

Meriwether Lewis Elementary School
PTO Meeting Minutes
September 15, 2014

A. Review of Written Reports

B. Co-Presidents' Report

- Fall Fundraising - first fundraising goal already met (\$11,000 donation for tablets)
- Also got donation for silent auction of vacation house in the British Virgin Islands.
- ProLink, a local company, also wants to donate Ipads (10 and 12).
- Do we call this annual fund? General consensus is yes (although pointed out that playground would be capital fund)
- PTO magnets as thank you gifts? Bryce and Samantha will do thank you notes. But give magnet as thanks for donating money or time. Cost is expense of fundraiser (500 magnets is \$500).
- Additional updates from Fun Fair planning meeting (9/12) and Committee Chair training (9/15) (water gun game should be outside and recommend changing name of some games).

C. Principal's Report

- Thanks for back to school night. Everything going well.
- Students - 428 (15 over projection), but two empty classroom (will use one has intervention and one for guidance).

D. Faculty Representative's Report

- Teachers love the color printers

- Faucets are up and working.

E. Co-VPs' Report

- Technology Night - 118 survey responses. Oct 6, 6-7:30 is proposed date. Brandi, Andrea Atkinson and Betsy Bell will give presentation on how tech is used at school. School safety officer will also give presentation on internet safety. Will send out flyers with rsvp and free babysitting at the school. Vote: \$200 total for 50 for each presenter. Pay babysitter for \$100 for every 15 kids that sign up. Sept. 30 will be cut off date for babysitting rsvp. Take cost from PTO admin fund. **Motion** to approve up to \$400 tech night - second, and unanimous approval. Deb/Brandi will coordinate babysitters.

F. Secretary's Report

- August minutes approved with minor edits.

G. Treasurer's Report

- Brief Financial Overview - prezone had 83 girls. Ezone - \$17000 so far, but need to pay stipends. Last year income was \$40,000 and expenses were \$36,000.
- Amazon - discussion of Smiles and affiliate account.

H. Volunteer Coordinator's Report

- Volunteer of the Month - nominations for co-volunteers Laura Steenburg and Kristina Parker. **Motion** and second, vote approved.

- 175-180 volunteers signed up overall.
- March 31 is national pencil day

I. Communications Coordinator's Report

- How to Promote your Event (discussed at meeting with committee chairs)

Other:

Discussion of whether we vote to approve the \$11,000 on tablets. Agree to vote on this. **Motion** -vote approved for \$11,000 on tablets.

**Meriwether Lewis School PTO
Actuals v. Budget
2014 / 2015**

	7/1/14 - 9/11/14 ACTUALS			BUDGET
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)
FUNDRAISING PROGRAMS				
Bingo			0.00	420
Birthday Book Club			0.00	-
<i>PayPal Expense Birthday Book Club</i>			0.00	-
Total Birthday Book Club			0.00	-
Box Tops			0.00	1,700
Enrichment Zone				
<i>EZ Stipend</i>			0.00	(6,567)
<i>Enrichment Zone - Other</i>	17,226.01	(173.00)	17,053.01	7,906
<i>*EZ Subtotal</i>			17,053.01	1,339
<i>PrE-Zone</i>	2,916.00	(322.95)	2,593.05	-
<i>PayPal Expense EZ and Pr-EZ</i>		(414.75)	(414.75)	-
Total Enrichment Zone			19,231.31	1,339
Fun Fair				
<i>Fun Fair Pre-Sale Tickets</i>			0.00	2,500
<i>Fun Fair Raffle</i>			0.00	400
<i>Fun Fair - PayPal Expense</i>			0.00	-
<i>Fun Fair - Other</i>			0.00	(900)
Total Fun Fair			0.00	2,000
Fall Fundraiser			0.00	1,931
<i>Fundraiser PayPal Expense</i>			0.00	0.00
Total Fall Fundraiser			0.00	1,931
Grocery Rewards				
Harris Teeter			0.00	400
Kroger	816.00		816.00	1,500
Amazon Affiliates Income	64.92		64.92	600
Grocery Rewards - Other			0.00	-
Total Grocery Rewards			880.92	2,500
Kids' Night Out			0.00	2,200
<i>KNO PayPal Expense</i>			0.00	-
Total Kid's Night Out			0.00	2,200
School Clubs			0.00	-
School Spirit Products	1,491.78	(65.00)	1,426.78	300
<i>School Spirit PayPal Expense</i>			0.00	-
Total School Spirit Products			1,426.78	300
Silent Auction				
<i>Silent Auction Advertising</i>			0.00	-
<i>Silent Auction Cash Donations</i>			0.00	-
<i>Silent Auction PayPal Expense</i>			0.00	-
<i>Silent Auction - Other</i>		(495.00)	(495.00)	22,000
Total Silent Auction			(495.00)	22,000
Yearbook			0.00	800
<i>Yearbook PayPal Expense</i>			0.00	-
Total Yearbook			0.00	800
TOTAL FUNDRAISING PROGRAMS			21,044.01	35,190
OTHER INCOME				
Community Outreach Income			0.00	-
Miscellaneous Income	31.93		31.93	-
Donations - Corp & Individual			0.00	-
TOTAL NET INCOME			21,075.94	35,190

