

**Meriwether Lewis Elementary School
PTO Meeting Minutes
January 26, 2015**

Present: Mike Irani, Holly Stancil, Laurel Geis, Deb Parmelee, Peggy Williams, Sarah Mclean, Jerilyn Teahan, Dana Quist, Helen Boyd and Joanne Rome

A. Co-Presidents' Report

- Silent auction update - the committee is doing great. They will sell raffle tickets at school and also at talent show. May look into kids night and bingo as well.
- We raised \$40,000 in the annual fund. Will announce it this week through backpack mail. We also have a few outstanding corporate matches that could be around \$500.
- MLS PTO Professional Development Fund - process and funding vote
 - Discussion of rules/requirements for the PD fund. Guideline of \$40 for food expenses per day (no alcohol).
 - Vote proposed to put \$13,000 in the PD fund for group 1 of the teachers, with the expectation that the PTO will fund the next two groups. Motion by Jerilyn - Vote is unanimous to approve funding \$13,000 to PD fund.
- Next meeting format and/or date change: Feb. 23 date conflicts with County Budget meeting. So we could just reschedule or look at Feb. 16 (possible snow makeup date). Decision made to reschedule for the 16th.
- Website - Laurel is working with Miro on this, it is coming along well.

B. Principal's Report

- Tomorrow morning is discussion on Superintendent's budget proposal - please refer all questions to Dr. Irani regarding the budget to ensure correct information is being circulated.
- Budget proposal has 3 priorities: staff compensation, funding growth, maintaining current program. In order to fund those main issues (along with a couple of minor side issues like \$50,000 for professional development), there is a \$3.1 million shortfall. Could result in 2.5-3 cent property tax raise.
- Time to put together a committee to explore playground options. Exploratory committee (with PTO representation) to look at various ideas and their feasibility. One idea is a nature based playground. Can use a single contractor or do it piecemeal, but it will be worth the effort. March and April as a start date for the exploratory meeting. Dr. Irani will be picking members of committee (includes Holly Stancil as current president and either Peggy or Sarah for next year), will also include Andrew Sherogan, some other teachers (possibly Scott Williams) and County reps. We are on pace to get replacement pieces this summer so we could hold off on that and coordinate the replacements once we decide on the project.

C. Faculty Representative's Report

Nothing to report.

D. Co-VPs' Report

- Hospitality committee - soup lunch was postponed to Feb. 16.

- The holiday fruit came out of the hospitality budget, but they have most of the budget saved for teacher appreciation week.
- Peggy and Sarah are putting together nominating committee for PTO positions for next year. They will email us the names so the board can officially approve the committee.

- o Per email vote on Feb. 2, 2015, the PTO approved the following nominating committee:

- Sarah McLean - PTO Board
 - Peggy Williams - PTO Board
 - Andrea Atkinson - teacher representing lower wing
 - Leigh Anne Kuhn - teacher representing upper wing
 - Loretta Willis - parent representing upper wing
 - Carleen Kupcis - parent representing lower wing

- There was good feedback from parents for coffee and conversation sessions – keep them going.
- Talent show needs more volunteers for auditions and the actual show.

E. Secretary's Report

- Approve December minutes – minutes are approved unanimously.

F. Treasurer's Report

- Brief Financial Overview
 - o Amazon link has been bringing in a lot of money.
 - o Grocery programs are making more than budgeted as well.
 - o Annual fund was huge success as discussed above.

G. Volunteer Coordinator's Report

- Volunteer of the Month - Samantha Hartog and Bryce Harris approved as co-volunteers of the month for their work on the annual fund.
- 5th grade team met - we need reps from each homeroom because the two current parent reps are from the same room.

H. Communications Coordinator's Report

Nothing to report

Presidents' Report – January 26, 2015

Discussion Items:

1. MLS PTO Professional Development Fund – process and funding vote
2. Auction – all-hands call
3. Next meeting format and/or date change

Silent Auction – Melissa Hoover, Carleen Kupcis, Christina Keller

Note on the event: this year both wine and beer will be available for sale!

Donations are moving... and stressful. We've supposedly got lots of things on their way in the mail, are making gajillions of follow up calls every day and harassing the heck out of people. We would love more... anyone got anything to donate? We may be asking for help in following up with a few of last year's donors to see if they will contribute again this year.

We have a logo and flier all ready for approval by Dr. Irani. We will start advertising in February, after we are no longer soliciting donations.

