

**Meriwether Lewis Elementary School**  
**PTO Meeting Minutes**  
**December 15, 2014**

**Present:**Holly Stancil, Laurel Geis, Peggy Williams, Sarah McLean, Jerilyn Teahan, Helen Boyd, Dana Quist, Mike Irani, Brandi Robertson, Joanne Rome, Deb Parmelee

**A. Review of Written Reports**

**B. Co-Presidents' Report**

- Albemarle County Budget Survey:
  - o Bd of Supervisor meeting takeaway - raise taxes and you get voted out. Lots of interest in hearing from parents and teachers, but more so from other community members that are not parents. Salary increases and class sizes are priorities so far.
  - o Employee compensation - if things don't change in terms of tax rate the division would be up \$2.5 million (approx.), but that is offset by health care cost increases and other fixed cost increases. To get a 2% salary increase it will require another \$4 million.
  - o Priorities Being Considered:
    - Keeping current or reducing class sizes
    - Renovating/modernizing schools - upgrading physical spaces of existing schools.
    - Expanding pre-k program.
    - Professional development (\$25 per teacher).
    - Fully funding growth in student enrollment.

- Expand world languages program to more schools.
- Annual Fund update: 35% participation for far with \$33,000 raised.

**C. Principal's Report**

- Discussion of County Budget Survey
- Discussion of Meriwether Lewis PD Fund documents will be in January meeting.
- Band fruit was delivered and appreciated.

**D. Faculty Representative's Report**

**F. Co-VPs' Report**

- Pies and kids market were a hit/successful.
- Children's hospital wants to come and do check presentation with kids for money raised from kids market.

**G. Secretary's Report**

- November minutes are approved.

**H. Treasurer's Report**

- Brief Financial Overview: Ezone final nets - \$2600 for fall 2014. \$304 from Harris Teeter. Waiting for a couple corporate matching donations. \$500 more in Amazon funds. School clubs - has a balance but they are raising money right now for a sculpture.

**I. Volunteer Coordinator's Report**

- Volunteer of the Month - Lisa Goldstein nominated for kids market charity and other work she has done.

Motion to nominate Lisa approved. Bryce Harris and Samantha Hartog recommended for January for annual fund work.

**I. Communications Coordinator's Report**

- Yearbook color and theme has been picked, they are working on content now.

**J. Other**

- Push the nominations for golden apple = that is a big honor for the teachers.
- Coffee and conversation this coming Wednesday - Dec. 17<sup>th</sup>.

## ***President Business – December 2014***

### **Topics for Discussion:**

- **ACPS Budget Survey document** – go over questions and submit as a group

### **President Updates:**

- **Technology Update** – Miroslav Halas has given us a first draft of a website. We'll be working on refining and getting that ready for late winter launch.
- **Professional Development Fund** – Will review specifics of proposed program in detail and plan to vote on a final draft in our January meeting.
- **Band Fruit** – Given to teachers as holiday season gift from PTO on Tuesday, December 9, 2014.
- **Holiday Greenery at front of school** – Thank you to Colleen Bassett for the lovely holiday greenery arrangements in the urns at the entryway of the school!
- **Sandbox Sand** – Sand is in! Thanks to Helen Boyd for getting the gravel into the sandbox and to the Geis/Stancil elves for filling it with sand.

### **Committee Updates:**

- **Fundraising** – Wrapping up active campaign on December 31. Committee is planning another morning of music and dancing bluebirds during carpool drop-off to promote Annual Fund. Something going out in backpack mail this week to remind everyone that it's coming to a close. To date, funds raised are \$34,000+ with 35% of families participating. We have a number of families that have made a commitment but haven't yet sent in gift so we're hoping to get those in the next two weeks.
- **Ezone** – In midst of planning for Spring 2015 and doing payroll for Fall II. Should have budget to actual data for Fall available at next month's meeting.
- **Silent Auction** – Chairs continue to meet every other Thursday.
  - Making progress on donations. Everyone who has been assigned businesses has been actively working on their list. Donations are coming in, but it's a little early to determine how on track we are.
  - Created a link on the PTO website that tells new parents about the auction, including what a mixer is. The document also tells people how they can help if they wish to. Announcements are going out in Meriwether Matters asking parents to contact Melissa if they have anything to donate.

