

Minutes
BCCS PTO General Meeting
Thursday August 5, 2021 @ 11:30 am

Call to Order by Christine Syswerda @ 11:45 am

Attendance Dana Coffey*, Christine Syswerda*, Pam Anderson*, Kayla Miller*, Lisa Lytle*,
A Quorum was reached *Denotes PTO Board Members

Review & Approval of Minutes from June 18,2021 PTO General Meeting. Minutes approved.

Principal's Report:

- N/A. Principal Kasmer was unable to attend the meeting.

President's Report: Calendar of events

- Calendar of events has been finalized with a drafted date in case some items need to be changed throughout the school year.
- We are going to submit one SCRIP order before the beginning of the year for our Student of the Month cards for the entire school year. We picked 9 of the most popular ones we thought the students would like: Arby's, Wendy's, Taco Bell, Subway, Starbucks, Target, Amazon, Claires and Barnes & Noble. 2 students a month will receive a \$10 gift card for 8 months for a total of 32 cards so we will split them up between the 9 choices. As for the rest of the year for students, parents and staff, there will be an order placed on a set Tuesday of each month if they choose to order through the school. The cards will then be delivered by Thursday of the same week and distributed to go home before the weekend. Lisa will ask our SCRIP representative Ashley O'Neal if she is able to do the ordering and distribution of the cards each month and what Tuesday of the month she prefers so we can type up a schedule for the year to have available at Open House. Families and staff are also able to do their own ordering online through the Raise Right App if they prefer. There are 3 options to use the funds raised from the SCRIP program. Families can choose to use it towards their child's Washington D.C. trip or designate it to the school's PTO, and the BCCS staff can choose to use it towards school/classroom supplies. There are 8 assemblies for the year starting October 1st, so each PTO member needs to pick 2 they can attend to represent the PTO and hand out the SOTM cards.
- Pam currently receives, fills out, and sends the \$20 payment in for our annual 5013c nonprofit LLC tax form. The form needs to be mailed to a member's home address, and Pam needs to be removed as our representative since she will be stepping down from the PTO Board this year. Christine Syswerda will become the new board member to assume this responsibility.
- We need to decide how we want the banking and responsibilities to be set up with our new Lake Michigan Credit Union account so we can get the account opened and money transferred from TCF ASAP. The board discussed this and it was decided that as Treasurer Lisa will have access and manage the on-line banking as well as have access to deposits and withdrawals. Kayla will have access to deposits and withdrawals and be our main member responsible for writing checks since she is also a school staff member and available on site. Dana will have access to deposits and withdrawals and receive a banking debit card. Christine will have access to deposits and withdrawals and receive a banking debit card as well.
- Holiday Shop needs to get scheduled on the books quickly. Dana will reach out to our Lil Shoppers Shoppe representative to verify their availability for our scheduled dates of December 9 & 10.
- Dana will also reach out to our Frandale Sub contact Kelly to verify their availability for a delivery date of October 22nd. We would like to request an earlier delivery time than last year @ noon. Possibly a 10 am delivery time so there is more time for sorting.
- Yearly PTO meeting and event forms need to be filled out, copies made for our folder and originals put in Steve's box.

- 1st Place Spiritwear is offering some great sale prices and free shipping and handling on all orders over \$100 right now. Pam wanted to know if we wanted to all put in an order together. Let her know & she will put the order together.
- Box Tops was brought up to determine if it is a worthwhile fundraiser for our school since it has gone all online. Are we making any money with it? Wondering if Ashley has the login information since she is currently running the passive fundraisers. From what Lisa can find in the banking information, there is only \$6.20 in the account.
- Will update our Paper Gator form with a complete checklist of specific items allowed and add to the Open House folders and try to promote more this year.
- 2021/2022 PTO Board positions. We did not receive any new nomination forms last Spring from anyone other than the current members. Pam Anderson is stepping down from her position as the PTO President this year as she has been elected as President of the BCCS School Board. Dana Coffey who has been serving as the 2nd in command co-president this past year has offered to assume the full President role for this upcoming school year. Christine Syswerda nominated Dana Coffey for PTO President and Kayla Miller gave a second motion. Lisa Lytle nominated Kayla Miller to continue in her role as Vice President and Dana Coffey gave a second motion. Dana Coffey nominated Lisa Lytle to continue in her role as Treasurer and Christine Syswerda gave a second motion. Kayla Miller nominated Christine Syswerda to continue her role as Secretary and Lisa Lytle gave a second motion. Let all motions and nominations be so noted.

Vice-President's Report

- Kayla has offered to decorate the PTO bulletin board and update all forms prior to the Open House on August 26, 2021.

Treasurer's Report

- Disbursements: None
- Balance sheet review: Current Balance is \$11,931.82. Special notation from the balance of \$13,077.44 listed in the 6-18-21 minutes. This balance was before our yearly renewal of PTO Today and our Halo order for our Walk-a-Thon t-shirts had cleared for our end of the year report. Balance should have then been listed as \$11,845.19.
- Lisa is asking about the band account. She is showing a current balance of \$62 and discovered that TCF has been charging the account \$5/month possibly for a dormancy/inactivity fee. She has not received any notification about it prior and is unsure if Mr. Beyer had in the past. This account is linked to ours as the savings account. We will check with LMCU and see if there will be a minimum balance requirement or inactivity fee for our checking or savings accounts.

Secretary's Report

- Christine wants to verify the board member's correct/preferred email addresses to make sure communications are accurate throughout the school year when not using our SLACK app. Dana's preferred email is willyanddana@gmail.com, Kayla's preferred email is kmiller@byroncentercharter.org, Lisa's preferred email is lisapurpleflower@gmail.com, and Christine's preferred email is mncsyswerda@yahoo.com

Scrip Report

- N/A

Adjournment: at 1pm

Next Meeting: Thursday September 9, 2021 @ 3:30 pm