



Meeting Minutes December 13, 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), John Franks (V. president); Kiel Phegley (ptoc), Missy Plegue (treasurer), Dr. Bell (v. principal), Pete Finnie (fundraiser), Caitlyn Sorensen (secretary); members at large (mostly on zoom): [Mitchell PTO attendance 2022-2023](#); And in person: Samantha Cucu; Alison and Mike Samborn; [Kristen Ochomogo](#); [Sarah Anton](#); Beth; [Kristen Fraser](#); [cathleen haglund](#); Rachele Stucker;
- Introductions, get to know each other

Special Fundraising Presentation:

Jody Dungey; Power of purpose (Pop!) - online fundraising

Created partnership with 2 other schools in Ann arbor - Scarlett; Forsyth - grossed over \$22000; Scarlett to repeat in March to do it again. Introduced goals (earning easy);

- 4 different programs:
 - 30 pop - smaller groups (bands, sports)
 - Three other programs for schools; **set it up** is the one proposed for us
- Less than 10 minutes to send out for fundraising; 95% of donations come online; 100% launch parties (came during covid); customized materials; no upfront costs; zero risk
- Pop! Would come in do a live kick off assembly - they bring everything, just need space
- Every child goes home with a golden ticket; get own website and donors can register
- Kids send out invitations; they get prizes for sending out messages; 10 messages get prizes; level prizes based on how much a kid raises
- Social media packet - customized marketing info for social media for the PTO to advertise
 - Repeatable and turn key - predrafted social media
 - Has Spanish; working on Arabic for materials
- PTO exec have packside of the website and can see the donations coming in
- There is a paper form if needed for those that don't want to submit online
- Prize packages are "top notch" - what kids really want; not trinkets
- **Day of awesomeness** (inflatables - contacting the district about these; but have a non inflatable courses)
- **Money** - they take care of insurance (5%); set it up (10%); web/card fees (5%); the rest goes to the school (80%); 50% to school and 30% in prizes to students (day of awesomeness included); this breakdown is only if the school earns \$30k, if less the

- percentage returned to the school is lower
- They do 90% of the work
- We (PTO) would just sent out the tickets after the kick off assembly
- Event day PTO would recruit 10-12 parent volunteers to be at each station
- Concerns from members:
 - partner with Scarlett (Day of Awesomeness, back to back days?)
 - Emails from kindergarteners? With families that don't send them out - Scarlett offered the opportunity for kids to send them out during school day
 - Scarlett projected much lower and was close to Forsyth in fundraising
 - Other activities: human foosball; soccer darts; run free; laser tag; soccer pool
 - Do have accommodations for special needs; non inflatable has greater accessibility
- ****Table the decision in order to have more time for discussion**
- Kristen Fraser is our contact person for Pop!

Principal's Report - Mr. Latour

- Thanks Meghan for her service
- Plante Moran review - there has been delay but to be assigned soon
- Shoot out to 5th graders - thanks for the camp it brought them together; went to winter survival - first school to have all the groups win the zero waste award; so proud of the kids!
- A LOT going on! Nicole Zilio returned; Alex's wife had the baby (Milo); Michelle Tang (will go out after break); Marie Antino (also out); families are growing!

Board Representative Reports:

President: Meghan Nollen - submitted resignation letter. [John Franks](#) is now the President - we will need him to accept. John Franks - accepted in an email exchange.

Members: wanted to honor all the things Meghan did behind the scene to make sure people felt cared for.

Vice President: John Franks (current) - will need to post for a call for nominations

Treasurer: Missy Plegue - budget: \$61k;

- Allocate Funds for gf flour: [Sarah Anton](#) motion; Kristen (second); all yes, no (0); abstain (0)
- Transferred money to pay for 5th grade camp; transferring to pay for balance due to not having the checkbook for the 5th grade camp account; will transfer back once the checkbook is acquired
- [Katie Hopgood](#) - ask Katie about the camps;
- Disbursed the \$1300 to the office from last time to make available for families in need

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; minutes go out the Monday after the meeting. Monday before meeting the treasurer report, agenda,

