Blue Sage Elementary PTO Meeting

March 7, 2023

* Welcome- Called to order by Allison T. and Sarah V.
* Introductions
  + PTO Board Members
  + Amy Christ and 3rd Grade Teachers and some pre-school teachers
    - (Marousek, Lee, Dykman, Becker)
* VP Goal Report- no meeting this month so nothing to report.
* Secretary Minutes- Approve from February by Rachel H. and Kaelin Z.
* Treasurer Report- none tonight- Krystal is home sick tonight.
* Principal’s Report- Mrs. Christ: Thank you to Ashley Hedden for conference meals; thank you to everyone that bought books at our bookfair! 2nd/3rd grade music programs on Thursday. Spring pictures are the Tuesday after spring break. 80 kids registered for kindergarten roundup but we expect more to still register. Tell anyone you know that needs to register. We have hired a 5th kindergarten teacher for next year. We are getting 2 portables for next year. They are going behind the pre-school playground. HALE will go to the portable and most likely a 5th grade class. We will mostly likely get some specialists from other schools to assist with our large amount of classes. We also have another hire for 2nd grade! Dr. Habrock will be here next month at our April PTO meeting!
* Visiting 3rd Grade Teachers Report- Lee, Marousek, Dykman, Becker- Working on renewing our multiplication licenses, the fridge (artwork hanging up from students in the hallway), science (environments and survival), economics (social studies unit about marketing and budgeting), biographies (writing- research to written product)! Thank you to PTO for everything you do!
* Pre-School teachers report- animals and habitat, working on one letter a week in curriculum, and working towards IEP goals for students!
* Old Business
  + Thank you- Ashley Hedden (conference meals), Teachers/Parents (conferences), Valentine Party volunteers
  + Family Dinner Night- Report on Stir Coffee Bar (February)- there was a snowstorm and no school that day but we did still get a couple hundred dollars back! They offered us another day if we would like that!
* New Business
  + March Newsletter
    - Family Dinner Night- Pickleman’s: March 16
  + Join our Facebook Grade Groups- See PTO email that was sent out to sign up for your child’s grade! This will allow parents to connect with other parents, ask questions and get answers, and stay up to date on important information!
  + Save the Dates
    - Top Golf Fundraiser- April 2: There are only about 8 spots left so thank you for signing up! See PTO email to sign up if you would still like to attend!
    - Dr. Bary Habrock (EPS Superintendent) will be at April PTO meeting
    - Kindergarten Roundup- April 14 (no school for current kindergartners)
    - Staff Appreciation Week- April 10-14
    - Blue Sage Carnival- May 12: Will report more next month!
  + Open PTO Positions for 2023/2024 school year- We need someone willing to do the Back to School supplies (Bonnie will do this!), Yearbook (have a committee and assign one person to each grade level to get the pictures- Allison T will help!), Box Top/TAGG.
  + Indoor recess games- Games provided to 5th grade!
  + Carnival- fundraising for a new marquee! This will allow us to put up important information for everyone to see at pickup and drop off! We can use extra money to purchase Mrs. Christ’s request of another big screen in the gym.
  + New PTO Bylaws presented for vote at April PTO meeting- See changes below highlighted:

**BY LAWS OF BLUE SAGE ELEMENTARY**

**PARENT TEACHER ORGANIZATION**

**Revised March 2023**

**ARTICLE I: NAME**

The name of the organization shall be the Blue Sage Elementary Parent Teacher Organization.

**ARTICLE II: MISSION STATEMENT**

To support and enhance the education of Blue Sage students, and to promote school spirit and a sense of community among all Blue Sage students, parents and staff.

**ARTICLE III: OBJECTIVES**

1. To promote the welfare of children and youth in home, school, and community.
2. To promote a closer relationship between home and school, so that parents and teachers may cooperate in the academic and social education of the child.
3. To raise funds to financially support activities and programs of Blue Sage students, staff, and families.

**ARTICLE IV: MEMBERSHIP**

All parents/guardians of current Blue Sage students, Blue Sage teachers, and Blue Sage administrators are automatic members of the Blue Sage Elementary Parent Teacher Organization. No dues are required.

**ARTICLE V: OFFICERS AND THEIR DUTIES**

The Executive Board shall consist of: President, Vice President, Secretary, Treasurer and Office of the Principal. No officer, excluding the principal, shall serve at any one position on the Executive Board for a period longer than 2 years unless finishing the term of a former officer. The officers shall meet at least one time during the summer, and as needed during the school year.

**Officers including the President and Vice President will have a choice of serving a one (1) or two (2) year term. A vote will be conducted in April of each year for each position regardless of if an officer chooses to serve a second term. The office of the President can only be held by a person who has previously been a Blue Sage Elementary Executive Board member.**

