

Parent Team Meeting
February 1, 2018
6:15 PM

1. First order of business is to vote on the PTO By-laws. Motion to approve By-laws put forth by Jennifer Bartle. Seconded by Jean Glaraton. 5 votes FOR, 0 votes against. Motion approved.
2. Discussion on the Article of Incorporation. Mr. G. to check with MSA insurance policy to see if the PTO is covered under the MSA policy. Motion to approve amended Articles of Incorporation by Carolyn Hamil, Seconded by Diane Erickson. 6 votes FOR, 0 votes against. Motion approved.
3. Jean to create an email address to file with the State.
4. Jean to pay \$90 for this PTO registration and be reimbursed by the treasurer.
5. Carolyn has to complete the ST16 with MN Department of Revenue.
6. Jean to file for the 501(c)3. This is going to cost \$275. Jean to pay and be reimbursed. Rachel to be the contact for questions.
7. The PTO is to obtain a file cabinet in building C for all of our official documents.
8. Our next Parent Team meeting is on April 2, 6PM.
 - a. Would like policies and procedures done by April 2.
 - b. We would like to call this a Procedures Manual.
 - c. Meet on February 15, 3:30.
 - d. Jennifer Bartle will start a google.docs and send it to everyone to work on before we meet on the 15.