

Serendipity Academy Parent Teacher Organization
General PTO Meeting 2-19-14

In attendance: Melissa Van Gorkom, Justin Ruiz, Amity McDougal, Jennifer Falacy, Ashleigh Richards, Jody Hickey, Emily Walsh, Jennifer Olson, Sherri Florek

Approval of Minutes

A couple of edits were suggested to spelling in the minutes. Those edits were included and the minutes were approved unanimously.

Updates -

- PTO Website (Melissa)

The PTO Website was updated to include links to the Serendipity page and visa versa and we added a form so that people can sign-up for the PTO (Thanks for the great idea Jody!) No one has used this feature so far, but it is available. Jody indicated that they will remind the teachers to make sure parents are aware of it.

- Bank Account (Melissa)

Bank account was opened by the officers and the money that has been received so far was deposited. The PTO got checks but will not have a credit/debit card.

- Insurance (Jennifer)

Discussion regarding the board of directors insurance and that the PTO may not need that as board members can be covered under their personal insurance.

Discussion regarding the liability insurance. There were two quotes given, one for 3M and one for 1M. There are some additional questions concerning additional information that would be necessary. The quote includes one event and so we would need to call and add an event if we were to have more than one event.

PTO Web site states that the average coverage for medical is 25,000 and that a PTO may be covered under school insurance if events are outlined ahead of time.

Will get some additional quotes and questions answered and then bring it back to the board for further discussion.

- 501(c)3 (Melissa/Jennifer)

The group discussed the 501(c)(3) document. There were a couple of points that were discussed and the group determined that the way they were answered seemed correct. Jennifer is going to check with her husband regarding video and photo to see if we need to answer yes to the intellectual property question or not. Otherwise the group approved the filing of the document. There was a motion to file the document and pay the fee for filing. Unanimous vote was made so we will move forward with the filing and wait to hear from the IRS on the status.

- Art Auction - leftover auction items (Emily)

There are 7-10 items left over, does SAPTO want to hold them for future events/donate them? There was a motion to hold them for future events whether for a garage sale or a future art

auction. unanimous vote to hold them and revisit in a year if we still have them.

Requests -

- Emily Walsh, Art Program
 - Field Trip Art museum for all students \$215 +\$100 gas and Glass museum \$350 +\$100 gas.
 - Supplies that will need maybe not necessarily this year.
Canvas/Paints/Brushes/Palettes/Clay/Clay Tools/Drawing boards with clips/Oil Pastels
 - Total estimated costs 3,366.55

Motion for SAPTO to pay for two field trips up to \$800 in cost for art class to the art museum and museum of glass. Unanimous vote to approve.

Emily will talk with the teachers about their art needs for the remainder of the year and will let us know what assistance may be necessary.

Budget Review – Jennifer Falacy, Treasurer

- Treasurer's Report

Deposits made into the bank for a total of 3,315.00 and an additional 1,505.17 paid on Paypal for a total of \$4,820.17. 3,320.17 is earmarked for Art and 1,500 is for general SAPTO funds. Will amend to add the fees charged by PayPal.

Melissa discussed the option for us to take credit card payments through the PayPal account using their mobile card reader. She also acquired a Square Reader device that functions in the same way but will deposit directly into the SAPTO bank account. Both devices have approximately the same fee for use (about 2.5-3%) but are cheaper than having to get a credit card reader. The PayPal account will also allow for us to transfer the money into the bank account but we have to go in and do that after the money is received. We can also use PayPal to purchase things but it may be better to transfer the money and then use our checks for payments for better tracking of purchases/approvals.

Proposed Events/programs

- **School Musical – Charity Rowley**

Proposal to provide a certain number of tickets to families and additional tickets at a cost. Concerns were raised regarding paying for events put on by the school without notification at the beginning. Other ideas were brought up to provide snacks/cookies/flowers for purchase as a fundraiser or just offer to take donations. There may also be a video fundraising component. Fundraising group will come up with proposals/costs for things that could be used for fundraising at this event to present at the next meeting.

- **Fred Meyers Rewards – (Jody)**

You can sign the organization up so that families can link up their rewards card which gives a percentage back to the school. Target also does it with their red cards and Safeway. Jody/Sherri will look into signing up for this and come up with what parents need to do so we can get the information out.

Jody indicated that we will need our Federal Tax ID and a copy of our 501(c)(3) to sign up for the rewards program... so once we get that we will revisit the rewards options.

Jennifer provided the following link which gives additional information on the dollars for schools

program:

<http://dollarsforschools.wordpress.com/affiliate-marketing/amazon-school-rewards-program/>

- **March 12th -14th Scholastic Bookfair** (Emily)

Books will come in March 7th and any books not sold go back on the 20th. Could be set up all week... preview with certain sale days. All payments go through the Scholastic site we would just need to handle cash/check sale. volunteers to help from 12-6 for the three days taking payments. motion was made for the SAPTO to help out with the book fair. Melissa will put together a signup sheet for everyone to fill in their availability.

- **Calendar** Potential calendar to have school events etc. and ask for local businesses to donate to have advertisements... students could make pictures for each month and then SAPTO could sell the calendars as a fundraiser. Amity will check into it and bring us more information.

- **Parades** (Melissa)

- **July 4th City of Tumwater Parade** - Registration in June
- **July 19th Lakefair Parade** - Registration in April

Grants (Melissa)

Passed out a list of potential grant options that we could look into a number of them require a 501(c)(3) status but if folks are interested in assisting with writing them that would be great! Heather Randolph may be willing to help.

Other Event Ideas

- **BoxTop\$ for Education**

Ashleigh will look into what it takes to sign up and what we will need to do once we receive them.

Ashleigh indicated that her and Jennifer met to discuss fundraising events and came up with the following ideas for this year:

- **Garage Sale**
- **Mothers/Fathers Day Sale**
- **Car Wash**
- **Parents Night Out**
- **LimeBerry Night (20% of funds raised that night)**
- **McTeachers Night (% of funds raised that night)**
- **Harbor Days/LakeFair/4th of July table for Serendipity Academy with face painting for donation**
- **Kids day events/parades**

Ashleigh and Jennifer will continue to develop these ideas and bring updates to the group and needs that they have so that we can move forward with planning them.

- **Other**

Golf Tourney & Auction/Dinner for next year

Roundtable

Idea was raised to charge dues to cover cost of teacher appreciation or other SAPTO costs. There were some pros/cons discussed... another idea was to put dues or participation requirements on being an active member. The decision was to discuss the issue further at the next meeting.

Possibly put flyer with pre-enrollment form so that parents can sign up for the SAPTO and have promotions at other events.

Open house next Thursday night if we want to have a flyer available to hand out.

Next Meeting - March 19, 2014 from 5:30-6:30 PM at Serendipity Academy.

Adjourn