

**Meeting Minutes**

**April 18, 2023 – 6:00 pm**

**Our Mission**: To foster close relationships between the home and the school and provide volunteer and financial support for parents and teachers to work cooperatively in the development and education of children at Mitchell Elementary School. We welcome and embrace Mitchell families and promote inclusive membership regardless of race, sex, class, sexual orientation, age, socioeconomic status, religion, or ability. Mitchell PTO strives to promote participation in broader educational programs in our community.

**Welcome and Introductions**

* Attending: Eddie Latour (principal), Kiel Phegley (vice president), Missy Plegue (treasurer), Dr. Bell (v. principal), Pete Finnie (fundraiser), Caitlyn Sorensen (secretary); members at large: [Mitchell PTO attendance 2022-2023](https://docs.google.com/spreadsheets/d/1Eg-_9pFUEQovegjjQSPlhJRL2M3qtE5tBRbY2VPtWQU/edit?usp=sharing);
* Introductions, get to know each other - we opted to skip in the interest in time, people messaged in the chat

**Principal’s Report - Mr. Latour**

* Mitchell’s social worker is now on maternity leave.
* The administrative team is going to start official interviews with a Spanish teacher candidate.
* The Plante Moran full, final report is still being reviewed by the district and is not yet ready to be distributed.
* In regards to International Night and Cathleen Haglund’s planning question, we cannot borrow tables from another school, but Scarlett may have some available to use.

**Board Representative Reports:**

**President**: none

**Vice President**: none

**Secretary**: Caitlyn Sorensen-Kowalski - attendance

* **Motion to approve minutes from 3/1/2023:** Yes (20); no (0); abstain (1) - passed

**Treasurer**: Missy Plegue -

* Plante Moran Review
  + The recording from the Plante Moran meeting, which took place on April 13th, is now available. It can be found in the News section of the PTO website.
  + Why did we have the Plante Moran review? ​​While reconciling finances from last year, members of the board discovered debits and credits that didn’t have clear documentation associated with them. It was also discovered that there were events with associated liquor licenses that occurred over the last year that used the Mitchell PTO name.There was a lot of money coming out of the PTO checking account for these events, and at first, not a lot of money was coming back in. Because of the sensitive nature, AAPS (Ann Arbor Public Schools) offered the services of Plante Moran for an account audit for monies that were associated with these events. After receiving large income from associated people/events, the amounts of money coming in and out of the account are close to adding up. Formal documentation from the events remains unclear. All of the amounts have been recovered with some profits. We have not yet received any profits from three of the fundraising events. It was discovered that the liquor license associated with the Mitchell PTO name may have been sold to someone else for one of the events. These events put the PTO at risk of losing our 501(c)(3) status and endangered the organization with the possibility of liability/legal action.
  + Recommendations from Plante Moran, moving forward:
    - Do not hold these types of events in the future
    - Make sure all profits are deposited in a timely manner
    - Documentation of profits
    - Do not use personal Square accounts
    - Purchasing accounting software, such as QuickBooks
* Missy is going to investigate costs of QuickBooks and other accounting softwares and hopes to present them at the May meeting.
* Missy is happy to answer questions others may have about why the Plante Moran review occurred.
* Member comment: It would be helpful to get an accounting software where the login could be changed each year.

**PTOC Representative**: Sarah Anton (filling in for Jenni Hawes)

* Last night’s meeting was about making PTO events more inclusive to the entire community.
* The recording is posted on the PTOC website.
* The community reached the goal of raising $30K for Title 1 Schools, which is going to be matched by PTO Thrift. Talks about dissemination are forthcoming.
* Next month, the PTOC will be voting on a change in by-laws and voting in a new executive board. Here is a link to the presentation: ​​<https://docs.google.com/presentation/d/1B2_yzz9MbqG931WZEAK8aIheBIkx2sf3t3UjXlFEOP4/edit?usp=sharing>.

**Fundraiser**: Heather Finnie

* Received a check from Frasier’s Pub for the fundraiser for $58.37

**Old Business**

* Ice Cream Social business increase: The Ice Cream Social Committee determined that at this time there is no need to ask for an increase of funds.

**New Business**

**Elections** (Kristin Fraser and Rachelle)

* Presented a slate with 1 person for each role who either self-nominated or agreed to be considered for the position. This possible slate is not being voted on until the May meeting.
* Proposed slate:
  + President: Kiel Phegley
  + VP: Ally Samborn
  + Treasurer: Missy Plegue
  + Secretary: Sasha DeMoss
  + PTOC: Sarah Anton
  + Fundraising: Kristin Frasier
* Liz Thomas nominated herself for PTO President. Her name will be added to the slate for voting at next meeting
* If anyone decides after the April PTO meeting that they would like to self-nominate they must submit their names within 10 days of the May election meeting and have five signed voting members back up their nomination.
* Position descriptions can be viewed here: <http://mitchellptoannarbor.org/index.php/pto-documents/>

**Ice cream social** - (Missy Plegue and Sasha DeMoss)

* The committee has been reaching out to Mitchell food vendors to see if they would be willing to participate in the event.
* There are a lot of exciting silent auction items that have been donated. Anyone interested in donating can reach out to the committee chairs.

**International Night** (Sasha DeMoss and Rachelle)

* We need families to sign up to bring meals for the event, which is April 28th. Here is the link: <https://www.signupgenius.com/go/9040a4cadaa2ba64-international?fbclid=IwAR147VcZNlzGSX0iR7JCEXNvrqgAgSj2OcLlx-L9G-15b6Qo7w0TQ3K5iGw#/>
* We also need families to volunteer before, after, and during the event. Here is the link to sign up: <https://www.signupgenius.com/go/9040a4cadaa2ba64-mitchell10?fbclid=IwAR0HQlBosrJJGFBirO7wZ6n4r145-xF4UyZAzNmwerroN2uMzOhKeuwMYEA#/>

**Book Fair** (Kristin Frasier and Ally Samborn)

* The Final Book Fair is a buy one get one and will take place May 19-25.
* It kicks off on a half day to give families the opportunity to shop.
* The committee will soon be distributing scholastic dollars to teachers.

**Teacher Appreciation Day**

* It needs to begin being planned.
* There was a suggestion to look into free chair massages.

**End motion: Caitlyn motioned and Kiel Phlegley 2nd 7:18 pm**