**Meriwether Lewis School PTO
Actuals v. Budget
2014 / 2015**

	7/1/14 - 9/11/14 ACTUALS		BUDGET
	Income	(Expense)	Actual Profit / (Loss)
			Net Budget Income / (Expense)
SERVICES & PROGRAMS PROVIDED			
Art Print		0.00	(250)
Art Show		0.00	(200)
Bulletin Board		0.00	(100)
Classroom Fund	(1,764.74)	(1,764.74)	(13,425)
Cultural Programs & Assemblies		0.00	(1,600)
Day of Caring		0.00	(300)
Family Field Day/Fun Run		0.00	-
Game Night		0.00	(100)
Grade Level Educational Support		0.00	(2,000)
Holiday Kids' Market		0.00	(100)
Instructional Equip & Mat'l-Summer School		0.00	(500)
Instructional Equip & Mat'l-Kiln Supplies		0.00	(750)
Instructional Equip & Mat'l-Other		0.00	(2,155)
Instructional Equip & Mat'l-Tech Supplies		0.00	(450)
Parent Council	(50.00)	(50.00)	(50)
PayPal Expense - Other			
Printing & Postage	(154.10)	(154.10)	(1,000)
PTO Administration - Expense		0.00	(100)
Miscellaneous Expense		0.00	-
Operational Insurance		0.00	(310)
Operational Support Services		0.00	(600)
PTO Admin - Expense - Other	(72.35)	(72.35)	(850)
Total PTO Administration Exp.		(72.35)	(1,860)
School Property Impvmnts-Landscaping	(20.74)	(20.74)	(250)
Staff Appreciation/Hospitality	(2,555.53)	(2,555.53)	(4,500)
Story Night		0.00	-
Sylvia J. Henderson Outreach		0.00	(1,000)
Talent Show		0.00	(200)
Teacher Salary Support-Intervention		0.00	(4,200)
Volunteer Recognition		0.00	(200)
TOTAL SERVICES & PROGRAMS EXPENSE		<u>(4,617.46)</u>	<u>(35,190)</u>
TOTAL NET INCOME (from pg 2)		21,075.94	35,190
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)		<u>(4,617.46)</u>	<u>(35,190)</u>
PROFIT/(LOSS) for 2014/2015 Activities		<u>16,458.48</u>	<u>0</u>
Prior year funding:			
Extra funds for bathroom faucets		0.00	(750)
Media Center shelves		0.00	(7,000)
Art Room Storage	(733.40)	(733.40)	(800)
Garden	(763.38)	(763.38)	(1,500)
Color Printers		0.00	(254)
Security from 2011 Fun Fair	(240.00)	(240.00)	0
Birthday Book Club 2013/14	(35.12)	(35.12)	0
Total 2013 / 2014 Commitments		<u>(1,771.90)</u>	<u>(10,304)</u>
NET PROFIT/(LOSS) FOR ALL ACTIVITIES		<u>14,686.58</u>	<u>(10,304)</u>

