

Brummer Neighborhood Council PTO General Meeting Minutes

October 12th, 2023

4:30pm

Brummer Library

1. **Call to order** 4:33 p.m.
2. **Approval of minutes from September 14th** (5m)
Motion to Approve: Michele Sanders
2nd: Jillian Smith
Approve: 8
Deny: 0
Abstain: 2
3. **Officers' Reports** (10m)
 - A. President's Report (Kristin Lowell)
 - Welcome Danielle as our newest board member! She is the Co-Volunteer Coordinator.

We still have openings for Vice President and Co-Treasurer, as Nikki Orton's student is a fifth grader and this is her last year with the BNC. We are hoping to have a co-treasurer to train with Nikki in preparation for next year.
 - B. Treasurer's Report (Nikki Orton)
 - This month's income and expenses

Expenses: We purchased dinners for Parent Teacher Conferences next week, a musicplay online subscription, and flowers for Leslee Voss after the loss of her mother. The BNC also purchased an item for the sensory room. We purchased book fair decorations, but the line item for this includes petty cash in addition to the decorations, so this number will change. Movie Night cost \$855 less than budgeted. We did pre-pay for next year's movie night screen rental and popcorn from Fun Flicks, because we needed to rework the contract for this year due to rain/moving the event indoors. The BNC made a deposit for the YMCA camp for 5th graders and purchased food for the Volunteer Breakfast. The Membership Toolkit yearly subscription was renewed, the taxes were filed, and there were some international fees from the purchase of the mascot costume.

Income: We earned \$363 from the Movie Night raffle. We received money from Busch's and from the Willow Greenhouse fall fundraiser. We earned more money than anticipated with the Willow Greenhouse fundraiser, so we were able to use some of the profit to cover the delivery fees for the winter Willow Greenhouse fundraiser. (In the fall, we raised the price of each item by \$1 to cover the delivery fee, but we do not need to do this now for the winter fundraiser.)

The budget currently shows the Read-A-Thon as earning approximately \$7,000 over budget, but there may be more receipts to submit so this number should change. We budgeted \$20,000 for the Read-A-Thon and after fees we raised more than \$25,000.

We sold some hairbows (spiritwear) during the movie night and earned \$204 for that.
4. **Principal and Teacher's Report (Stacy Cooper)** (5m)

Thank you to the BNC for Movie Night. Mrs. Cooper received a lot of great feedback about the event. She is looking forward to the Scholastic Book Fair and the Trail of Treats in the coming weeks. Thanks to the BNC also for the Read-A-Thon, as it was a lot of hard work and we raised a lot of money for school activities and supports.

Mrs. Cooper confirmed that Friday 6/7/24 works with the gym teacher for field day.

We are looking for a new afternoon para, as Mrs. Paulin is leaving. Interested parties must have at least a high school diploma and can inquire with Mrs. Cooper.

5. Committee and Event Reports

(20m)

A. Read A Thon Recap (Kristin)

- Raised \$26,409.81
- After fees we received \$25,397.41
- Students read a total of 133,420 minutes - Great job on passing our goal!
 - Voted on the movie for movie night – Super Mario Bros
 - Voted on the mascot name - Paws
- Increased the number of incentives this year with the hope of generating more excitement.
 - Staff feedback -

Michele Sanders and Jillian Smith reported that teachers and staff felt that there were a lot of incentives in a short 2-week time span, and it was difficult for teachers to fit them in along with the curriculum. It was also difficult to do right at the beginning of the school year, when classrooms are still establishing routines and getting things started. They reported that teachers felt like they didn't have enough feedback about what the incentives would be, and it was hard for them to keep track of everything. It was suggested that in the future, we have two fundraisers - for example, something simpler like a Fun Run in the fall (but not immediately at the start of the school year) and a Read-A-Thon in the spring, possibly to coincide with March is Reading Month.

The Lip Sync Battle was great and everyone loved it! Teachers have gotten a lot of great feedback from students. It was difficult getting teachers to sign up to participate this year, but after seeing how it went, they anticipate that more teachers will be open to participating next year. The signs at the front of the gym that designated when the children should cheer and when they should be quiet were very helpful. The assembly was also relatively short, which was appreciated. This is definitely an incentive to consider having again.

