

Meriwether Lewis Elementary School
PTO Board Meeting Minutes
August 26, 2013

Attendees: Kristina Parker, Laura Steenburg, Susan Wilson, Holly Stancil, Laurel Geis, Joanne Rome, Dana Quist, Helen Boyd, Kim Cousins, Brandi Robertson, Debbie Parmelee

1. Welcome and Overview

- Discussion of Board Responsibilities
 - Each board member will have subcommittees report to them.
 - Staff and school support report to volunteer coordinator.
 - Presidents have will fundraising committees report to them (fun fair, silent auction, etc).
 - Communications will report to communications coordinator.
 - Community events report to vice-presidents
 - It is the responsibility of the board member to which the event or committee reports to make sure events will happen.
 - We still need chair for yearbook and art show
 - Discussion of calendar, which is a preliminary draft, not final. Brandi and Kristina will finalize.
 - Art show and story night are new events.
 - Game night is new event in November.
 - Discussion of Kindergarten play date, which went well.
- Recording Documentation

- o We will store documents online in Google drives instead of keeping hard copies to make it easier to pass on documents and knowledge each year.
- Funding Processes
 - o Fun Fair, silent auction and sell no stuff were big fund raisers last year.
 - o We also raise some money from enrichment zone and box tops and grocery programs, and sportswear.
 - o Presidents will report back on these.
 - o Discussion of what PTO spends the money on (see budget for events and purchases).
 - o Discussion of expenditure requests (ERs); we look at them all year long. They requests for funding under \$750. Comes from teacher or staff member.
 - o MEP - larger request that we look at end of the year because we don't know how much we'll have until the end of the year.
- Future Meeting Format
 - o Generally the same as last year, board members report on committee, but only address issues, not things that are moving along as planned. Each person's status will go to 5 minutes. We will now have time limits for each item on agenda.
 - o We will really emphasize that parents are invited to meetings. Discussion regarding whether we should allow parents to speak at meetings. General consensus that we will allow that at the beginning of meetings unless it becomes problematic.
 - o We will have opportunity for public comment at the beginning of each meeting.
 - o If you have item that will take more than 5 minutes, let Secretary know in advance for time on agenda.

2. Co-Presidents' Report

- Fall Fun Fair
 - Need volunteers
 - Jennifer Fontenot, Susan Derrico are co-chairs
- Sell No Stuff
 - November time frame
- Enrichment Zone, grocery programs, and sportswear are moving forward with nothing else to report.
- Online directory
 - Want to do online and hard copies.
 - Right now you have to include everything, and we would prefer to have options on what to include. Perhaps change that for next year.

3. Principal's Report

- Day of Caring (Brandi Robertson)
 - Sept. 18
 - Three projects : sundial on back bus loop blacktop
 - Sundial
 - Painting front poles with Mr. Sherigan
 - Sandbox in primary playground (UVA A-school)
 - Will need to purchase some paint and sand.
- New employees: Ms. Ford (1st), Atkinson (library), Fred Bailey (custodian)
- Position changes: Ms. Sadler moved to Kindergarten, Mr. Thornton moved to 2nd grade.

- Mr. Napier, former custodian, left county employment.
- On County website, under school board info, there is a new goal and objectives (good for PTO to be aware of).
- It is a student-centered goal with five objectives.
- We may see changes in building that will go along with these goals/objectives. May also have more teacher requests for furniture, etc. to create students spaces in classrooms.
- Current enrollment - 408.
- We opened a 4th class for first grade, 4th and 5th have 3 classes, but all others are 4 classes.
- No current risk of losing specialist teachers.

4. Faculty Representative's Report

- Nothing to report

5. Co-VP's Report

- Nothing to report

6. Secretary's Report

- Review of process for submitting reports & agenda items.
- Email reminder on Monday before meeting, get everything by Wednesday.

7. Treasurer's Report

- 2013-14 Budget Discussion
- Starting year with \$50,000, but Prior year commitment of over 27,000 already spoken for.
- Discussion of events/expenses: Bingo night, profit of \$500; birthday book club, anything we make goes to library; book fair doesn't come through PTO; box tops - big money maker;

Ezone - small profit, but will keep an eye to break even;
Fun fair - focus now more community event instead of fundraiser;
Sell no stuff - unsure what we'll get; grocery rewards - should we drop retail rally? We will let them use parking lot but no longer have a connection with the school, Horse and buggy- we will get them off list; Kids art - taking break; Kids night out is just a break even; School clubs will go through PTO; School spirit - sportswear; Silent auction - estimate \$20,000 profit; Yearbook - no projected increase; propose \$39,000 plus for fundraising this year; Art print, the same; Art show and story night will be separate; Classroom fund for supplies; Cultural programs and assemblies, now separated from grade level educ. support (why number went down); Family field day; fun run; board game night; grade level educational support; Holiday kids market; Summer school; Art supplies; other instructional materials; Parent council; Paypal expenses; Printing and postage; mostly for directory; Pto admin expenses

