

**MHS PTSO**  
**Meeting Minutes**  
**September 11, 2019**

**Members present**

Melissa Conner, Jean Blackburn, Nicole Shiver, Karen Van Son, Kit Tisdale, Angela Kowalski, Jill Harper, Kristie Ballew, Kristy Stott, Connie Huffman, Kim Almand, Angela Gamble, Vicki Flynn, Bella Bostrom (Student Council) and Greg Roach.

Melissa Conner called the meeting to order at 12:33pm

**Student Council Report**

- Sophomore reps have all been elected.
- Collecting cans for Spirit Week – big success so far. Cans will all be donated.
- Starting plans for Homecoming and Homecoming Court
- Homecoming Carnival: Does PTSO want to sponsor a booth? Possibly a dunking booth? Nicole Shiver is calling Anderson Rental and Angela Gamble is calling All Occasions to check on cost of renting dunking booth.

**Administrative Report – Mr. Roach**

- Activity Periods are going well and are well attended by students. There is increased attendance in clubs.
- This is Alcoa Week/Spirit Week – it is all going well so far.
- Guidance: there are colleges visiting about twice a week most weeks.
- There will be a group visiting colleges by bus over fall break. Still determining which schools.

**Secretary's report**

- Add Angela Kowalski and Kristy Stott to the Teacher Appreciation Committee minutes from August.
- Minutes were approved.

**Treasurer's report**

- A motion was made to put Student Support and Administration/Teacher Support on one line in the budget since they share the expense amount. Kristy Stott made a motion to make this change and Connie Huffman seconded the motion. Motion passed.
- Melissa Conner asked for discussion regarding adjusting the budget so that we have a larger balance at the end of the year. Discussed evaluating each year to see that we have enough. Should we adjust Teacher and Student Appreciation each by \$500 less?
- Nicole Shiver made a motion to approve the budget with the adjustment and Connie Huffman seconded the motion. Motion passed.

## **Financial discussion**

- Jean Blackburn has been working with the IRS on getting our 501c3 status completed. She asked the PTSO to vote on applying for a new tax ID# because they have not been able to identify the correct name associated with the existing account. Nicole Shiver made a motion to change apply for the new tax ID# and Connie Huffman seconded the motion. Motion passed. Below is Jean's update regarding the status and what has occurred:

*MHS PTSO Financial update  
Sept. 11, 2019 meeting*

*The MHS PTSO has maintained a checking account since it was opened in 2012 when this organization started. This was opened with a Tax ID number but the bank does not have a copy of the EIN letter, and the PTSO does not have a copy of this letter in any of their records. In order to properly file for our 501c3 status, we need to list our tax ID number, name, and address exactly as it was stated when our Tax ID number was obtained. If these three do not match the IRS system, we will not be recognized. The issue is we do not have any records or know exactly how our name was listed when our Tax ID number was obtained. After calling the IRS, I tried having them look up our Tax ID number with:*

*Maryville High School PTSO*

*MHS PTSO*

*Maryville High School Parent Teacher Student Organization*

*Also using the following addresses:*

*825 Lawrence Ave (high school)*

*833 Lawrence Ave (central office)*

*Nothing was recognized when I spoke with the IRS representative. She suggested I write in to the IRS (and she gave me the address) to request a name change so we can officially change the name and know what matches our Tax ID number. Not sure how long this will take.*

*After consulting a CPA, it was suggested to just apply for a new Tax ID number. It can be done online and it is fairly quick in getting a response with a new number. This would allow us to have all the original paperwork for our records. If we do this, we would need to update (or possibly open a new) checking account to reflect the new Tax ID number.*

## **Student incentives**

- The first one of the school year will be Thursday, October 3. A sign-up sheet was sent around for volunteers to hand out the ice cream to the students at all lunches. There will be popsicles for the students with allergies (Cafeteria gave permission for us to pull from the freezer on an as needed basis so that we don't have to special order popsicles to have on hand)
- Nicole Shiver is going to try to get some gift cards donated and will purchase some as well to hand out with the ice cream.

## **Teacher appreciation**

- The first teacher appreciation lunch will be held during National Education week on Thursday, November 21. Connie Huffman will reach out to local restaurants (Aubrey's, Chick-fil-a, Salsarita's, Panera and McAllister's all possibilities) that have supported the schools in the past to get quotes for the food for the luncheon.

**New Business:**

- Fall Break October 7 – 15 (Will include Intervention)
- Next Meeting October 16.

**PTSO Meeting Calendar for 2019-2020**

October 16 (because normal day would have been Oct. 9 during fall break)

November 13

December 11

January 8

February 12

March 11

April 8

May 13