- 50% fundraising participation
- 70% reading participation

B. Family Movie Night Recap 10/6 (Kristin)

- Super Mario Bros – students voted via Google doc that was emailed to parents since all movie options were PG
- Due to the weather, moved the movie into the gym
 - Reworked contract with Fun Flicks to reduce popcorn quantity, get a smaller screen and remove the generator fee.
 - Could not cancel original contract so that is pre-paid for next year's event

- Only had one food truck, D&W. They stayed until about 8:30 and were consistently busy. Would be happy to be invited back again next year. They had GF options also
 - Fun Foods canceled due to rain
- Sold out of hot cocoa and most of the popcorn
- Brookes Sweet Treats sold ice cream – was popular. Sold out of certain flavors
- Raffle, bows, and glow wands all sold well
- Had 3 face painters, 1 tattoo station – had lines all night for the face painting
- Started raining around 6:30pm so we moved all stations inside
- 417 people sign-in - It was a great turnout!

C. 5th Grade Committee (Nikki)

- Track shirts

We are just waiting for a few more student t-shirt sizes and then we can place the order for the 5th grade track shirts.

- Ghost grams

We are hoping for adult volunteers to sell Ghost Grams at lunch to raise money for 5th graders. We will only sell allergy-friendly Yum Yum Pops to all students, to ensure that there are no mix-ups and no chance of students with allergies getting the wrong type of sucker. The suckers will be sold in the hallway outside of the cafeteria so as not to create more chaos in the lunchroom. Mrs. Cooper requested that someone be there to help the younger students fill out the Ghost Grams to ensure that it is legible and clear. We will ask the 5th grade teachers if it's possible for some 5th grade students to help with this during lunch.

The BNC will distribute the suckers to students on Halloween at the end of the day, so as not to disrupt class time. It was suggested that each student's Ghost Grams be distributed in bags that are not transparent so that other students cannot see how many everyone else received. The BNC will purchase suckers for any student that didn't receive any, and label it from "A Bobcat," so each student will receive at least one. The proposed dates are Monday 10/23 through Wednesday 10/25.

They may also be adding spirit days. The BNC will communicate this information to teachers.

D. Book Fair 10/12-10/20 (Stephanie)

- Staff preview was today, 10/12
- Student preview will be tomorrow, 10/13
- Student shopping is 10/16-10/18. Make-up shopping is 10/19 and Friday 10/20 before 10 a.m.
- Will be open for shopping during conferences on 10/17 and 10/19 from 4:30-7:30pm

E. Conference Staff Dinners (Kristin)

- 10/17 – Alekos - Will be picked up around 3:30 so everything is set up and ready by 4. We do have a vegetarian option, but we still need a gluten free option added. Kristin will make sure to add this.
 - 10/19 – Palm Palace - will be ready by 4 for teachers. It will have both GF and vegetarian options.
- F. Trail of Treats 10/25 (Kristin)
- Looking for 40 volunteers to decorate stations. There are currently 12 stations.
 - Brummer staff will utilize the Readingland/Candyland decorations from the book fair for their Trail of Treats booth. They are already planning staff costumes to go with this theme. We are looking for volunteers to decorate the booth for teachers.
 - The candy monster is in the office receiving a lot of candy donations
- 6. Unfinished/Old Business (5m)**
- A. Kiln
- Delivery date today, 10/12. The kiln will be set up soon and ready to use.
- 7. New business**
- A. First Responders
- Worked with Mrs. Debolski to create a sign-up genius for donations
 - All donations can be sent to the office by October 23rd
- Most of the sign-up genius slots are filled, so we may add more options. Staff have already started working with their classes to create cards for the first responders.
- 8. Announcements**
- A. South Lyon Nutrition Dine to Donate 10/20 - Kristin is still confirming the details, but we are expected to earn 20% of sales all day for this fundraiser.
- B. Biggby Fundraiser 11/17 – 11/27 - We will get coupons to pass out, and Brummer earns money with each purchase made using the coupons. We may ask for as many coupons as we want.
- C. Willow Winter Sale 11/3 – 11/18 (pickup 11/21 at school)
- D. Holiday Shop 12/4 – 12/8 - There is a meeting with the distributor in about a week to make further plans for the Holiday Shop.
- E. Downtown Shopping Night 12/7
- 9. Adjournment: 5:15 p.m.**

Attendees: Danielle Millenbach, Samantha Hudson, Jillian Smith, Michele Sanders, Stacy Cooper, Kristin Lowell, Stephanie Narry, Nikki Orton, Ashlee Wonnacott, Caryn Walker (via phone)