- School property expenses (need to replace tree) - Kristina will work with angie
- Staff appreciation
- Outreach (needy families)
- Talent show, not this year
- Intervention - still need budget from division, but probably same as last year.
- Volunteer recognition
- Year end gift (this number can change)
- We have to spend what we earn each year.
- Deb Parmelee brought up Ipad mini issue (former ER)- they cost double what we thought. And they cannot be ordered until December. Approved up to \$575, so we can get one and gift cards. We may hold off on bench so we can buy two

Ipads. Or the cart might be less than we thought so may have extra money for that. May also have extra \$ from curtains.

- We will revisit issue of Ipad purchases.
- Faucets will be done later in year.
- MEP/ER discussion
 - Have one MEP and one ER already
 - Should we allocate funds to each grade, or just have bucket?
 - Keep it as a bucket and not grade level specific
 - Keep final price within 10% of estimate

Actions Taken

Motion for energy program ER- passed unanimously

Motion for va museum outreach ER - passed unanimously

Motion to present budget to parents - passed unanimously

8. Communications Coordinator's Report

- Review process for submitting content for Meriwether Matters.
- Get items to Dana by 9am Tuesday for it to go to Wednesday. Have wording already final.

9. Volunteer Coordinator's Report

- Update on Process for collecting volunteer names
 - There is google docs for sign up
 - Flyer will go to classrooms too
- Volunteer of the Month

- o March volunteers were Robyn Mattern and Sarah Gray Parrish and they never got officially recognized so we will do it for September.

Action Taken

- o **Motion** to recognize Robyn Mattern and Sarah Gray Parrish for September - unanimously passed

10. Discussion of Agenda items for next month

- Arts in Western Education (AWE) - Skye O'Donnell

New ers for September

Laura - talk about er process and criteria and be more structured

Wants more active classes - soccer for ez? Outside coach, not a parent

Meeting adjourned at 8:45.

**Meriwether Lewis School PTO
Preliminary Budget - 2013 / 2014
As of August 22, 2013**

	2012/2013				2013/2014			Budget Notes
	Budget	Actual			Proposed Budget			
	Net Budget Income/(Exp)	Income	(Expense)	Profit/(Loss)	Income	(Expense)	Profit/(Loss)	
FUNDRAISING PROGRAMS								
5th Grade	0	1,656	(2,247)	(591)	-	-	-	2012/13 expense was final 5th grade gift
Bingo/Game Night	1,000	833	(319)	514	800	(200)	600	
Birthday Book Club	0	2,660	(2,633)	27	2,500	(2,500)	-	All proceeds return to Library
Book Fair - Misc Inc/Exp	0	294	(294)	-	-	-	-	Incidentals
Box Tops	1,400	1,936	(101)	1,835	1,800	(100)	1,700	
Enrichment Zone								
EZ Stipend	(4,823)		(6,088)	(6,088)		(6,567)		
Enrichment Zone - Other	9,107	42,224	(31,617)	10,606	37,595	(29,732)		
**EZ Subtotal	4,284	42,224	(37,705)	4,519	37,595	(36,299)		
PrE-Zone	0	4,428	(4,418)	10	3,240	(3,240)	-	
Total Enrichment Zone	4,284	46,652	(42,123)	4,529	40,835	(39,539)	1,296	
Fun Fair								
Fun Fair Pre-Sale Tickets	1,600	3,311		3,311				
Fun Fair Donations	0	1,300		1,300				
Fun Fair Raffle	0	390		390				
Fun Fair - Other	900	3,158	(3,499)	(341)				
Total Fun Fair	2,500	8,159	(3,499)	4,660	5,000	(3,000)	2,000	
Fall Fundraiser-Sell No Stuff	2,250	9,192	(239)	8,953	7,250	(250)	7,000	
Grocery Rewards								
Harris Teeter	400	684		684	500			
Kroger	5,500	5,725		5,725	5,500			
Horse & Buggy	100	50		50				Continue?
Retail-Relay	100			-				Continue?
Grocery Rewards - Other	(50)		(41)	(41)		(50)		
Total Grocery Rewards	6,050	6,460	(41)	6,419	6,000	(50)	5,950	
Kids' Art Cards	1,500	4,684	(3,166)	1,518	-	-	-	Discontinued in 2013/14
Kids' Night Out	1,000	11,612	(11,369)	243	11,000	(11,000)	-	
School Clubs	0	733	(733)	-	-	-	-	Account used only as needed
School Spirit Products	200	3,200	(2,917)	283	2,750	(2,500)	250	
Silent Auction								
Silent Auction Advertising	400			-				
Silent Auction Cash Donations	0	3,000		3,000				
Silent Auction - Other	20,000	29,039	(5,356)	23,683				
Total Silent Auction	20,400	32,039	(5,356)	26,683	25,000	(5,000)	20,000	
Yearbook	1,000	5,739	(5,012)	728	5,800	(5,000)	800	
TOTAL FUNDRAISING PROGRAMS	41,584	135,848	(80,048)	55,800	108,735.00	(69,139)	39,596.00	
OTHER INCOME								
Community Outreach Income	0	1,500		1,500	-			
Miscellaneous Income	0	31		31	-			
Donations - Corp & Individual	0	113		113	-			
TOTAL NET INCOME	41,584	137,492		57,444	108,735.00		39,596.00	

