



JAMES L DENNIS ELEMENTARY PTO

A special member meeting of the JLD Parent Teacher Organization was called to order at the following location/date:



**Location: Online via Zoom**



**Date: 10/06/2020**



**Time: 7:30pm**

## Attendees

Attendees included: *Anna Cottle, Michelle Hudson, Charlotte Robinson, Christopher Robinson, Makaria Zolbe, Katie Harless, Deidre Sullens, Vicki Davarpanah*

## Meeting Minutes / Agenda Items

### I. Meeting Called to Order:

- a) Anna Cottle called the meeting to order @ 7:30pm.
- b) Welcome & introduction of board members/officers to the group.

### II. T-Shirt & Mask Sales Reviewed:

- a) Charlotte Robinson let us know 26 T-Shirts & 15 Masks have been sold.
- b) October 16<sup>th</sup> is next cut-off date on orders.
- c) Masks cost to teachers reviewed (\$8.75, ea.) The additional .75 covers the online transaction fees, and masks sold at cost.

### III. Old Business:

- a) Approval of Last Meetings Minutes
  - i) Motioned by Charlotte Robinson, seconded by Michelle Hudson. Approval of Minutes Passed.

### IV. New Business:

- a) Voting in new members of the Board initiated by Anna Cottle for empty Board Positions.



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- i) Makaria Zolbe volunteered and subsequently nominated for the Secretary Position. Motioned by Charlotte Robinson, Seconded by Katie Harless. Elected position passed by unanimous vote. Welcome Makaria Zolbe as the new JLD PTO Secretary.
  - ii) Christopher Robinson volunteered and subsequently nominated for the Treasurer Position. Motioned by Anna Cottle, Seconded by Makaria Zolbe. Elected position passed by unanimous vote. Welcome Christopher Robinson as the new JLD PTO Treasurer.
  - iii) **Bank Account Signatory and Card Holders Note/Vote to get Account in Order:** With the election of our new executive board members for the 2020-2021 school year, Deidre Sullens motioned to: remove all 2019-2020 signatories on the James L Dennis Elementary PTO Bank Account and replace them with the new 2020-2021 Co-Presidents and Treasurer. The new signatories on the bank account shall be Anna Cottle, Charlotte Robinson, and Christopher Robinson. Deidre Love Sullens shall remain on the account as a “card holder” only, not an account signer. All other card holders, e.g., Allison Petty and Vicki Davarpanah, shall be removed. Motion Seconded by Anna Cottle. Motion Approved.
- b) Mrs. White asked for the PTO to consider purchasing Infrared Thermometers for the teachers to have in their classrooms. She will need 35. Makaria Zolbe offered to get a quote.
  - c) There was discussion about perhaps purchasing extra disposable masks for the classrooms, hand sanitizers, hand soap, and safety/hygiene signage. Anna Cottle will get with Mrs. White to ask her about it.
  - d) Deidre Sullens asked Anna Cottle for updated classroom rosters.

## V. Announcements

- a) The next quarterly PTO meeting is scheduled for Election Night (11/3/20). It was decided that we will need to reschedule it. Anna and Charlotte will address schedule and announce change once new date confirmed.
- b) Meeting dismissed at 7:55pm.



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## SUMMARY OF ACTIONABLE ITEMS

Action Items	Owner(s)	Deadline	Status
[Get COVID supply needs from Mrs. White]	[Anna Cottle]	[10/13/20]	[In Progress]
[Obtain quote for Thermometers]	[Makaria Zolbe]	[10/9/20]	[In Progress]
[Obtain updated Classroom Rosters]	[Anna Cottle]	[10/13/20]	[In Progress]
[Rescheduling of next Meeting]	[Anna Cottle]	[10/13/20]	[In Progress]
[Bank Account Transfer Business]	[Anna Cottle]	[ASAP]	[In Progress]

Notes Taken By: \_\_Makaria Zolbe\_\_

Reviewed/Updated By: \_\_Deidre Sullens\_\_