

Gower PTO Meeting Minutes
January 8, 2020
5:30 pm Gower Middle School

In attendance: Elizabeth Shaker - early - noted
Caroline Vroustouris, Gina Rodewald, Anne Bjork, Deana Miron, Dina Jason, Mary Szabo,
Cassie Swieton. Absent - Tracy Murphy

Start: 5:38 pm

Dina Jason: Pizza lunch at Gower West in December, 2019 went very well. We got great feedback and there were only 3 pizzas left. Change the time of this event in December 2020 to 10:30 am to 11:30 am.

PTO sold over \$14K in gift cards. PTO earned a profit of \$911.14 from gift cards. This is more than last school year.

Elizabeth Shaker: 91 spirit wear items (from Elizabeth's supplier) were sold and all were delivered before Christmas. PTO earned a \$580 profit. We will do one spirit wear sale in the next school year, at the beginning of the year.

Dina Jason: PTO will go with Elizabeth Shaker's supplier and work with Elizabeth for the dates to coordinate the spirit wear sale.

Elizabeth Shaker: Anne Bjork did not get her order. 91 items are what we are being charged for. They printed more that they (supplier) are not charging us for. Elizabeth is holding extras in her garage. These extras will be in a basket for Trivia Night and a basket for Fun Fair auctions.

Deana, Mary, Elizabeth attended the joint board meeting of the PTO and Gower Foundation in December, 2019. The meeting went well. The two groups will coordinate in June 2020 to make sure we prepare for individual events and prevent overlap.

Deana Miron: During the meeting, the Gower Foundation reported at what they used to do that now PTO does, are considering taking some of the sponsorships and field trips back. They will let us know what is decided.

Dina Jason: Holiday Donuts at Gower Middle: PTO heard that it went well but Tracy Murphy is not here to update. We will wait for an update from Tracy.

Mod Pizza - Fundraiser is tomorrow, January 9. All day event. 20% of proceeds to PTO.

Flying High Fundraiser - Friday, January 10th - Jenn/Dina are the coordinators. Open Gym from 7pm to 10pm including pizza, drinks and games.

Parents' Night Out and BIG Gymnastics - Google form is done, parents can sign up, send out in tomorrow's eblast. PNO Hard copy form is going home with students on Monday, January 13.

Celebrating Differences Program at West: Jenn/Dina are coordinating it. 15 volunteers are needed on January 31, 2020. 2-3 volunteers are needed on Thursday, January 30 for setup from 1pm to 3:30pm. Caroline will send out a specific e-blast for this event and Gina will include the volunteer link in her email newsletter.

Cassie Swieton - Family Dance on 2/7: DJ booked, Photo person is booked, this year there is no Groupon. Cassie hired a person who will take a 4 x 6 photo and give it to each family. Food: water, ice cream with toppings, ICEE as a dairy free option, popcorn machine that we have with popcorn that we have. Elizabeth Shaker volunteered to run the popcorn machine. Last year cost is \$15 per couple, plus \$5 per person, max \$30 per family. Same for the past two years. PTO Board votes to keep the cost the same.

Gina Rodewald: Valentines Day Treats at West on Thursday, 13th:, Twizzlers and ICEES at lunch time. Brooke Roche will inform the volunteers from the lottery about passing out the treats.

Does Middle School do anything for Valentine's Day on Thursday, 13th? Tracy Murphy currently does not have anything planned for Valentine's Day. PTO would like to offer ICEES. Elizabeth Shaker will pass them out at lunch time on February 13th. Gina Rodewald will provide the price per case. Hershey's Ice Cream account is what we use to order them (called Juice Rush Cups).

Cassie Swieton: leave the ICEE cups out two hours ahead of time so they are edible and not frozen solid when distributed.

Gina Rodewald: the cost for the ICEES is \$24 per case, 80 parts per case. For the whole school: \$159.56.

Chuck E Cheese Fundraiser: Wednesday, February 19 - Dina Jason - 3pm to 9pm 20% of the proceeds on all purchases to PTO.

Fun Fair - Deana Miron - Contracts are out, fairy hair will be there (\$150 fee paid by PTO). What time will the event run? 5:30 pm to 8:30pm. There will be two 90 minute shifts for volunteers. Shorter than last year.

Dina Jason: Committees need to begin forming for Taste of Gower and Trivia Night.

Brooke Roche- Taste of Gower on April 9th
Leah Jason- Trivia Night on May 9th

Caroline Vroustouris: Need to include in eblast to look for volunteers

Manna Gift Card - There was a last minute sale in 2019. Let's plan for April 2020, after spring break, before graduations. They will arrive in Mid-May. Gina Rodewald- the sale was in March 2019, too early in the school year. We also need to promote it so beginning of April makes more sense.

EPI - Dina Jason - Need supply lists before Kindergarten orientation March 7th. They were provided last year to both schools to make changes, teachers will fill them out.

PayPal - Deana Miron create an account: If we switch from Square to PayPal, we can pay lower fees and change transactions as we need to. This will be a business account. It is the next level up before we have to pay a fee to use it. Anyone from the PTO Board can go in and check when there is a purchase question. It is not a holding account, it goes right to the bank account. It might be better to have a holding account because it will help us keep track of the transactions. Elizabeth Shaker- different events can be set up with different PINS. Deana Miron: Fee - 2% and .30.

Treasurer's Meeting: Mary Szabo - Provided PTO Budget vs Actual FY 2020. All of this aligns. Dina and Mary have met twice and will meet again tonight, January 8, 2020, to resolve all fiscal questions and tax paperwork.

Dues from the staff were more than we budgeted for. Family dues have not yet been received from Vesna. Lockers and school supplies were more profitable this school year than in prior years. \$1800 over, bazaar \$934 profit, wishlist grants and enrichment field trips info were sent to Vesna.

Vista Print for magnets and banners/tablecloths, flowers for Mr. Bob's funeral plus two debit card transactions from Dollar Tree in September, Amazon transaction on November 20. Those two transactions did not reconcile. We have to go back and look at what those are.

Audit committee recommendation: Proposing that 2019 actual financials be final financials. Dina Jason - 2019 Fiscal year June 30, 2019 end. FY 2019 Actuals are finalized, approved by Dina Jaso.

Anne Bjork: School Representatives report.

Meeting adjourned: 6:35pm