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SERVICES & PROGRAMS PROVIDED							
Art Print	(500)		(223)	(223)	(300)	(300)	
* Art Show/Story Night					(400)	(400)	New Event
Bulletin Board	(100)		(13)	(13)	(100)	(100)	
Classroom Fund	(14,650)		(14,060)	(14,060)	(14,475)	(14,475)	
Cultural Programs & Assemblies	(2,400)		(2,915)	(2,915)	(1,600)	(1,600)	Grade level educ support separated into new acct
Family Field Day/Fun Run	(150)		(297)	(297)	(150)	(150)	Extra \$150 added in 12/13 for ribbons
* Game Night					(100)	(100)	New Event
* Grade Level Educational Support					(2,500)	(2,500)	Previously included with Cultural Programs
Holiday Kids' Market	0		(81)	(81)	(100)	(100)	
Instructional Equip & Mat'l-Summer School	(500)		(500)	(500)	(500)	(500)	
Instructional Equip & Mat'l-Kiln Supplies	(750)		(722)	(722)	(750)	(750)	ER from A. Sherogan
Instructional Equip & Materials-Other	(200)		(122)	(122)	(200)	(200)	
Parent Council	(100)		(100)	(100)	(100)	(100)	
PayPal Expense							
Birthday Book Club			(29)	(29)			
Fun Fair			(46)	(46)			
Fundraiser			(125)	(125)			
Kids' Night Out			(145)	(145)			
Silent Auction			(235)	(235)			
Yearbook			(67)	(67)			
PayPal - Other			170	170			
Total PayPal Expense	(500)		(476)	(476)	(700)	(700)	Excl income adj from 2012/13; Add Sportswear
Printing & Postage	(1,100)		(1,153)	(1,153)	(1,200)	(1,200)	PTO Printing & Directories
Prior Year Commitments	(1,109)		(1,084)	(1,084)			See line item below
PTO Administration - Expense							
Administrative Expense	(150)		(72)	(72)	(200)	(200)	Bank Fees, check reorder
Miscellaneous Expense	0		(27)	(27)	-	-	Returned checks - not recovered
Operational Insurance	(500)		(310)	(310)	(350)	(350)	
Operational Support Services	(550)		(700)	(700)	(600)	(600)	Tax preparation fee
PTO Admin - Expense - Other	(600)		(830)	(830)	(850)	(850)	
Total PTO Administration Exp.	(1,800)		(1,939)	(1,939)	(2,000)	(2,000)	
School Property Impvmnts-Landscaping	(350)		(361)	(361)	(500)	(500)	Incls replacing a tree
Staff Appreciation/Hospitality	(3,000)		(3,158)	(3,158)	(3,300)	(3,300)	\$1200 - Holiday tchr gifts, \$2000 - Hospitality, \$100 Newcomers
Sylvia J. Henderson Outreach	(1,400)		(895)	(895)	(1,000)	(1,000)	
Talent Show	(200)		(192)	(192)	-	-	Alternating years - resume in 2014/15
Teacher Salary Support-Intervention	(4,200)		(4,200)	(4,200)	(4,200)	(4,200)	K. Cousins
Volunteer Recognition	(200)		(70)	(70)	(200)	(200)	
Year-end Gift to MLS for MEPs/ERs	(8,000)		(5,165)	(5,165)	(5,000)	(5,000)	Subject to change pending PTO Board discussion
TOTAL SERVICES & PROGRAMS EXPENSE	(41,209)		(37,726)	(37,726)	(39,375)	(39,375.00)	

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TOTAL NET INCOME (from pg 1)	41,584			57,444			39,596	
TOTAL EXPENSES: SERVICES & PROGRAMS	<u>(41,209)</u>			<u>(37,726)</u>			<u>(39,375)</u>	
PROFIT/(LOSS)	<u>375</u>			<u>19,718</u>			<u>221</u>	
PROFIT/(LOSS) before Prior Year Commitments							<u>221</u>	
Prior Year Commitments (from year end MEPS/ERs & Parent Suggestion spending)							(26,246)	See below
Prior Year Commitments (from Outreach)							(1,500)	Gift from QIM
PROJECTED YEAR END LOSS (due to Prior Year Commitments)							<u><u>(27,525)</u></u>	

