	684.14
Fundraising		
	Petty Cash-In	--100.00
	Petty Cash-Out	100.00
Rental		
	Spring Fundraiser	200.00
	Total Rental	200.00
Vendor		
	Spirit Wear Vendor	4,435.00
	Willoughby Brewng Co.	1,489.25
	Total Vendor	5,924.25
	Total Fundraising	6,124.25
Program		
December Holiday Party		
	Children's Holiday Party	370.45
	Teacher's Luncheon	190.00
	Total December Holiday Party	560.45
Social Events/Parties		
	Halloween	100.50
	Total Social Events/Parties	100.50
	Total Program	660.95
	Total Expense	7,469.34
	Net Income	10,880.07