



**Meeting Minutes**  
**November 17, 2022 – 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), Meghan Nollen (pres), Kiel Phegley(ptoc), Missy Plegue (treasurer), John Franks (v.pres), Dr. Bell (v. principal), Pete Finnie (fundraiser), Caitlyn Sorensen (secretary); members at large (mostly on zoom): [Mitchell PTO attendance 2022-2023](#); And in person: Alison and Mike Samborn; [Kristen Ochomogo](#); [Sarah Anton](#); Beth; [Kristen Fraser](#)
- PTO Pres. Meghan Nollen welcomed the group.
- Introductions, get to know each other, events, calendar, how PTO is run

**Principal's Report - Mr. Latour**

- Mr. Latour thanked the group for coming to the meeting.
- 5 days until break
- Successful IB review - the group met with parents; students; staff, etc.
  - Report of the review will be shared with the Mitchell community once administration get their report; we will have a family report to share
  - There were some identified issues mostly pertaining to COVID adjustments and new staff;
  - There will be a 5 year review
- Learner profile - Dr. Bell sends the weekly update to keep Mitchell families involved
  - There has been an offer to the intervention specialist - increase push-in behavior plans mostly general education; will start beginning of December
  - Zones of regulation as a school wide Social Emotional Learning (SEL)
  - Identifying the four zones
- Struggling to find a Spanish teacher - 3 applications and 1 spoke Spanish so doing a large outreach
- Second step - social emotional program during Spanish classes.

**Board Representative Reports:**

**President:** Meghan Nollen - PTO domain expired and has been restored (\$80 restoration) and we pay \$22 a month for the website maintenance.

**Vice President:** John Franks

**Treasurer:** Missy Plegue - \$1300 from donation access by the front desk office (Eddie, Cat Hogan, Martha, Kate, Dr. Bell)

- Motion that administrative staff will decide who gets the \$1300 money - 20 yes; Opposed: 0; abstain: 0
- Spirit wear - breaking even
- Fun run - \$8600
- Fall fest - \$600
- Field trips - starting to pay for; significant # of transitions carried over from the last fiscal year are being reconciled
- Request for purchase of accounting software; Money Minder an idea (\$240 per year) - allow increased documentation; transparency; quickbooks or some accounting software for keeping track of all of our books (not ideal to do in excel)
- Pay \$10 business account at huntington
- Propose up to \$400 a year or less
- Conversation about benefits of programming compared to using Excel
- **Questions about why our PTO needs to be using a software- opened up conversation and questions from general members**
- What are the “other fundraising events”
- Meghan is explaining the events - food festivals; pto people worked events to earn money; what is the income; 5 events (\$8350 income)
- Plante moran - 3rd party review may recommend a software
- Kristen - why was it voted on with just executive board and not the PTO - overlooked the \$100 bylaw of needed a vote; (more than \$100 of money out need a vote and that did not because the money was coming back);
- Liquor license obtained for events
- Meghan apologizes for not getting the vote for the money and not getting approval of events this fall
- Sarah - Other fundraisers that were just voted on executive board? No
- Executive Board requested third party review; Jill was invited to talk and voted to have Plante moran do a review: will make sure to focus on events, but look at entire finances
  - 1 year? 5 events and budget going forward
  - Come in talk to us about what we are wondering about; Look at events;
  - Jill Minnick talked to the board
  - Transparency was requested
  - Eddie clarified his concerns and why we reviewing the events
  - Kiel - hashing out what was what
  - Audit- administrative not punitive
  - Give extra layer of clarity we need
  - “Review” not audit
  - Offer information on best practices
  - Question: executive 2021; checks sent to farmer’s market/ sent to Mitchell
  - When was the last one: a lot of minutes are missing because of COVID; Vicki; John: Pete: Kraig
  - Last event: 9/18/2022
  - Vote was for all vote; did the motion include all events; this years should have come back to this board;
  - Finance of funding for alcohol should have come to the executive and then the general
- Question: Grant 10k donated in 2020 - stipulation that it would benefit everyone but not a party - moved money from the grant to the 5th grade camp because of the missing ice cream social and the rest floated the budget during the pandemic
- Sasha - liability on PTO- Meghan: insurance covered it (no inclusion on alcohol)

- No contract with event company made available
- Will give full ledger - all of the others will go up on the website once available
- Timeline? No; we just agreed today right before this meeting
- There was \$12000 money tied up but was deposited recently
- Plante moran goes to full board
- All in favor
- Motion to full board first: 10 yes; 1 abstain; 0 no

**Secretary:** Caitlyn Sorensen-Kowalski - attendance; emails; website with minutes will be updated as soon as I get access; find another way to share the minutes

**Fundraiser:** Peter Finnie

**PTOC Representative:** Kiel Phegley - talked about school board members: 11/21 for community meeting; community speakers; muslin/halil meat for thanksgiving; Beth - JCC resettling; High afghan refugee children; asked about how we translate for families?

### Equity

1. Talks with UM and training - did not follow through; messaged contact
2. Dive deeper into making fun run more equitable

### FunRun Discussion

- a. Competing against classes easily for certain classes to do well and
- b. [Kristen Ochomogo](#) - expressed liking the amount for loop like in the past
  - i. Kids don't like the run a mile but liked seeing how many miles they could run to get more money
- c. Corporate sponsors - and how to advertise
  - i. Example - Michigan dairy council
  - ii. District guidelines
- d. Need a committee and start now to make changes
- e. Fun run - still do parties rewards: 1 ab 19 yes
  - i. Donate popcorn from theater
- f.

### PTO General Comments

- Go back to committees and have shorter meetings with more transparency
- Far more communication - all questions will be answered
- Executive to get business done prior to general meetings so general can be shorter
- General membership is welcome to attend meetings
- Ex is for all before regular meetings

**Equity book fair** - tabled to October - first order to business

**Garden** - location; soil;

**Bylaw review** - form committee fill out form

**December:**

- Book keeping
- Garden (if there is garden committee meeting - schedule a meeting in December )

**End motion: - Caitlyn; Kristen (8:06pm)**