President's Report – September 2014

Topics for Discussion

- Fall Fundraising terminology
- PTO magnets as thank yous?
- Additional updates from Fun Fair planning meeting (9/12) and Committee Chair training (9/15)

President Updates

- Positive feedback from Back to School night
- Hosted a (presumably!) positive Committee Chair Thank You & Orientation
- Last-minute addition of Day of Caring to the budget before the general vote
- Revisions to the by-laws passed, and Debbie's position on the board for last year was ratified

Committee Updates:

Fall Fundraising – Bryce Harris/Samantha Hartog/Laurel Geis/Holly Stancil

We have received our first donation, and it's an exciting one!!!! Solicitation letter is being drafted and will be mailed to every MLS household via the school's mailing list. We are working on getting the online donation site up and running. Samantha and Bryce are recruiting volunteers to help follow-up with individuals after letters go out.

Enrichment Zone – Emily Castle

PrE-Zone: Mr. Williams hosted his largest group of girls ever--83! He made \$2,593.05 for the PE department. (Is he building a stadium? Who knows?) I was really happy to see those huge numbers, since we started registration on the first day of school, and registration was open for only a week.

Enrichment Zone: Registration was a little rocky this year. There were some Jotform issues that cropped up late on the night before registration opened, and they were mostly resolved. But we had some user issues where people were choosing more than one payment method, which caused their registration to stall. The good news is that Jotform technical support shared a solution that I think will work well for our form this Spring. And, no information was lost, and we had tons of participation.

There are 199 kids registered for Enrichment Zone Fall I, and many classes filled quickly. The only class we had to cancel was French--there were only 4 students registered, and they won't even come out here for fewer than 5. I attempted to get the parents of those 4 to recruit more students--unsuccessfully. Happily, classes that were cancelled due to low enrollment in the past--like Cheerleading and Checkers & Chess--got great numbers this year. We have a few teachers who are not teaching EZ this year, but we have some who are back (Kelly Oehler, Leigh Anne Kuhn) and Ms. Harbilas, who is teaching for the first time.

I don't know how much teachers are going to want for supplies reimbursement, but I know we're going to turn a profit for Fall I.

Directory – Woody Oakey

I have had good response from the online directory form. At last check there were around 360 entries. I have not checked yet for duplicates - so that number may be slightly overstated. Brandi has prepped the class rosters and staff info for me to pick up later this week. I plan to follow up with teachers end of this week/early next week to get them to try one more time for individuals that have not responded. My goal is to have the directory ready to send to the printer by next Friday 9/19.

Box Tops – Brooke Reid

BoxTops will proceed similar to last year with our big contest taking place in early 2015. I plan to use Meriwether Matters more this year to remind families to be collecting BoxTops all year and also to promote any E Box Tops earning opportunities (redeemed online rather than clipped and mailed in - still earn the same money for MLS).

Silent Auction – Melissa Hoover, Christina Keller, Carleen Kupcis

We have begun Auction prep! Here are a few things we've done:

1. We have secured King Family Vineyards for the auction. We sent an email out looking for new places and even toured a possible new venue. Kennon Ibbeken got us a terrific rate to use the barn at Verulam Farms. Ultimately, we decided to stick with KFV due to size and wifi concerns. Those concerns may be surmountable for a future switch to KFV; however, as we are new to this, we were reluctant to make a big switch that also came with challenges.
2. We have talked with Helen about the auction software. We have decided to stick with Ready, Set, Auction even though their recent update requires us to do some additional work to be ready to go collect donations. Two of our committee members will be meeting with Helen on the 18th to get some RSA training.
3. We have met and divided up the main tasks... see below for a list. Feel free to contact all of us or just one of us depending on the task you wish to inquire about or help with. We all intend to be involved in all aspects, but we wanted to have a main person assigned to each task.
4. As soon as we get our list of committee members, we hope to set a meeting date to get them started on soliciting donations. It would be ideal to do most of this pre-Christmas.