Prior Year Commitments from year-end MEPS/ERs & Parent Suggestion spending

Cart for Laptops	3,539
Stage Lighting System	9,694
iPad mini & iTunes gift card for Special Need:	575
Hokki Stooks	661
Black pull curtains	5,169
Repair/Replace bathroom faucets	6,000
Bench(es) for front of school	500
K-2 workroom improvements	108
	<u>26,246</u>

MERIWETHER LEWIS ELEMENTARY SCHOOL & PTO

Expense Request (ER)

TEAM NAME: 3rd grade (76 students)

DATE SUBMITTED: August 20, 2013

EMAIL ADDRESS: Karla Kirtley kkirtley@k12albemarle.org

NAME OF REQUEST: Mariner's Museum Outreach Program, "The Age of Exploration"

**A tentative date is set for May, 2014.

PURPOSE OF PLAN:

This program takes students on an imaginative journey through time; an era when the world was still being mapped and mariners were discovering new landmasses. This fueled the desire for knowledge, riches, and power. The museum teacher will lead discussions about the economic and cultural world of Europe during the late 1400s - early 1600s, present spices for hands on examination, and discuss the importance of spices to the European cultures. Other factors that motivated the exploration of new lands are also examined. Students will view and handle reproductions of navigational instruments spanning the period from ancient times to the Golden Age of Sail.

This outreach program supports Social Studies SOL 3.3 and 3.5.

3.3 the student will study the exploration of the Americas by:

- a. describing the accomplishments of Christopher Columbus, Ponce deLeon, Jacques Cartier, and Christopher Newport.
- b. identifying reasons for exploring, information gained, results of travel and the impact on Native Americans.
- c. examining the motivations for different countries.

3.5 The student will develop map skills by:

- a. locating the regions in the Americas explored by Columbus, Cartier, deLeon, and Newport

Students will also compare maps from the 1490s - 1620s to modern day maps in order to develop a deeper understanding of the view early explorers had on the world.

Expenses:

Item	Quantity	Price
Mariner's Museum outreach program entitled "The Age of Exploration"	76 tickets @\$8.50	\$646.00
round trip mileage for museum teacher - Newport News, VA to Charlottesville	308 miles @ \$.565	\$174.02

TOTAL AMOUNT REQUESTED: \$820.02

Administration: approved _____ not approved _____ held _____ Referred to PTO _____
 PTO Board: approved _____ not approved _____ held _____

Meriwether Lewis Elementary School & PTO Expense Request (ER)

Team/Teacher: 3rd grade Karla Kirtley

Date submitted: August 21, 2013

Email address: kkirtley@k12albemarle.org

Purpose or Plan:

The Third Grade respectfully requests funding for all of our 3rd graders to participate in two outreach programs offered by the Virginia Museum of Natural History. The programs support the SOLs listed below.

Program 1: *Predator and Prey*

This program directly correlates with Science SOL 3.4, 3.5, and 3.6. "The student will investigate and understand relationships among organisms in aquatic and terrestrial food chains."

Key concepts include:

- the terms producer, consumer, decomposer, herbivore, carnivore, omnivore, predator, prey
- Adaptations allow animals to satisfy life needs and respond to the environment through physical and behavioral adaptations. (migration, mimicry, camouflage)
- Ecosystems support a diversity of plants and animals.

The program is hands-on using stuffed mounts, bones, teeth, pelts, etc. from animals native to Virginia. The presenter shows the students the difference between the skulls, feet, bones, and coverings of animals that are predators and of those that are prey. Students are asked to compare and contrast. Students handle all of the specimens except the mounts.

Program 2: *Pass the Energy Please!*

This program directly correlates with Science SOL 3.5 in which students investigate and understand relationships among organisms in aquatic and terrestrial food chains.

Key concepts include:

- the connection between producers, consumers, and decomposers
- the fact that all food chains start with plants
- the fact that energy from the sun is stored in plants and gets passed from organism to organism.
- the fact that certain natural events can cause this cycle to result in overpopulation or a scarcity of animals

The museum educator assigns each child a role in the food chain. The experience allows each student to easily comprehend how the balance of nature, and events in the environment can alter animal and plant populations.

(continued)

Expenses:

Item	Quantity	Price
<i>Predator and Prey</i>	3 class programs	\$150
<i>Pass the Energy Please</i>	3 class programs	\$150

TOTAL AMOUNT REQUESTED: \$300

Additional Comments:

We are combining 4 third grade classes into 3 groups to accommodate time and savings in the cost of these programs. Both of these programs are scheduled for March of 2014.

Administration: Approved ____ Not Approved ____ Referred to PTO ____
PTO Board: Approved ____ Not Approved ____