We wanted a super stellar raffle item, or no raffle. We have tentatively decided to purchase (at a small discount) a hot air balloon ride for 2 and raffle it. Since we are buying it, we won't make as much money, but we think it will be good advertising and a very desirable item.

Big bummer on the sports front... UVA has changed their rules about sports related donations. We may only have 1 item from 1 sports team donated for the auction this year (in years past we got items from many sports). We have some avenues for getting around this a bit. We can bring a bat in to be signed by the UVA baseball team... then all they are contributing is signatures and it doesn't count. We are trying to work around the rule as much as possible.

Mixers: We seem to have a reasonable number of adult mixers, but still need people to host the kid mixers/kid parties... especially in the older grades. If anyone is willing, please contact Carleen!

We are meeting Friday morning at Panera at 9:30 (come if you like). We will discuss many things, including finalizing the timetable for the raffle and marketing, last minute donation updates/pickups/etc....

Annual Fund – Samantha Hartog, Bryce Harris

Thanks to the generosity and support of the amazing MLS parent community, the 2014-2015 MLS PTO Annual Fund was a huge success! The first funding priority – the tablets – was funded, and the Professional Development Fun will be funded pending PTO Board vote on 1/26/15. Remaining funds will be held as playground improvement plans get underway.

Final Annual Fund Stats:

- \$40,000 in total donations!
- 38% of MLS families contributed
- 21 leadership donors who contributed \$500+
- more than 300% increase over 2013-2014 Sell No Stuff Campaign

We plan to share final results via MM and backpack mail next week (week of January 26.)

Mlspto.org Redesign – Laurel Geis

Miroslav Halas has put together the basic structure of our new site, using Square Space. We are working to populate pages with placeholder information and continue to refine the structure of the site. Site will be integrated with our FaceBook and Twitter feeds, which will be operational at the initial roll-out. Later phases will allow us to integrate with Jot Form and Meriwether Matters (which will need to be migrated to MailChimp to fully integrate). The site will also be capable of accepting payments without the use of PayPal.

Each committee/event page will be structured to allow for standing text that remains consistent through the year and is edited by the page administrator, as well as update-able content that can be edited by committee chairs. They can be given editorial rights for their specific page/section.

In addition to developing the website, we are working on understanding what the roles of the Communications Coordinator and Webmaster will be moving forward.

EZone – Emily Castle

PreZone: Girls Just Wanna Have Fun is in progress with 76 girls registered.

EZ Spring session I starts on Monday 1/26. We don't yet have the average students per class, which is the main budget indicator, but we are ahead of the budget. Most classes are full and none had to be cancelled due to low enrollment.

Grocery Programs – Kristina Parker

Helen has latest grocery numbers. Things look above budget so that is good.

Box Tops – Brooke Reid

The Box Tops Contest is up and running - here is an update (also printed in MLS matters). Since all Box Tops have to be handed in by the first week of March in order to be included in the check this year, we will finish in February. Lots of excitement from the kids (and some teachers too).

The MLS PTO Box Tops Classroom Contest is in full swing. The class collecting the most Box Tops will be rewarded with a special prize, and all Box Tops turned in will help earn money for our school! Currently, Mrs. Oehler's 1st graders are in 1st place with 700 Box Tops, Ms. Wetmore-Simpson's 5th graders are in 2nd place with 537 Box Tops, and Mrs. Benoit's 2nd graders are in 3rd place with 459 Box Tops. Let's keep those Box Tops coming in! Box Tops can be placed in the white bin in the MLS front hallway. Please don't forget to **label** the Ziploc bag or envelope with your child's name, grade and classroom teacher. For those of you who are counting the Box Tops before you turn them in, it would be extremely helpful if you group them in small Ziploc bags of 50 each (with Bonus Box Tops grouped separately from regular Box Tops). The classroom contest will continue through the end of February. Any questions please contact Brooke Reid at jandbreid@aol.com. Thank you and happy collecting!

Vice Presidents Report: Sarah McLean and Peggy Williams

Bingo Night, Friday February 6th - Chairs Loretta Willis and Susanne Derreco

The plans for bingo night are moving right along! Prize collection is ongoing and the flyers advertising the night went home last week. Mrs. Parmelee is calling again(continue...continue...), and the food will once again be popcorn, pizza, and Hunt Country. Looking forward to a fun night!

Kids Night Out: Chair Val Newcomb

The next Kids Night Out is Friday, February 20th.