- Still struggling with the idea of class wise or grade wise art projects. We will make a final decision this Thursday at our meeting, but it doesn't look promising that we'll be able to pull this off for this year. If not, we will send out a general call for artwork, similar to last year.
  - Carleen contacting caterers (or at least the one we used last year) to discuss details.
  - Announced our next full committee meeting the first week of January. We hope to discuss many of the non-donation issues that we need to get started on. We have called a morning meeting on Wednesday and an evening meeting on Thursday in the hopes that everyone will be available at one of those two times.
- **Box Tops** – no report
  - **Grocery Programs** – Amazon shows that we have earned \$500 from Oct 1 through today. It shows \$705 for the year to date (starting July 1, 2014). Not sure what has come in from Kroger - that may be determined later in the year because it depends how much of the overall "pie" our shoppers were part of.

## Vice President Report - Sarah McLean and Peggy Williams

### Kids Market - Chair Wendi Smith, Fundraising Chair Lisa Goldstein

The Kids Market was very successful this year and once again the kids were very creative with Minecraft items, ornaments, jewelry, a spirit poster, dog treats, and delicious baked goods to name a few of the booths. Although the actual number of vendors was down this year, the kids raised more for charity than last year - \$320! which went to the SPCA and to the UVA Children's Hospital.

### Kids Night Out - Chair Val Newcomb

Kids Night Out is \$754 in the black after the 2nd Kids Market with the 3rd being held on Friday, December 12th. Almost a third of the registrations pay at the door on the night of with the rest of the participants paying ahead of time. A small percentage pay online (about \$300 worth of registrations.) The next Kids Night Out is **February 20, 2015**.

Technology Night - As a follow up to technology night, Brandi Robertson and Peggy Williams are creating some discussion questions to be posted on the MLS PTO Facebook page. This is a trial to see how engaged people are through this outlet. Brandi is also talking about technology in her blog and a coffee chat is being considered for April or May.

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

	7/1/14 - 12/10/14 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
<b>FUNDRAISING PROGRAMS</b>					
Bingo			0.00	420	
Birthday Book Club	2,800.00	(44.75)	2,755.25	-	
Summer Library Donations	145.00		145.00		
<i>PayPal Expense Birthday Book Club</i>		(25.46)	(25.46)	-	
Total Birthday Book Club	<b>2,945.00</b>	<b>(70.21)</b>	<b>2,874.79</b>	-	
Box Tops			0.00	1,700	
Enrichment Zone					
<i>EZ Stipend</i>		(1,011.92)	(1,011.92)	(6,567)	
<i>Enrichment Zone - Other</i>	21,518.01	(6,895.72)	14,622.29	7,906	
*EZ Subtotal	21,518.01	(7,907.64)	13,610.37	1,339	
<i>PrE-Zone</i>	2,916.00	(2,411.95)	504.05	-	
<i>PayPal Expense EZ and Pr-EZ</i>		(467.59)	(467.59)	-	
Total Enrichment Zone	<b>24,434.01</b>	<b>(10,787.18)</b>	<b>13,646.83</b>	<b>1,339</b>	
Fun Fair					
<i>Fun Fair Pre-Sale Tickets</i>	2,762.00		2,762.00	2,500	
<i>Fun Fair Raffle</i>	405.00		405.00	400	
<i>Fun Fair - PayPal Expense</i>		(37.09)	(37.09)	-	
<i>Fun Fair - Other</i>	3,945.28	(2,415.08)	1,530.20	(900)	
Total Fun Fair	<b>7,112.28</b>	<b>(2,452.17)</b>	<b>4,660.11</b>	<b>2,000</b>	
Fall Fundraiser	34,076.00	(656.55)	33,419.45	1,931	Expecting 2 corp. matching donations.
<i>Fundraiser PayPal Expense</i>		(104.69)	(104.69)	0.00	
Total Fall Fundraiser	<b>34,076.00</b>	<b>(761.24)</b>	<b>33,314.76</b>	<b>1,931</b>	
Grocery Rewards					
Harris Teeter			0.00	400	
Kroger	903.00		903.00	1,500	
Amazon Affiliates Income	269.82		269.82	600	Another \$500 due for 10/1 - 12/8
<i>Grocery Rewards - Other</i>		(43.75)	(43.75)	-	
Total Grocery Rewards	<b>1,172.82</b>	<b>(43.75)</b>	<b>1,129.07</b>	<b>2,500</b>	
Kids' Night Out	4,680.00	(3,964.65)	715.35	2,200	
<i>KNO PayPal Expense</i>		(22.19)	(22.19)	-	
Total Kid's Night Out	<b>4,680.00</b>	<b>(3,986.84)</b>	<b>693.16</b>	<b>2,200</b>	
School Clubs	<b>550.00</b>	<b>(361.84)</b>	<b>188.16</b>	-	Balance is for a sculpture fund
School Spirit Products	1,918.00	(1,740.74)	177.26	300	
<i>School Spirit PayPal Expense</i>			0.00	-	
Total School Spirit Products	<b>1,918.00</b>	<b>(1,740.74)</b>	<b>177.26</b>	<b>300</b>	
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>	70.00	(1,745.00)	(1,675.00)	22,000	RSA (incl. Checkout) + KFV deposit
Total Silent Auction	<b>70.00</b>	<b>(1,745.00)</b>	<b>(1,675.00)</b>	<b>22,000</b>	
Yearbook		(1,324.06)	(1,324.06)	800	Deposit paid
Yearbook PayPal Expense			0.00	-	
Total Yearbook	<b>0.00</b>	<b>(1,324.06)</b>	<b>(1,324.06)</b>	<b>800</b>	
<b>TOTAL FUNDRAISING PROGRAMS</b>	<b>76,958.11</b>	<b>(23,273.03)</b>	<b>53,685.08</b>	<b>35,190</b>	
<b>OTHER INCOME</b>					
Community Outreach Income			0.00	-	
Miscellaneous Income	31.93		31.93	-	Kona Ice Truck
Donations - Corp & Individual			0.00	-	
<b>TOTAL NET INCOME</b>	<b>76,990.04</b>	<b>(23,273.03)</b>	<b>53,717.01</b>	<b>35,190</b>	

