



# MINUTES

---

*Date | time* 05/20/19 *Meeting called to order by* Co-President Shannon Hall, 6:34 pm

---

## Attendance

---

9 Board members, 1 Principal, 3 community members

---

## Approval of Minutes and Motions

---

- Motion to accept the minutes of 04/15/19 meeting – passed
  - Motion to accept the proposed candidates for the 2019-2020 PTO Board – passed
  - Motion to accept and implement the new PTO Documents Retention Policy – passed
  - Motion to pay for credit card transaction fees – unapproved
- 

## Officer and Chair Reports

---

Co-President – Shannon Hall & London Liebengood

- Bylaws changes. Hollymead PTO performed an audit of our bylaws and proposed several changes, listed below. Proposed changes will be posted on the PTO website for 10 days beginning 5/24/19 for the Hollymead community to review and comment; the Board will vote on them not before 6/3/19.
  - o Position description changes
    - Propose to eliminate 2 board positions that have not been specifically filled for several years: Community Events Coordinator (community events is a general PTO group effort) and Student Enrichment (aka assemblies) Coordinator (school leadership leads assemblies with PTO financial support).
    - Propose to change the title of Fundraising Coordinator to “Donation and Sponsorship Coordinator” to be more descriptive of the activities of the position.

Co-Vice President – Shannon DeSalvo & Sonja Carrick

- 2019-2020 PTO Board
  - Motion to accept the proposed Board candidates passed:
    - Co President: Shannon DeSalvo & Sonja Carrick
    - Co-Treasurer: Elizabeth Rankin & Open
    - Co-Communications: Open
    - Co-Volunteer: Amy Cochran & Kate Deluca
  - The Secretary and Co-Communications positions remain open; the Hollymead community is encouraged to consider willing individuals

Secretary – Shannon Hall on behalf of Kelly Lynn

- Motion to accept the April Board minutes passed.
- Reminder that Board minutes are posted online.

Co-Treasurer – Sam Haas & Elizabeth Rankin

- Budget to be shared with Board via email; Fun Fair money is now accounted for (+ \$2,250 in cash)
- Make sure reimbursement forms are in so we can be even by the end of June

- State forms getting filled out
- Documents Retention policy
  - Summary: Ensures PTO keeps track of records. Follows state suggestions for non profits. Things like grant applications and general paperwork get kept for 5 years. Things like charter documents, end of year bank statements, minutes and tax statements forever.
  - Motion to accept and implement the documents retention policy passed.

Principal & Vice Principal – Craig Dommer & Laura Morris

- Classroom volunteer reception morning of June 6 – to include PTO volunteers too.
  - PTO volunteered to help with the reception in some way; Co-Presidents to follow up.
- PTO was asked to reimburse credit card transaction fees because due to ACPS rules, Hollymead cannot reimburse anyone for credit card fees.
  - Motion to reimburse credit card transaction fees unapproved.
- School Supplies going on sale soon! \$35/student regardless of grade with optional \$5 art room add-on. Look for information soon.

Co-Communications – Rosemary Moriarty & Crystal Pariseau

- Smore newsletter analytics: typically 250 site views/issue within 24 hours
- Year end article for Forest Lakes Family Magazine? Crystal/Shannon to work on something highlighting things like big initiatives, large grants, new field trip policy.
- Before year end/during summer, continue to push Shutterfly, Box tops, Amazon smile.

Co-Volunteer – Jill Dowling & Amy Cochran

- Open Coordinator positions: Directory, Book Fair, Yearbook
- Working on following up with past chairs.

Teacher Representative – Terry Gallagher

- No grants to approve
- Teacher appreciation week was fantastic, thank you to the PTO!
  - Suggestion: add recipe cards next year so teachers can take home the ideas.
- Terry Gallagher to continue as Teacher Rep for 2019-2020.

---

## Announcements/Upcoming Dates

---

May

27 Memorial Day, no school

June

3 PTO Board Get Together/Closing Dinner

7 Last Day of School/Half Day