Brummer Neighborhood Council FY 2023

Treasurer's Report

09/14/2023 - 06/30/2024

October 2023 General Meeting

School/Teacher/Staff Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Teacher & Staff Appreciation Week	-	-	-\$72.33	-\$3,250.00	\$3,177.67
Teacher & Staff Wellness Bar	-	-	-	-\$300.00	\$300.00
Teacher Conference Dinners	-	\$1,024.07	-\$1,024.07	-\$1,200.00	\$175.93
Teacher & School Supplies	-	-	-\$193.79	-\$4,000.00	\$3,806.21
Recess Supplies (indoor & outdoor) (\$1000)	-	-	-	-	-
Teacher Allocations (\$200/teacher)	-	-	-\$107.84	-\$4,800.00	\$4,692.16
Art Dept Allocation	-	-	-	\$200.00	-\$200.00
Music Dept Allocation	-	\$174.95	-\$174.95	-\$500.00	\$325.05
Media Center Allocation	-	-	-	-\$500.00	\$500.00
PE Dept Allocation	-	-	-	-\$1,000.00	\$1,000.00
Resource Room	-	-	-	-\$200.00	\$200.00
Social Work	-	-	-	-\$400.00	\$400.00
Speech	-	-	-	-\$200.00	\$200.00
Sensory Room	\$33.99	\$73.43	-\$174.18	-\$200.00	\$25.82
ESL	-	-	-	-\$200.00	\$200.00
Restorative Practices	-	-	-	-	-
Reading Recovery	-	-	-	-\$200.00	\$200.00
Field Trip Funds (\$800/grade)	-	-	-	-\$4,800.00	\$4,800.00
Ann Arbor Hands-On Museum Slime Time (Kindergarten Field Trip)	-	-	-	-\$600.00	\$600.00
Book Club Books (Grade 3-5)	-	-	-	-\$500.00	\$500.00
Community Affairs / Sunshine Fund	-	\$54.59	-\$54.59	-\$500.00	\$445.41
School/Teacher/Staff Support Totals	\$33.99	-\$1,327.04	-\$1,801.75	-\$23,150.00	\$21,348.25
Student/Family/Community Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Bobcat Den Support (Kona Ice truck every other year)	-	-	-	-\$2,000.00	\$2,000.00
Bobcat Community/Den T-Shirts	\$1,005.00	-	\$1,005.00	-\$1,200.00	\$2,205.00
Lending Closet	-	-	-	-\$500.00	\$500.00
Trunk or Treat (\$1000)	-	-	-	-\$500.00	\$500.00
Scholastic Book Fairs (\$800)	-	\$591.94	-\$591.94	-\$200.00	-\$391.94
Holiday Gift Shop	-	-	-	-\$50.00	\$50.00
Family Fun Paint Night (\$1500)	-	-	-	-	-
Summer Reading Program	-	-	-	-\$1,500.00	\$1,500.00
Popsicles on the Playground	-	-	-\$113.68	-\$300.00	\$186.32
Field Day (Opt Cut)	-	-	-	-\$1,500.00	\$1,500.00
Fall Movie Night	\$495.00	\$1,589.35	-\$1,644.35	-\$2,500.00	\$855.65
Breakfast with Your Bobcat (\$1500)	-	-	-	-	-

Student/Family/Community Support	Income	Expenses	Year to Date	Net Budget	More/-Less
Volunteer Appreciation	-	-	-	-\$100.00	\$100.00
Volunteer Breakfast	-	\$250.00	-\$250.00	-\$250.00	-
Hospitality	-	-	-\$150.00	-\$500.00	\$350.00
BNC Meeting Childcare	-	-	-	-	-
Opening Meeting Treat	-	-	-	-	-
Student Council - Pass through	-	-	-	-	-
First Responder Appreciation (\$200 - signup donations?)	-	-	-	-	-
5th Grade Sponsored Expenses					
Last Day Breakfast or Field Day Lunch (2000)	-	-	-	-\$1,500.00	\$1,500.00
Camp Scholarships	-	-	-	-\$400.00	\$400.00
Track/Year T-shirts (ask for sponsorship)	-	-	\$15.00	-\$1,300.00	\$1,315.00
5th Grade Camp	\$195.37	\$839.00	-\$626.68	-\$708.80	\$82.12
4th Grade Funds toward 5th Grade camp	-	-	-	-	-
5th Grade Sponsored Expenses Totals	\$195.37	-\$839.00	-\$611.68	-\$3,908.80	\$3,297.12
March is Reading Month					
Author Visit	-	-	-	-\$2,500.00	\$2,500.00
Prizes/Books	-	-	-	-\$1,000.00	\$1,000.00
One School, One Book (\$3500)	-	-	-	-\$2,000.00	\$2,000.00
MIRM T-shirts & Author Books	-	-	-	-\$500.00	\$500.00
March is Reading Month Totals	-	-	-	-\$6,000.00	\$6,000.00
Assemblies					
North American Presentation (5th Grade) (Opt Cut)	-	-	-\$375.00	-\$600.00	\$225.00
Science Alive or Kensington (all school) (Opt Cut)	-	-	-	-\$2,500.00	\$2,500.00
Optional Second Assembly (800)	-	-	-	-	-
Assemblies Totals	-	-	-\$375.00	-\$3,100.00	\$2,725.00
Family Social Events - Pass Through					
Rollerama Skate Night	-	-	-	-	-
Pinz Bowling Night	-	-	-	-	-
Summer Splash & Blast	-	-	\$192.86	-	\$192.86
2024 Fall Movie Night carryover	-	\$739.67	-\$1,479.34	-	-\$1,479.34
Family Social Events - Pass Through Totals	-	-\$739.67	-\$1,286.48	-	-\$1,286.48
Student/Family/Community Support Totals	\$1,695.37	-\$4,009.96	-\$4,018.13	-\$24,108.80	\$20,090.67
PTO Admin					
PTO Insurance (2024-25)	-	-	-	-\$535.00	\$535.00
Zoom	-	-	-	-	-
Budget Software (Moneyminder)	-	-	-\$179.59	-\$200.00	\$20.41
Membership Toolkit Directory & Store	-	\$550.00	-\$550.00	-\$500.00	-\$50.00
Taxes & Reports	-	\$26.49	-\$46.49	-\$70.00	\$23.51

