**Matoska International Parent Board – School Year 2013-2014**

**Meeting Minutes – December 10, 2013**

**Introduction**

The meeting began at 6:25 p.m.

**Previous Minutes**

The November minutes were unanimously approved.

**Secretary’s Report**

Courtney was absent for the meeting. Heather Gysbers took the meeting minutes. All signed in for who was in attendance.

**Treasurer’s Report – John Rogers**

November 2013

Savings balance per bank statement as of 11-30-2013 is $20,401.87

Checking balance per bank statement as of 11-30-2013 is $10,256.06

Year-to-date income is $21,529.25 and expenses are $12,641.36 as of 11-30-2013

Donations for Matoska International from GIVEMN.org was a total of $1,245.56

Leonardo’s Pizza night - $114.76

Saints North - $36.00

Halloween Candy buy-back program - $300.00

The board unanimously approved the Treasurer’s Report.

**Principal Report**

There has been a lot of indoor recess lately due to the severe cold weather we have been having. Construction is going well and it is expected that they can move in over the holiday break. They are trying to get in to use the gym as soon as they can due to a longer waiting process with the gym floor needing to be completely set before using it.

Students were able to take a trip to the Capitol and learn about the government system.

MAP assessments will begin in January.

Busses will be in the front of the “new” part of the building starting in January as well, while parent pick-ups will be in the back part of the building near the gym. Matoska is looking at having a “fast pass” program with students being held in the foyer and this would be used as a way to bypass the routine of having to wait . This will be used at the parent’s discretion and would need to sign a permission form to allow their child to participate in this.

The IB visit went very well and the evaluation will be available in the Spring.

**Activities Update**

**Carnival**

Heidi Christopherson will be the coordinator for the carnival this year. She is looking for a co-coordinator if possible. The first meeting will take place in January. We will try and have 4 bouncers in the gym this year. John Rogers will be the liaison for the carnival committee…thanks John! There is a possibility and a thought of changing the date of the carnival, but at this point it is still being held on the first Friday in May.

**Read-A-Thon**

Angel indicated we are flexible with what we would like to do this year. We will need to determine the dates of what would be the best time to hold the event. Most likely it will be held the first couple weeks in February. John, Matoska principal will be acting as a “fun” laision for this popular event! ☺

**Taxes**

Form 990EZ, the State Attorney General’s form and the MN Secretary of State annual renewal for 2012-2013 are ready to be filed. Angel emailed the board members prior to the December meeting that they were available for review. They were also passed around at the meeting. They will be mailed by December 15th and copies are available if anyone would like to look at them.

**Internal Audit Update**

Members of the PTO board reviewed the receipts and deposits for the audit process from 8/1/12 – 7/31/13. John Rogers, Sonya Zuker, Rebecca Richnofsky and Heather Gysbers approved the audit review. Angel Fleming was also present.

**Buzz Sheet Ideas**

Sonya is continuing to look for ideas to use for the Buzz Sheet. Please continue to email Sonya with any ideas that you may have to contribute for this. Ideas were suggested such as how the excess lunch food is processed may be an idea for parents to know about, etc.

Finally, we went on a tour of the “new” addition to Matoska and looked at how wonderful the new part of the building will look! We are excited!!! ☺