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

	7/1/14 - 12/10/14 ACTUALS		BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	
<b>SERVICES &amp; PROGRAMS PROVIDED</b>				
Art Print		(212.92)	(212.92)	(250)
Art Show			0.00	(200)
Bulletin Board		(14.24)	(14.24)	(100)
Classroom Fund		(4,671.26)	(4,671.26)	(13,425)
Cultural Programs & Assemblies			0.00	(1,600)
Day of Caring		(246.46)	(246.46)	(300)
Family Field Day/Fun Run			0.00	-
Game Night			0.00	(100)
Grade Level Educational Support			0.00	(2,000)
Holiday Kids' Market		(43.75)	(43.75)	(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		(11,538.99)	(11,538.99)	(450) Tablets + ink for color printers
Parent Council		(50.00)	(50.00)	(50)
PayPal Expense - Other				
Printing & Postage		(1,040.91)	(1,040.91)	(1,000) \$812 for Directory
PTO Administration - Expense		(18.00)	(18.00)	(100)
Miscellaneous Expense			0.00	-
Operational Insurance		(560.00)	(560.00)	(310)
Operational Support Services		(550.00)	(550.00)	(600)
PTO Admin - Expense - Other		(536.15)	(536.15)	(850) \$350 for Tech Night
<b>Total PTO Administration Exp.</b>	<b>0.00</b>	<b>(1,664.15)</b>	<b>(1,664.15)</b>	<b>(1,860)</b>
School Property Impvmnts-Landscaping		(135.36)	(135.36)	(250)
Staff Appreciation/Hospitality		(2,061.55)	(2,061.55)	(3,300)
Water		(426.20)	(426.20)	(1,000)
Summer 2014 Funding		(1,925.54)	(1,925.54)	
Other		(32.68)	(32.68)	(200) Staff shirts + leadership lunch Coffee with Mr. Irani
<b>Total Staff Appreciation / Hospitality</b>	<b>0.00</b>	<b>(4,445.97)</b>	<b>(4,445.97)</b>	<b>(4,500)</b>
Sylvia J. Henderson Outreach		(400.00)	(400.00)	(1,000)
Talent Show			0.00	(200)
Teacher Salary Support-Intervention			0.00	(4,200)
Volunteer Recognition			0.00	(200)
<b>TOTAL SERVICES &amp; PROGRAMS EXPENSE</b>	<b>0.00</b>	<b>(24,464.01)</b>	<b>(24,464.01)</b>	<b>(35,190)</b>
<b>TOTAL NET INCOME</b> (from pg 2)			<b>53,717.01</b>	<b>35,190</b>
<b>TOTAL EXPENSES: SERVICES &amp; PROGRAMS</b> (from above)			<b>(24,464.01)</b>	<b>(35,190)</b>
<b>PROFIT/(LOSS) for 2014/2015 Activities</b>			<b>29,253.00</b>	<b>0</b>
<b>Prior year funding:</b>				
Extra funds for bathroom faucets			0.00	(750)
Media Center shelves	(7,000.00)	(7,000.00)	(7,000.00)	(7,000)
Art Room Storage	(733.40)	(733.40)	(733.40)	(800)
Garden	(763.37)	(763.37)	(763.37)	(1,500)
Color Printers			0.00	(254)
Sylvia J. Henderson Outreach held over from 2013/14	(300.00)	(300.00)	(300.00)	(300)
Security from 2011 Fun Fair	(240.00)	(240.00)	(240.00)	0
Birthday Book Club 2013/14	(35.12)	(35.12)	(35.12)	0
<b>Total 2013 / 2014 Commitments</b>		<b>(9,071.89)</b>	<b>(9,071.89)</b>	<b>(10,604)</b>
<b>NET PROFIT/(LOSS) FOR ALL ACTIVITIES</b>			<b>20,181.11</b>	<b>(10,604)</b>



