

## **Brummer Neighborhood Council PTO General Meeting Minutes**

**November 9th, 2023**

**4:30pm**

**Brummer Team Room**

1. **Call to order** 4:25 p.m.
2. **Approval of minutes from October 12th** (5m)  
Motion to Approve: Stephanie Narry  
2<sup>nd</sup>: Jilian Smith  
Approve: 7  
Deny: 0  
Abstain: 1
3. **Officers' Reports** (10m)
  - A. President's Report (Kristin Lowell)
  - B. Treasurer's Report (Nikki Orton)
    - This month's income and expenses  
Purchases this month included Parent Teacher Conference dinners, den shirts, and card stock. We made a deposit for the 5th grade field trip to Camp Copneconic.  
Deposits were added from the Mabel's Labels fundraiser, Busch's, and a check from CD Orthodontics to go toward the purchase of books for One Read.
4. **Principal and Teacher's Report (Stacy Cooper)** (5m)

The teachers appreciated the dinners purchased during Parent Teacher Conferences. Thank you also from the special education team for items purchased for the sensory room.

Mrs. Cooper expressed appreciation for the conference dinners and also the recent Scholastic Book Fair and Trail of Treats.

A previous BNC-PTO purchased Buddy Benches for the playground years ago, and those benches are now in need of painting. We discussed waiting until spring and power washing the benches first. We could possibly ask the Student Council or Girls on the Run if they'd like to paint the benches as part of a service project. We still have paint left over from when we painted the walking path a couple of years ago. We will need to follow up on this in the future.
5. **Committee and Event Reports** (20m)
  - A. 5<sup>th</sup> Grade Committee (Nikki)
    - Track shirts - The shirts have been ordered, but we have not received them yet.
    - Ghost grams Recap -
      - Sold about 1300

- After expenses, profit was \$1056.02, which is \$14.08/student
- 47 Ghost Grams paid for out of profits
- Delivered to students end of day on Halloween in brown, labeled paper bag.

The kids really loved the Ghost Grams and overall it was very successful. A lot of parents purchased suckers for the whole class. The event went smoothly and it was good to have it outside of the cafeteria. We would consider doing this again, and discussed having a similar fundraiser at a different holiday (such as Valentine's Day). In the future, it would be best to have more help assembling the suckers, such as 5th grade helpers. It was also beneficial that each student's suckers were delivered at the end of the day in brown paper bags, so the students could not see how many suckers everyone received.

Caryn Walker was one of the parents who planned and sold the Ghost Grams. She was unable to attend this meeting, but offered feedback via email prior to the meeting. She noted that they won't be using personal accounts for payment next time (to save money on BNC fees and maximize fundraiser profits, and also to accommodate parents who do not have PayPal). In the future, it would be great if we could find a way to avoid the BNC PayPal fees. Using Zelle may be a cheaper option in the future.

#### B. Book Fair Recap (Stephanie)

The Scholastic Book Fair was a success. We sold approximately 2,050 books! Using Scholastic dollars, all staff were able to add \$50 worth of books to their classroom/office libraries. Additionally, teachers, Reading Recovery, and resource staff were able to add \$200 in supplies. The library ordered \$1,000 in books from the Scholastic Dollars Catalog with profits from our Spring 2023 book fair. Students who participated in the summer reading program and returned their books received a voucher to purchase a book costing \$10 or less.

Looking forward to the spring book fair, we would tentatively like to have the teacher preview on 3/7/24, and student shopping the week of 3/11/24. We are also hoping to host another Family Literacy Night on Wednesday 3/13. Mrs. Cooper will double check the dates to confirm they will work.

The book for One Read in March has been approved. It will be Beatrice Zinker Upside Down Thinker. The author is local, and Leslee Voss is working to arrange an author visit. We may be purchasing the books through 2 Dandelions bookstore. The book is the first in a three-book series, so if students enjoy this book they may want to read the other two. CD Orthodontics has donated \$1,000 toward the purchase of the books.

#### C. Trail of Treats 10/25 (Kristin)

- 16 decorated booths – 4 businesses, 1 staff, 11 volunteers
- Approximately 400 trick or treaters
- Candy Monster brought in 4,239 pieces of candy
- PTO purchased additional for total of 8,129 pieces (500 per station)

- Had a lot leftover – using for Bashes and staff prize bins

We had a good turnout and the event went well! We are hoping for more stations next year. We are open to ideas for ways to recruit more families and businesses to decorate booths.

