

# Willoughby Eastlake School of Innovation

## Parent Teacher Organization – General Meeting

Minutes – March 21, 2016

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

Members in attendance: Jenna Senol, Sasha Ukmar, Paul Garcia, Erin Sikora, Lisa Reed, Craig Rowe, Stacy McGuigan, Amber Lester, and Katie Burgham

7:03 PM meeting called to order

Approval of minutes from last meeting, February 22, 2016

Moment of silence for Willowick Mayor, Rich Bonde

Bill recognized and thanked Kristen Werden and Kelly Szakal for their help organizing the successful Donuts with Dad and Muffins with Mom events.

- Kristen: We are already working on improving this event for next year.

Brian:

- Because of the school's recent recycling initiative, this lesson has turned into a cost savings for the school district. Recycling pick-up is less expensive than garbage pick-up, and since their garbage has decreased significantly and their recycling increased significantly, the school district will spend less overall on these services. Brian says this idea will be spread to the other schools in the district to encourage the same cost savings.
- 5<sup>th</sup> grade capstone projects. The students will be creating amusement parks.
- Country-wide STEM funding project may come to SOI. Reps visited the school recently. Brian can give more details about this.

Treasurer's report - \$7,193.86 Account balance (see below for profit/loss statement)

- Steve: Marcos Pizza raised \$136.34. Donuts/Muffins for mom and dad cost \$656.59 total for two events. We have spent \$6,224.51 on program expenses: Programs for the teachers and children this year. W-E SOI PTO account balance is: \$7,193.86. We have a teacher's luncheon and end of year picnic with allocated

budget of \$750. And we will receive a budget for the summer party at the April meeting.

- Steve read the Thank You cards from 3 of the SOI teachers for the \$100 donations.
- *Member comment: Can we buy another popcorn machine for next year?* Brian: We can use the income from the sales to buy it. A suggestion was made to NOT use the popcorn machine at the holiday parties due to the waste, clean-up, and the fact that the students will have the opportunity to buy popcorn throughout the year.

Audit Committee – Bill: We are still looking for 3 more volunteers

- Lisa Reed volunteered. Stacy McGuigan volunteered her husband, Robert. Still looking for one more volunteer.
- Time commitment is only one day, sometime during the summer.

Nominating Committee – Jenna Senol

- Jenna introduced the candidates of the upcoming board election and allowed them to explain why they believe they can sufficiently fill their respective seat. (see below for the applicant submissions)
  - For President: Al DiFranco
  - For Vice President: Erin Sikora
  - For Treasurer: Steve Atkins
  - For Communications Secretary: Craig Rowe
- Since nobody applied for the Recording Secretary position, Dawn Riffle was asked to fill the position. She accepted.
- We will vote by paper ballot for the officers at the April general meeting.
- You must be present to vote.

Summer Event

- Date has been set (from Al via Bridget Nawrocki) for Sunday, July 24, 2016

Next year's LaVera event will be Mardi Gras themed, tentatively set for the end of February of 2017. Official date to be determined.

Next meeting will be Monday, April 25<sup>th</sup> at 7pm.

7:34pm Meeting adjourned

Please join the W-E School of Innovation PTO Facebook page for updates. Also join grade specific Facebook groups, if you haven't already.

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

4<sup>th</sup> grade: Search for **SOI 4<sup>th</sup> Grade Parents**

5<sup>th</sup> grade: Search for **School of Innovation's 5<sup>th</sup> Graders**

Any and all questions to the board members can be emailed to [board@wesoipto.org](mailto:board@wesoipto.org).

Willoughby-Eastlake School of Innovation PTO		
Profit and Loss Standard		03/23/16
August 1, 2015 through March 23, 2016		
		Aug 1, '15 - Mar 23, '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		335.47
Spirit Wear		5,275.00
Mardis Gras Reverse Raffle '16		
Credit Card Ticket Sales		11,041.19
Raffle-Ticket Sales Cash		2,869.00
Total Mardis Gras Reverse Raffle '16		13,910.19
Willoughby Brewing Co.		
Cash Sales		854.00
Credit Card Sales		3,370.60
Total Willoughby Brewing Co.		4,224.60
Total Fundraisers		24,082.78
Total Income		26,592.78
Expense		
Administrative		
Banking Service Charges		15.00
General Liability Insurance		100.00
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		790.14
Fundraising		
Petty Cash- IN		--500.00
Petty Cash-OUT		500.00
Mardis Gras Fundraiser '16		
Decorations/Supplies		544.52
Raffle Prizes		1,400.00
Mardis Gras Fundraiser '16 - Other		4,000.00
Total Mardis Gras Fundraiser '16		5,944.52
Vendor		
Spirit Wear Vendor		4,950.50
Willoughby Brewing Company		1,489.25
Total Vendor		6,439.75
Total Fundraising		12,384.27
Program		
Pincipal Discretionary Fund		3,000.00
Social Events/Parties		
December Holiday Party		
Children's Holiday Party		370.45
Teacher's Luncheon		190.00
Total December Holiday Party		560.45
Donuts w/Dad + Muffins w/Mom		656.29
Halloween		100.50
Valentine's Party '16		507.27
Total Social Events/Parties		1,824.51
Teaching Supplies Reimbursement		1,400.00
Total Program		6,224.51
Total Expense		19,398.92
Net Income		7,193.86