## *Meriwether Lewis PTO PD Fund*

### **Description**

The Meriwether Lewis PTO PD Fund is a fund sustained by the generosity of the Meriwether Lewis PTO. The purpose of the Meriwether Lewis PTO PD Fund is to provide every Meriwether Lewis Elementary School teacher choices in professional development opportunities and expanded access to highest level of professional development available to teachers.

### **Purpose**

In 2014, Meriwether Lewis Elementary School embraced the theme of "Explore. Play. Learn." At the core of the theme was a desire to provide all students the opportunities to explore their passions, play in both structured and unstructured environments, and learn at the highest levels. In order to achieve this, it is vital to provide teachers the same opportunities to explore, play, and learn. By establishing the Meriwether Lewis PTO PD Fund, the Meriwether Lewis administration and PTO are making a commitment to the development, recruitment, and retention of the finest teachers possible.

### **Details**

- Only employed teachers of Meriwether Lewis Elementary School are eligible to apply for Meriwether Lewis PTO PD funds.
- Teachers will be divided into 3 groups according to their last name:
  - Group 1 – A-G
  - Group 2 – H-O
  - Group 3 – P-Z
- Every three years, every teacher in a given group will have access to up to \$1200 worth of funds to be spent directly on attending or presenting at

local or national conferences. Any increase in funds must be approved by the MLS PTO.

- Funds are to be used only for expenses related to travel, food, lodging, and fees for an approved conference.
- When possible, the funds will be made available to pre-pay for expenses.
- Access to funds begins on July 1 of the given year and is available for use for three years. (For example, if teachers in Group 1 gain access to the funds on July 1, 2015, each teacher has until June 30, 2018 to use all of the funds.)
- Access to funds would begin with Group 1 on July 1, 2015, Group 2 on July 1, 2016, and Group 3 on July 1, 2017. This rotation complements the evaluation cycle established by the Albemarle County Public School.
- Any unused funds will be returned to the PTO general fund.
- In order to access the funds, teachers must complete a Meriwether Lewis PTO PD Fund Requisition form and have it approved by the principal.
- The MLES PTO Treasurer will be responsible for managing the MLES PTO PD Fund.
- A part-time teacher may access the amount of money commensurate with his/her part-time status. For example, a .5 teacher may access up to \$600.
- If teacher's employment status changes year to year, so will the amount made available. For example, if a teacher was full-time in the first year of eligibility, and then became .5 the next year, \$600 would be available during the second year, unless it had already been spent during the first year when \$1200 was available. Likewise, if a teacher was .5 and had \$600 available during the first year of eligibility, but became .75 the next year, a total of \$900 would be available. If the teacher spent all \$600 during the first year, only \$300 would be available the next.

# Meriwether Lewis PTO PD Fund Application

*To be submitted to Principal for approval*

Date of Application: \_\_\_\_\_ Date Eligible for Funds: \_\_\_\_\_

Full Name: \_\_\_\_\_

Current Teaching Assignment: \_\_\_\_\_

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Conference Title	Conference Location	Conference Sponsor	Dates	Amount Requested

Check all applicable:

Presenter       Attendee

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Briefly summarize how attending this conference will aid in meeting your TPA SMART

Goal or the MLES School Improvement Goals. Attach additional pages if necessary.

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Please attach a budget detailing expenses related to conference fees, food, lodging, and travel. Include all available quotes, receipts, etc.

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Funding of \$\_\_\_\_\_ is endorsed by Principal.

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Copies of signed application:

Teacher       Principal       MLES PTO Treasurer