**D. Willow Winter Sale 11/3-11/18**

- Pickup 12/1 at Brummer

The orders are slowly trickling in. We should promote more on Facebook and possibly send a flier home with students.

**E. Holiday Shop 12/4 – 12/8**

- Set up 12/4 with shopping 12/5 – 12/7. Make-up day 12/8. There will not be a preview day this year.
- Flyers were sent home Monday 11/6. Shopping envelopes will be sent home as it gets closer
- Sign-up genius for volunteers and staff have been sent out
- Vouchers pending student count - Students who qualify for free and reduced lunch can get a voucher toward the holiday gift shop, probably in the amount of \$5 per student. There is a new privacy law, which is creating some confusion, logistically. We are hoping to give the vouchers to the building social workers, who can distribute the vouchers to the appropriate students, so that BNC members will not have access to those student's names. There are 96 students who currently qualify. Mrs. Cooper agreed to look into the new privacy law and figure out the logistical piece.

**F. Downtown Shopping Night 12/7 -**

We are working with several downtown businesses this year, including The Grande Trunke, The Lemon Tree, Coral Sash, and Venue. We discussed asking more businesses to participate, such as the Twisted Cork or MI Locker Room.

**6. Unfinished/Old Business**

**(5m)**

**A. Kiln**

- Delivered 10/27!

**7. New business**

The Lego League is in the process of being set up. Mr. Mimnaugh has not let families know yet if their student has made the league. He may be sending a letter home to families.

**8. Announcements**

**A. Toarmina's Dine to Donate 11/14**

**B. Biggby Fundraiser 11/17 – 11/27 - We are waiting to confirm the details for this.**

**9. Adjournment 4:57 p.m.**

**Attendees:** Stephanie Narry, Nikki Orton, Kristin Lowell, Michele Sanders, Jilian Smith, Danielle

Millenbach, Ashlee Wonnacott, Stacy Cooper

# Brummer Neighborhood Council FY 2023

## Treasurer's Report

10/12/2023 - 11/09/2023

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	\$66.97	\$137.24	-\$1,094.34	-\$1,200.00	\$105.66
Teacher & School Supplies	-	\$71.45	-\$265.24	-\$4,000.00	\$3,734.76
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	-\$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	-	-	-\$174.18	-\$200.00	\$25.82
ESL	-	-	-	-\$200.00	\$200.00
Restorative Practices	-	-	-	-	-
Reading Recovery	-	-	-	-\$200.00	\$200.00
Field Trip Funds (\$800/grade)	-	\$800.00	-\$800.00	-\$4,800.00	\$4,000.00
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	-\$500.00	\$445.41
<b>School/Teacher/Staff Support Totals</b>	<b>\$66.97</b>	<b>-\$1,008.69</b>	<b>-\$2,743.47</b>	<b>-\$23,150.00</b>	<b>\$20,406.53</b>
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	-	\$2,226.91	-\$1,221.91	-\$1,200.00	-\$21.91
Lending Closet	-	-	-	-\$500.00	\$500.00
Trunk or Treat (\$1000)	\$25.90	\$301.18	-\$275.28	-\$500.00	\$224.72
Scholastic Book Fairs (\$800)	\$4,964.99	\$4,464.99	-\$91.94	-\$200.00	\$108.06
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	-	-	-\$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	-
Hospitality	-	-	-\$150.00	-\$500.00	\$350.00
BNC Meeting Childcare	-	-	-	-	-
Opening Meeting Treat	-	-	-	-	-
Student Council - Pass through	-	-	-	-	-
First Responder Appreciation (\$200 - signup donations?)	-	-	-	-	-
<b>5th Grade Sponsored Expenses</b>					
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	\$2,149.22	\$293.00	\$1,229.54	-\$708.80	\$1,938.34
4th Grade Funds toward 5th Grade camp	-	-	-	-	-
<b>5th Grade Sponsored Expenses Totals</b>	<b>\$2,149.22</b>	<b>-\$293.00</b>	<b>\$1,244.54</b>	<b>-\$3,908.80</b>	<b>\$5,153.34</b>
<b>March is Reading Month</b>					
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
<b>March is Reading Month Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-\$6,000.00</b>	<b>\$6,000.00</b>
<b>Assemblies</b>					
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)	-	-	-	-	-
<b>Assemblies Totals</b>	<b>-</b>	<b>-</b>	<b>-\$375.00</b>	<b>-\$3,100.00</b>	<b>\$2,725.00</b>
<b>Family Social Events - Pass Through</b>					
Rollerama Skate Night	-	-	-	-	-
Pinz Bowling Night	-	-	-	-	-
Summer Splash & Blast	-	-	\$192.86	-	\$192.86
2024 Fall Movie Night carryover	-	-	-\$1,479.34	-	-\$1,479.34
<b>Family Social Events - Pass Through Totals</b>	<b>-</b>	<b>-</b>	<b>-\$1,286.48</b>	<b>-</b>	<b>-\$1,286.48</b>
<b>Student/Family/Community Support Totals</b>	<b>\$7,140.11</b>	<b>-\$7,286.08</b>	<b>-\$4,164.10</b>	<b>-\$24,108.80</b>	<b>\$19,944.70</b>
<b>PTO Admin</b>					
PTO Insurance (2024-25)	-	-	-	-\$535.00	\$535.00
Zoom	-	-	-	-	-
Budget Software (Moneyminder)	-	-	-\$179.59	-\$200.00	\$20.41
Membership Toolkit Directory & Store	-	-	-\$550.00	-\$500.00	-\$50.00
Taxes & Reports	\$26.49	-	-\$20.00	-\$70.00	\$50.00