PTO Officers and Chairs 2015/2016

The nominating process is beginning! Peggy and Sarah will soon be meeting with a nominating committee which includes teachers and parents from each wing to identify possible candidates for available positions. An open informational session will be held before Dr. Irani's Coffee Chat on Wednesday, February 18th at 8am. If you know anyone you think would be a great officer or chair, please do let Peggy or Sarah know so that we can reach out to them. Thank you!

Talent Show: Chairs Robyn Mattern and Kennon Ibbeken

Auditions for the Talent Show are set for Feb 3 & 5. A sign up genius has been created for the kids to sign up for audition slots. The chairs are still looking for a witty, engaging, charismatic MC - let them know if you know someone who fits the bill! Volunteers are still needed for the audition nights and the night of the show.

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

	7/1/14 - 01/21/15 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Bingo			0.00	420	
Birthday Book Club	2,800.00	(44.75)	2,755.25	-	
Summer Library Donations	145.00		145.00		
PayPal Expense Birthday Book Club		(25.46)	(25.46)	-	
Total Birthday Book Club	2,945.00	(70.21)	2,874.79	-	
Box Tops			0.00	1,700	
Enrichment Zone					
EZ Stipend		(3,735.49)	(3,735.49)	(6,567)	
Enrichment Zone - Other	35,863.01	(16,546.55)	19,316.46	7,906	
*EZ Subtotal	35,863.01	(20,282.04)	15,580.97	1,339	
PrE-Zone	4,788.00	(2,411.95)	2,376.05	-	
PayPal Expense EZ and Pr-EZ		(732.71)	(732.71)		
Total Enrichment Zone	40,651.01	(23,426.70)	17,224.31	1,339	
Fun Fair					
Fun Fair Pre-Sale Tickets	2,762.00		2,762.00	2,500	
Fun Fair Raffle	405.00		405.00	400	
Fun Fair - PayPal Expense		(34.04)	(34.04)	-	
Fun Fair - Other	3,945.28	(2,415.08)	1,530.20	(900)	
Total Fun Fair	7,112.28	(2,449.12)	4,663.16	2,000	
Fall Fundraiser	39,611.00	(701.35)	38,909.65	1,931	\$575 of corp. matching donations expected
Fundraiser PayPal Expense		(247.42)	(247.42)	0.00	
Total Fall Fundraiser	39,611.00	(948.77)	38,662.23	1,931	
Grocery Rewards					
Harris Teeter	565.81		565.81	400	
Kroger	1,868.89		1,868.89	1,500	
Amazon Affiliates Income	497.95		497.95	600	Another \$642 due for 11/1 - 12/31
Grocery Rewards - Other		(43.75)	(43.75)	-	
Total Grocery Rewards	2,932.65	(43.75)	2,888.90	2,500	
Kids' Night Out	6,475.00	(5,877.83)	597.17	2,200	
KNO PayPal Expense		(34.12)	(34.12)	-	
Total Kid's Night Out	6,475.00	(5,911.95)	563.05	2,200	
School Clubs	1,050.00	(361.84)	688.16	-	\$188.16 is for sculpture fund.
School Spirit Products	1,918.00	(1,740.74)	177.26	300	
School Spirit PayPal Expense			0.00	-	
Total School Spirit Products	1,918.00	(1,740.74)	177.26	300	
Silent Auction					
Silent Auction Advertising			0.00	-	
Silent Auction Cash Donations			0.00	-	
Silent Auction PayPal Expense			0.00	-	
Silent Auction - Other	70.00	(1,745.00)	(1,675.00)	22,000	RSA (incl. Checkout) + KFV deposit
Total Silent Auction	70.00	(1,745.00)	(1,675.00)	22,000	
Yearbook		(1,386.56)	(1,386.56)	800	Deposit paid
Yearbook PayPal Expense			0.00	-	
Total Yearbook	0.00	(1,386.56)	(1,386.56)	800	
TOTAL FUNDRAISING PROGRAMS	102,764.94	(38,084.64)	64,680.30	35,190	
OTHER INCOME					
Community Outreach Income			0.00	-	
Miscellaneous Income	31.93		31.93	-	Kona Ice Truck
Donations - Corp & Individual			0.00	-	
TOTAL NET INCOME	102,796.87	(38,084.64)	64,712.23	35,190	