1. President: The President shall preside at all meetings of the Organization and of the Executive Board, shall be ex-officio of all committees, and have knowledge of parliamentary procedure (motion is made, seconded, discussed and possibly amended, and then voted upon). He/She shall perform all other duties pursuant to the office. President will serve as the manager of specific committees as determined by the Executive Board. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The President will also act as the representative for the PTO at school and district events. The office of the president is a one (1) year term. **The office of the President is a one (1) or two (2) year term.**
2. Vice President: The Vice President shall act as an aide to the President and shall perform the duties of the President in the event of his/her absence or resignation. Manager duties include ensuring the installation of a Chair and committee members for these committees as well as facilitating communication between the committees and the PTO. The Vice President will serve for one year and the following year will serve as President, and is thus a two (2) year commitment. **The office of the Vice President is a one (1) or two (2) year term.**
3. Secretary: Secretary will record detailed minutes from the PTO meetings. The Secretary will copy and distribute the minutes for approval at the following PTO meeting, make approved changes to the minutes and maintain file of approved meeting minutes. The Secretary will submit the approved updated minutes for distribution via the website. The Secretary will serve as correspondence manager for the PTO, ensuring all correspondence to the PTO is addressed, writing thank you letters when necessary and distributing correspondence received by the PTO to the applicable parties.
4. Treasurer: The Treasurer will receive all monies of the Organization, keep an accurate record of receipts and expenditures, and disburse funds as authorized by vote of the organization members or the Executive Board. The Treasurer will submit the books annually for an audit that shall be completed within 90 days following the end of the fiscal year. The Treasurer will ensure the timely preparation of the tax returns for the PTO. The Treasurer will provide a Treasurer’s report at each PTO meeting.
5. The Office of the Principal shall be the principal of the school and is solely a non-voting advisory position. All other Executive Board members have a voting position.
6. At the May meeting, current officers will relinquish their office to newly elected officers except for the Treasurer position that will end at the end of the fiscal year.

**ARTICLE VI: NOMINATING AND ELECTIONS**

1. Nominations for the offices of President, Vice President, Secretary, and Treasurer shall be called at the March PTO meeting. Elections will be held at the April PTO meeting. If there are single candidates for each office, voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. A two-thirds vote of the membership in attendance at the April meeting is sufficient.
2. **Should it arise where no current executive board member is able to be President, an election would take place for on outside candidate to become PTO President, following the rules above.**
3. Members are eligible for office if they have a student who will be enrolled for the current school year at Blue Sage Elementary.

**Article VII: FINANCES**

1. Budget. A tentative budget shall be drafted by the Executive Board in April for the following school year and approved by a majority vote of the members present at the May meeting.
2. Records. The treasurer shall keep accurate records of any disbursements, income, and bank account information.
3. Expenses. The Board shall approve all expenses of the organization. The Executive Board may approve individual expenditures up to $500 without the vote of the PTO body. All monies over $500 not specifically allocated to be spent through the budget must be presented at a PTO meeting by using the following steps. **The Executive Board may approve individual expenditures up to $1,000 without the vote of the PTO body. All monies over $1,000 not specifically allocated to be spent through the budget must be presented at a PTO meeting by using the following steps:**
   1. A non-budget Fund Request Form must be submitted to the Principal for approval.
   2. After the appropriate approval is obtained, the Fund Request Form shall be submitted to the PTO president.
   3. The PTO President will then add it to the next PTO agenda. At the PTO meeting, it will be presented for discussion.
   4. A vote will take place at the following PTO meeting.
4. Bank Statements: The president must sign and date it on a monthly basis.
5. Financial Statement. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the executive board. At the end of the fiscal year, a sample of the deposits and disbursements will be reviewed by the treasurer and two additional independent PTO members.
6. Fiscal Year. The fiscal year shall be July 1- June 30.

**ARTICLE VIII: MEMBERSHIP MEETINGS**

1. The Blue Sage Parent Teacher Organization meetings are held at Blue Sage Elementary School, 3600 South 215th Street Elkhorn, NE 68022 on the first Tuesday of every month school is in session except January unless otherwise specified. Meetings are scheduled as determined by the Executive Board. Meeting times will be communicated through the district calendar, building newsletter and PTO website **(www.bluesagepto.com)**. All PTO members are welcome, but agenda topic/items that the PTO doesn’t have authority to govern will not be voted on by the PTO.
2. Special meetings of the general membership or the Executive Board may be called by the Executive Board with written notice.

**ARTICLE IX: AMENDMENTS OF BYLAWS**

These Bylaws may be amended at any meeting by two-thirds vote of the members present, provided members have been notified of the proposed changes.

**ARTICLE X: QUORUMS**

Those members present at a duly called meeting shall constitute a quorum. A simple majority of that quorum is necessary to enact business items on the agenda.

**ARTICLE XI: PARLIAMENTARY AUTHORITY**

All matters of parliamentary procedure not specifically provided for herein shall be conducted in accordance with Robert’s Rules of Order Revised.

* + PTO Executive Board Submission for vote at April PTO meeting- submission of names include:
    - President- Jennifer Giorgis
    - Vice-President- Shannon Hofer
    - Secretary- Ashley Ladd
    - Treasurer- Kristi Karas (in accounting and treasury for her whole career)
* REMINDERS
  + Submit receipts on PTO website- BlueSagePTO.com
  + Email photos for the yearbook to- [BlueSageBearsYearbook1@gmail.com](mailto:BlueSageBearsYearbook1@gmail.com)
    - Valentine Party, first day of school, 5th grade baby pictures
* Open Items- questions and comments
  + Can we meet with all the committee chairs to discuss changes/budget needs for the following year? Maybe this could be done in May before the PTO meeting?
  + LAST school day as of right now is May 24th (Wednesday)! IF there is another school day, it would change our last day to May 25th. It will be 11:30am dismissal! 5th grade graduation is the day before the last day.
* Next Meeting- Tuesday, April 4th, 6:30 p.m.
* Meeting called to close by Shannon and Bonnie!
* Thank you for your support!