PTO Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
Misc - Checks, bank fees	-	\$15.04	-\$15.04	-\$50.00	\$34.96
Office Copies	-	-	-	-	-
Amazon Business Prime	-	-	-	-\$150.00	\$150.00
PTO Admin Totals	-	-\$591.53	-\$791.12	-\$1,505.00	\$713.88
Special Projects & Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Special Projects (\$5000)	-	-	-	-	-
Staff Grants (Music Web Program included) (\$5000)	-	-	-	-	-
Kiln (Opt Cut)	-	-	-	-\$4,900.00	\$4,900.00
Bobcat Mascot Costume	-	-	\$166.28	-	\$166.28
Special Projects & Grants Totals	-	-	\$166.28	-\$4,900.00	\$5,066.28
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Read-A-Thon	\$25,397.41	\$301.86	\$23,909.76	\$17,000.00	\$6,909.76
Square1 Art	-	-	-	\$700.00	-\$700.00
Busch's Rewards	-	-	\$206.85	\$500.00	-\$293.15
Toarmina's Dine-to-Donate	-	-	-	\$1,500.00	-\$1,500.00
Kroger Rewards	-	-	\$551.80	\$2,000.00	-\$1,448.20
Little Caesar's Pizza Kits	-	-	-	\$1,500.00	-\$1,500.00
ShopWithScrip - RaiseRight	-	-	-	-	-
Parents' Night Out / Silent Auction	-	-	-	-	-
Spiritwear	\$204.27	\$105.00	\$99.27	\$400.00	-\$300.73
Willow Greenhouse Sales					
Fall Sale	\$1,055.07	\$2,958.97	\$653.38	\$500.00	\$153.38
Winter Sale	\$100.00	-	\$100.00	\$500.00	-\$400.00
Spring Sale	-	-	-	\$200.00	-\$200.00
Willow Greenhouse Sales Totals	\$1,155.07	-\$2,958.97	\$753.38	\$1,200.00	-\$446.62
Benevity Fund Donation	-	-	-	-	-
BoxTops	-	-	-	-	-
Donation	-	-	-	-	-
Playground Stencil Rental	-	-	-	-	-
Downtown Shopping Night	-	-	-	\$400.00	-\$400.00
Interest Earned	\$0.32	-	\$0.32	-	\$0.32
Monthly Dine-to-Donate Rotation	-	-	-	\$1,000.00	-\$1,000.00
Calendar Raffle	-	-	-	\$8,000.00	-\$8,000.00
Movie Night Raffle	\$363.44	-	\$363.44	\$500.00	-\$136.56
Quick-Silver Spirit Items	-	-	-	\$100.00	-\$100.00
Fundraising Totals	\$27,120.51	-\$3,365.83	\$25,884.82	\$34,800.00	-\$8,915.18
Grand Totals					
	\$28,849.87	-\$9,294.36	\$19,440.10	-\$18,863.80	\$38,303.90

Bank Account Balances	09/14/2023	06/30/2024	Last reconciled	Summary for the Period	
Huntington Checking 2235	\$10,264.62	\$29,819.81	10/11/2023	Starting Total	\$22,814.70
Huntington Savings 2010	\$12,550.08	\$12,550.40	Never	Income	\$28,849.87
Store - 5th Grade Camp Spring 2023 Clearing Account	-	-	Never	Expenses	-\$9,294.36
				Ending Total	\$42,370.21
Store - 5th Grade Track T- Shirt Replacement Orders 2022-23 Clearing Account	-	-	Never		
Totals	\$22,814.70	\$42,370.21			
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: _____ Signature: _____ Date: _____