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2014 / 2015**

	7/1/14 - 01/21/15 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
SERVICES & PROGRAMS PROVIDED					
Art Print		(212.92)	(212.92)	(250)	
Art Show			0.00	(200)	
Bulletin Board		(14.24)	(14.24)	(100)	
Classroom Fund		(6,049.38)	(6,049.38)	(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		(106.25)	(106.25)	(100)	
Instructional Equip & Mat'l-Summer School			0.00	(500)	
Instructional Equip & Mat'l-Kiln Supplies		(140.80)	(140.80)	(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		(56.00)	(56.00)	(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
Total PTO Administration Exp.	0.00	(1,702.15)	(1,702.15)	(1,860)	
School Property Impvmnts-Landscaping		(135.36)	(135.36)	(250)	
Staff Appreciation/Hospitality		(2,061.55)	(2,061.55)	(3,300)	
Water		(487.20)	(487.20)	(1,000)	
Summer 2014 Funding		(1,925.54)	(1,925.54)		Staff shirts + leadership lunch
Other		(70.60)	(70.60)	(200)	Coffee with Mr. Irani
Total Staff Appreciation / Hospitality	0.00	(4,544.89)	(4,544.89)	(4,500)	
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)	
TOTAL SERVICES & PROGRAMS EXPENSE	0.00	(26,182.35)	(26,182.35)	(35,190)	
TOTAL NET INCOME (from pg 2)			64,712.23	35,190	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(26,182.35)	(35,190)	
PROFIT/(LOSS) for 2014/2015 Activities			38,529.88	0	

Prior year funding:

Extra funds for bathroom faucets			0.00	(750)	
Media Center shelves	(7,000.00)		(7,000.00)	(7,000)	
Art Room Storage	(733.40)		(733.40)	(800)	
Garden	(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)	
Security from 2011 Fun Fair	(240.00)		(240.00)	0	
Birthday Book Club 2013/14	(35.12)		(35.12)	0	
Total 2013 / 2014 Commitments			(9,071.89)	(10,604)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			29,457.99	(10,604)	

Volunteer Coordinator's Report – January 2015

Topics for Discussion

- Volunteer of the Month

Committee Updates:

Art Print – Meg Janucik

Art Print is still going well!

Birthday Book Club – Kristin Wray

no report

Book Fair – Mary Chinn and Jane Jackson

no report

Fifth Grade Coordinators – Jenny Commins and Macy Lenox

Coordinators are still trying to get the first meeting with the fifth grade team on the books and are eager to get the ball rolling.

Landscaping and Garden – Kristina Parker

Rain gutter to rain barrel will be installed by mid-March. Approved by administration. Funds are coming from garden MEP from last year. Volunteers to do labor.

Newcomer's Network – Bridget Baylin and Laura Steenburgh

No report

National Pencil Day – James Younger and Ellen Habermacher

- Ordered 3456 pencils through Amazon.com (36 boxes of 96 each, roughly 8 pencils per student)
- Total cost (including estimated tax): \$405.72; however, ordered through the Amazon link at mlspto.org and should be getting some money in return. (Helen knows all of this.)
- Pencils should arrive Thursday, 1/22
- Ellen Habermacher is co-chair. She will pick-up supplies (e.g., ribbon, tags) for bundling pencils for each classroom. Each homeroom will get a bundle of pencils in the amount of 8 x no. students. We'll meet in late March to prep bundles for delivery to each class. Detailed breakdown of classroom quantities is attached.
- We'll coordinate with admin to deliver pencils on the morning of National Pencil Day (3/30/15)

MLS PTO - National Pencil Day (3/30/15) Project

Total No. Students		426		
No. Pencils/Student		8	(1 pencil per week remaining)	
No. Pencils Required		3408		
Pencils/pkg		96		
No. Pkgs Required		36		
Cost/pkg		\$10.70		
Pencil Cost		\$385.20		
Supply Budget		\$ 20.00		
Budget Total		\$ 500.00		
B/W Budget		\$ 94.80		
Teacher	Grade	No. Students	No. Pencils	
Franco	K	21	168	
Klug	K	14	112	
Sadler	K	20	160	
Warren	K	20	160	
Benoit	1	23	184	
Jackson	1	22	176	
Oehler	1	23	184	
Ealy	2	24	192	
Robinson	2	23	184	
Stewart	2	25	200	
Kirtley	3	19	152	
Kuhn	3	20	160	
Meeks	3	19	152	
Straume	3	19	152	
Carey	4	25	200	
Scully	4	25	200	
Wilson	4	24	192	
Jordan	5	19	152	
Parmelee	5	20	160	
Wetmore-Simpson	5	21	168	
	TOTAL	426	3408	