PTO Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
Misc - Checks, bank fees	-	-	-\$15.04	-\$50.00	\$34.96
Office Copies	-	-	-	-	-
Amazon Business Prime	-	-	-	-\$150.00	\$150.00
<b>PTO Admin Totals</b>	<b>\$26.49</b>	<b>-</b>	<b>-\$764.63</b>	<b>-\$1,505.00</b>	<b>\$740.37</b>
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)	-	\$4,684.00	-\$4,684.00	-\$4,900.00	\$216.00
Bobcat Mascot Costume	-	-	\$166.28	-	\$166.28
<b>Special Projects &amp; Grants Totals</b>	<b>-</b>	<b>-\$4,684.00</b>	<b>-\$4,517.72</b>	<b>-\$4,900.00</b>	<b>\$382.28</b>
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Read-A-Thon	-	\$51.86	\$23,857.90	\$17,000.00	\$6,857.90
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	-	-	\$99.27	\$400.00	-\$300.73
<b>Willow Greenhouse Sales</b>					
Fall Sale	-	-	\$653.38	\$500.00	\$153.38
Winter Sale	\$439.63	-	\$539.63	\$500.00	\$39.63
Spring Sale	-	-	-	\$200.00	-\$200.00
<b>Willow Greenhouse Sales Totals</b>	<b>\$439.63</b>	<b>-</b>	<b>\$1,193.01</b>	<b>\$1,200.00</b>	<b>-\$6.99</b>
Benevity Fund Donation	-	-	-	-	-
BoxTops	-	-	-	-	-
Donation	-	-	-	-	-
Playground Stencil Rental	-	-	-	-	-
Downtown Shopping Night	-	-	-	\$400.00	-\$400.00
Interest Earned	-	-	\$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	\$500.00	-\$136.56
Quick-Silver Spirit Items	-	-	-	\$100.00	-\$100.00
Mabel's Labels	\$194.58	-	\$194.58	-	\$194.58
<b>Fundraising Totals</b>	<b>\$634.21</b>	<b>-\$51.86</b>	<b>\$26,467.17</b>	<b>\$34,800.00</b>	<b>-\$8,332.83</b>
<b>Grand Totals</b>					
	<b>\$7,867.78</b>	<b>-\$13,030.63</b>	<b>\$14,277.25</b>	<b>-\$18,863.80</b>	<b>\$33,141.05</b>

Bank Account Balances	10/12/2023	11/09/2023	Last reconciled	Summary for the Period	
Huntington Checking 2235	\$29,819.81	\$24,656.96	11/09/2023	Starting Total	\$42,370.21
Huntington Savings 2010	\$12,550.40	\$12,550.40	Never	Income	\$7,867.78
Store - 5th Grade Camp Spring 2023 Clearing Account	-	-	Never	Expenses	-\$13,030.63
				Ending Total	\$37,207.36
Store - 5th Grade Track T- Shirt Replacement Orders 2022-23 Clearing Account	-	-	Never		
<b>Totals</b>	<b>\$42,370.21</b>	<b>\$37,207.36</b>			
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>					

Submitted by:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_