## W-E School of Innovation PTO Candidates 2016-2017

### Al DiFranco

#### **Candidate for PTO President**

**Experience:** *Al has more than 12 years experience working as a nonprofit leader, focused on fundraising and nonprofit management. He is currently the President and CEO of the Mentor Chamber of Commerce, a Board Member for United Way Young Leaders of Lake County, and Board Member of the Fine Arts Association.*

**“I am proud to have served as Vice President of the W-E SOI PTO this year. In this role, I have overseen fundraising efforts that have brought in more than \$10,000 net profit. My fundraising background has helped me create conditions to raise these funds, but more importantly that that I have been able to engage and partner with an outstanding group of parent volunteers who are talented, experienced, and motivated to help raise money for our students... and help us avoid having students needing to sell anything!”**

#### **SOI PTO ideas for the upcoming school year:**

“ I am looking forward to continuing the good work of this year's' PTO by creating opportunities for students, teachers, staff, families, and friends to all support the School of Innovation and education in our community. Our spring fundraiser was a great success, and I would like to build upon that effort to raise even more funds for the school through this volunteer-led initiative.

I would also like to partner closely with Mr. Thompson and Mr. Patrick to solicit more corporate support for our school so that our facilities will be ready to incorporate technological advances that are happening every day, and for our school to be able to accommodate the larger student body that is on the horizon.

Finally, I look forward to partnering with other parents to bring about more 'fun-raising' activities and programs to bring all of our constituencies together in support of our kids and the school.”

## W-E School of Innovation PTO Candidates 2016-2017

### Erin Sikora

#### **Candidate for PTO Vice President**

**Experience:** *Erin has worked on many fundraising committees, including the special event fundraisers for the School of Innovation in 2015- 16. She is a business owner, photographer and designer with creative capabilities, organizational skills, and leadership qualities that support the 2016-17 PTO Board.*

**“I worked the past school year on fundraising with Al DiFranco. I worked to coordinate with the committee members and volunteers to hold two successful events raising our first year's funds. I have been successful in many past fundraising committees, as well as SOI. I own and run a small medical device company. I am confident I can work well with the new president and guide a new committee of volunteers in raising money and organizing events for the 2016/17 school year.”**

#### **SOI PTO ideas for the upcoming school year:**

“ We will continue with a 2nd Annual Reverse Raffle, year end and year in welcoming party for the new families at SOI... support teaching staff with school parties. I would like to see each grade do at least 1 educational field trip to a museum or the science center in Cleveland. I would like to implement an online store for SOI gear and perhaps gym clothing for the new school year. Thank you, looking forward to another great year.”

## W-E School of Innovation PTO Candidates 2016-2017

### Stephen Atkins

#### **Candidate for PTO Treasurer**

**Experience:** *Stephen is the current School of Innovation PTO treasurer and is running for a second term in accordance with the PTO by-laws.*

**“ I have experience with requirements for 501(c)(3) having completed the PTO’s application, and with filling annual 990EZ postcard, and with the requirements for state non-profit certificate filings. I helped to write the PTO’s bylaws and have established the PTOs internal control policies and the board’s 501(c)(3) compliance agreement; reimbursement and receipt forms, in-kind donation forms, and helped keep the PTO’s general liability insurance current. I have worked with local merchants and Amazon.com to ensure the PTO’s purchases are Ohio sales tax exempt.”**

#### **SOI PTO ideas for the upcoming school year:**

“ I would like to continue to work on internal control procedures to make the treasurer’s position and board operations transparent and accountable to the general membership. I would also like to further complete instructional manual for future treasurers with examples of annual filings. I would also like to assist the growth and maturation of board operations to include increased participation with the general membership.”

## W-E School of Innovation PTO Candidates 2016-2017

### Craig Rowe

#### **Candidate for PTO Communications Secretary**

**Experience:** *Craig has local experience organizing the Downtown Willoughby 5K race which sells out at over 2,000 participants each year. All of the proceeds from this race go to Make-A-Wish Foundation, with a 3 year total donation of \$70,000. Communications for marketing and race updates is via email, Facebook and Twitter. Craig has also been closely involved in the 2015-16 fundraising activities for the School of Innovation with Board members Al DiFranco and Erin Sikora.*

**“ I have extensive experience communicating effectively to large groups. Since 1997, I’ve owned, operated, and sold a number of online services with large scale.”**

#### **SOI PTO ideas for the upcoming school year:**

“ We should continue to organize several large events, rather than small fundraising initiatives. One focus needs to be on how we can better reach and communicate with parents of the school. There has been some difficulty in reaching parents outside of those that have already attended an event. With a growing enrollment, we need to work together to ensure new and existing parents can easily be notified of PTO events, and join our email newsletter/ updates. Thank you for your consideration. ”