Task distribution/responsibilities:

Carleen:

- Party planning
- Mixers (recruiting, organizing, generating new mixers from families new to MLS with younger kids) (we hope to find a committee member anxious to take a good deal of on this task)

Melissa:

- Donations from businesses
Teacher stuff (talk to Mr. Sherogan about artwork, teachers about teacher gifts)

Christina:

- Marketing (fliers, posters, Meriwether Matters, coordinating with party planning)
- Paperwork/computer stuff, using RSA for bid sheets, brochures, etc...)

ALL: class gifts... be brainstorming (we hope to find a committee member anxious to take on a good deal of this task)

Grocery Programs – Kristina Parker

Flyers with registration information went home week of 9/1. Kroger has two savings programs, one of which will result in cash to the school, so budget was adjusted accordingly. Will continue to promote programs through MM. Amazon focus should be on the Affiliates link on mlspto.org rather than Amazon Smiles, as the amount awarded is significantly higher.

Fun Fair – Kristen Jamison, Julie Chung,

The Fun Fair Committee has been busy soliciting sponsors, creating sub-teams and preparing for the PTO Fun Fair CARNIVAL! On October 17th. We are also finalizing all of the posters, flyers, and ticket groups. See attached sheets for brainstorming of activities. Committee met Friday 9/12 for planning purposes. We're looking forward to a great Fall Fun Fair!

VP Report

Committee Reports:

Back to School Family Picnic: The back-to-school picnic was held Sunday, August 24th from 5-6:30pm and was a fairly successful new event! While attendance wasn't huge, the families who participated thought it was a great idea and very fun. We received a check from Kona Ice for about \$31.00 as part of their profit-sharing program. Next year's board can evaluate whether they want to continue. We think better weather would've been the biggest factor in increasing attendance. Chairs: Laurel Geis and Holly Stancil

Kids Night Out: The first Kids Night Out of the school year is Friday, September 26th. Information was sent out last week in Meriwether Matters with registration information and dates for the year. Chair: Val Newcomb

Technology Night: Technology Night will be held on Monday, October 6th from 6-7:30pm with babysitting provided. Andrea Atkinson, Betsy Bell, and Brandi Robertson will present information focusing on technology use and safety at MLS, and MLS Resource Officer Laura Proffitt will give a presentation about internet safety at home. Survey results and comments from at least 117 respondents has helped bring focus to the night. Chair: Brandi Roberston

Volunteer Coordinator

- We had a very strong response to the PTO Volunteer Forms that were included in the Open House packets. 164 people have volunteered for at least one program/ task/ activity, many of them for numerous jobs. WOW! Including this form in the packet with others required by ACPS was a great way to get parents to complete them and return them promptly. Thanks Mr. Irani for allowing us to do this. All committee chairs have received their volunteer lists and should be ready to roll.
- Landscaping (Kristina Parker): The workday went great. The campus was hedge trimmed, weeded, and mulched (in some areas). Kristina will look into getting miniature boxwoods for the area in front of the Principal's window and will work with Mr. Irani directly to approve. Will also look into some flowering perennials that stay small to put in the same area. Next cleanup will be in spring (April).
- Garden (Kristina Parker): Fencing is in. 15 plots mapped out. Teachers have access. Water is an issue because hose bib is leaking but Administration is working on getting it fixed. Facilities has approved adding a gutter and rain barrel to the trailer next to the garden. Kristina working on getting that done before spring planting. Budget will come from within already approved garden budget. A storage box, 4 watering cans, and 5 hand rakes have been purchased and are in the garden. Day of Caring group coming 9/17 to build compost bins out of old pallets and to spread remaining wood chips (which were donated) on the remaining pathways.
- Birthday Book Club (Kristin Wray): Flyers are printed and will be out in backpack mail before our 9/15 meeting. Andrea Atkinson and Kristin are meeting soon to nail down the actual party date.
- Art Print (Meg Janucik): We are in great shape - the ordered art materials have arrived, most classes have volunteers and the kick off meeting for all volunteers will take place at the end of September with the lessons beginning in the classrooms in October. Very exciting, wonderful program for our children!