- **Motion to approve minutes from 11/17/2022:** Yes (16); no (0); abstain (3)
- Access through Meghan - requested for a list of things; hopefully they will come soon. Will follow up
 - Rachele - fb, twitter, website access?
 - Website - ? - will follow up with [Katie Hopgood](#)

Fundraiser: Peter Finnie; Mancino's dine to donate happening soon

PTOC Representative: Kiel Phegley - 12 days of giving - all things taken care of. Video of safety; 1/23 state of school from Dr. Swift; may have another meeting in between; catch up on the equity advances;

Equity - Mr. Latour - UM will meet with us in January to discuss partnership

Committees (need to call for members of committees):

- Science olympiad
- International night - send an email about a committee
- Movie night committee
- Ice cream social - January
- Book fair - kick off is a movie night on a Friday night; 2/10 (fair runs 2/12-15)
 - a. Chairs are running it (Alison and Kristen) and want feedback from members
 - i. **All for books** rounding up to the nearest dollar or donation box set out - goes into a section off and Scholastic matches and donates to another charity; have to use the money within the timeline of the fair; fulfilled teacher wishlists in fall and wanted to make sure we should do it again and if we do, do what with it (plan ahead of time);
 1. Yes - use for teacher wishlists
 - ii. PTO e - wallet - set up a wallet for the PTO if anyone wants to donate to the PTO we could disburse similar to what other kids would have; and those that did not have funds these monies can then given to kids who wanted books (but didn't have fund)
 1. This can be shared with community and use to cover books for kids without funds; will vote/finalize next meeting
 2. Tax float/petty cash - motion Missy; Sarah Second (\$30) to use when kids are short due to tax or other funds 0 no; 0 abstain; all yes
 - iii. Teacher e-wallet to fund to fulfill their books or give to the students
 - iv. Other discussions:
 1. Other activity for those not shopping - to be discussed next meeting
 2. write down a wishlist and
 3. Kids coming in constant - teachers signed up
 4. Collect funds ahead of time - solicit donations and use it
 5. Most schools have a budget for the fair;
 6. Couple it with an event so families can come in for shopping
 7. Use the bookfair dollars to buy books; try to stick to a \$10 budget
 8. Kudos to bookfair chairs by Matt Lazette!

Teacher Appreciation Potluck: call for volunteers and dish sign up; 12/22; drop off in the morning; we will fix the sign up so we can get an idea of the dishes to expect - Kristen Fraser is helping update the sign up. [Potluck sign up](#)

Financial safeguards: Members requested that the current PTO president not be a signer or it be changed until review was completed; but with the resignation of the current president this discussion/decision was not needed. The members provided a list of concerns brought up following the previous meeting and requested it be included in the minutes:

Public List of Concerns

- Use of \$10k anonymous donation from 2019-2020 school year
- Acquisition of multiple liquor licenses for fundraising with Quintessential Events

- Purchasing alcohol over \$100 without a vote in the 2021-2022 and 2022-2023 school year.
- Alcohol Related Events w/o proper insurance
- Lack of documentation for expenses and income over the past year.
- Reimbursement Checks written to and cashed by Meghan w/o Clear Documentation
- Not cashing/depositing funds in a timely manner
- Preventing normal operations of the PTO by not providing Executive Board members access to needed items/accounts/materials
- Issues with the planning of PTO events and formation of committees
- Improper management and distribution of access to shared materials
- Minutes and treasurer's reports missing from the website and not distributed at meetings
- Refusal to provide financial information to the PTOC
- Loss of trust from the Mitchell community and the broader AAPS community

John Franks: get on the accounts; [Pete Finnie](#) declined being an alternative signer

Garden -table to the next meeting

Bylaw review - formed committee and they will be meeting soon to get started

January Agenda:

- Bookfair items (PTO e-wallet and see notes above about discussions that need to be finalized)
- Pop! Fundraiser - discussion and decide if running it

Other New business:

Format of meetings: member noted that returning to full Zoom: PTOC will call out for anyone else doing zoom vs. hybrid to get feedback.

End motion: Sarah Anton and [Kristen Ochomogo](#); 8:06 pm

****approved on 1/18/2023**