

**Meriwether Lewis Elementary School**  
**PTO Meeting Minutes**  
**February 16, 2015**

The February 16, 2015 PTO meeting was cancelled due to a snow storm. The following online votes took place during the month of February:

- Brooke Reid was nominated for volunteer of the month. The motion was approved unanimously on February 16, 2015.
- The January Meeting Minutes were approved on February 16, 2015.
- Peggy Williams and Sarah McLean assembled a nominating committee to come up with a list of names to consider for open chair and board positions. The proposed committee is as follows:

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

The committee was approved by the Board via online vote on February 4, 2015.

## ***President Business – February 2015***

### **Topics for Discussion:**

None

### **President Updates:**

- **Technology Update** – New website is in development mode. March 1 launch. Will share with PTO board as soon as graphics and content are loaded.
- **Annual Fund** – Final amount - \$40,000.00!!!!. Sent letter home to all families via backpack mail announcing total and reviewing strategic objectives
  - **Tablets** - purchased
  - **PD Fund** – voted to fund year 1 last month
  - **Playground** – Dr. Irani working with county on next steps.

### **Committee Updates:**

- **Ezone** – In the middle of Spring session I, which is going fine, and session II starts March 16. Registration for Spring II is still open, and closes on March 9.
- **Silent Auction** – Our team is hard at work and it's coming together!
  - Our deadline for donations was the 2nd of February. We gave the teachers the rest of that week, as report cards were due early in that week and they were busy. We are following up with a few people who pledged but did not get their donations in yet. Thursday 2/12 was our FIRM deadline. We understood a FIRM deadline was needed as the software (RSA) needed to be "locked" at some point. It seems now that maybe RSA doesn't LOCK and maybe we have a bit more wiggleroom. Good news... we have over \$50K worth of donations in RSA and feel we are in a good place to meet our budget.
  - Christina has met with Helen and is readying herself for getting the catalog printed, bid sheets, checkout, etc. We'll be ready.
  - Carleen and Melissa met last weekend to organize the donations a bit. We got all the categories evened out and consistent in RSA so that Christina can get started right away on the catalog.
  - We have set a schedule of advertising for the auction as well as for ticket selling/advertising for the raffle.
  - At our next meeting on 2/12 we will discuss party planning, getting more of the committee involved in the party planning and a schedule/breakup of tasks for the next month.

- **Box Tops** – The classroom contest began right after the Holiday Break and continues until the end of February, as all Box Tops need to be mailed in by March 2 in order for the school to receive a check this school year (checks are mailed out in April). Have already mailed in a \$700 submission and have at least another \$500 in Box Tops ready to be sent in. The students (and teachers!) are enthusiastic and I am hopeful we will see many more Box Tops turned in during the last few weeks of the contest. Have gotten feedback from students that the winners need a "better reward" this year (last year they earned bonus PE time in an effort to have a healthy reward). Waiting until the end to decide as I know some classrooms are limited by allergies, though some type of food will probably be involved (popsicles?).
- **Grocery Programs** – no report

**VP Report: Sarah McLean and Peggy Williams**

**Bingo Night: Chairs Loretta Willis and Susanne Derrico**

Abut 70 people attended bingo night which was a good showing especially given the stomach bug is making the rounds at Meriwether. Bingo Night made close to the budgeted income of \$420 but may be slightly under.

**Kids Night Out: Chair Val Newcomb**

The next Kids Night Out is Friday, February 20th. We are currently looking for Val's replacement. Val has been the chair since she and Anne Straume started KNO. She has been very helpful in providing a detailed timeline of responsibilities. Anne Straume has agreed to continue as the teacher leader so we look forward to a smooth transition.

**Talent Show: Chairs Robyn Mattern and Kennon Ibbeken**

Auditions for the Talent Show went really well - there are 29 acts for the big night!! The team is firming up the details on the emcee. There is still a need for 4 additional volunteers: 2 to help on stage (settling the restless natives and wrangling them into their costumes), 1 to be an assistant runner, and 1 to help the videographer. Rehearsal is set for Thursday March 5th at 6 pm and the show is Friday March 6th at 6 pm.

**Hospitality Committee: Chairs Kelley Hathaway, Melissa Powell, and Caroline Stokes**

Provided that Mother Nature did not foil their big plans again, the MLS staff has just enjoyed a lovely event put on by the committee on their teacher workday. Big plans are underway to make this year's Teacher Appreciation Week the most epic ever - stay tuned for more details as the date approaches

## **Volunteer Coordinator's Report – February 2015**

### **Topics for Discussion**

- Volunteer of the Month

### **Committee Updates:**

#### **Art Print – Meg Janucik**

Art Print is going great. Meg wrote to all volunteers last week (week of 2/2) to make sure that all classes are getting their lessons each month.

#### **Birthday Book Club – Kristin Wray**

The Birthday Book Club party is scheduled for Friday, March 13 (time TBD). Almost all books have been ordered.

#### **Book Fair – Mary Chinn and Jane Jackson**

Our Love of Books Runs DEEP! Meet us 20,000 leagues under the sea at this year's Scholastic Book Fair! Returning to Meriwether Lewis on February 24 - 26, the book fair will immerse readers of all ages in an ocean of adventure, mystery, humor, fantasy and fable!

Watch backpack mail later this month for a brochure showcasing many of this year's new books. In the meantime, be sure to save the evening of Wednesday, February 25 for Family Book Fair Night, featuring a pizza dinner starting at 5:30 and story time with a mystery reader at 6:30.

Volunteers are needed to help children with their book selections and purchases. We have a particular need for adult cashiers from 6 - 7:30 on Family Book Fair Night. To learn more about volunteer opportunities, please visit our [sign-up page](#).

Questions? Contact Mary Chinn at [marychinn@comcast.net](mailto:marychinn@comcast.net) or Jane Jackson at [mjjcville@gmail.com](mailto:mjjcville@gmail.com).

#### **Fifth Grade Coordinators – Jenny Commins and Macy Lenox**

No report

#### **Landscaping and Garden – Kristina Parker**

No report

#### **Newcomer's Network – Bridget Baylin and Laura Steenburgh**

No report

#### **National Pencil Day – James Younger and Ellen Haberamacher**

They are on schedule and have nothing new to report.

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

	7/1/14 - 02/11/15 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
<b>FUNDRAISING PROGRAMS</b>					
Bingo	584.15	(249.44)	334.71	420	
Birthday Book Club	2,800.00	(1,375.94)	1,424.06	-	
Summer Library Donations	145.00		145.00		
PayPal Expense Birthday Book Club		(25.46)	(25.46)	-	
Total Birthday Book Club	<b>2,945.00</b>	<b>(1,401.40)</b>	<b>1,543.60</b>	-	
Box Tops			0.00	1,700	
Enrichment Zone					
EZ Stipend		(3,735.49)	(3,735.49)	(6,567)	
Enrichment Zone - Other	36,567.01	(16,694.80)	19,872.21	7,906	
*EZ Subtotal	36,567.01	(20,430.29)	16,136.72	1,339	
PrE-Zone	5,580.00	(4,024.83)	1,555.17	-	
PayPal Expense EZ and Pr-EZ		(751.61)	(751.61)		
Total Enrichment Zone	<b>42,147.01</b>	<b>(25,206.73)</b>	<b>16,940.28</b>	<b>1,339</b>	
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	<b>7,112.28</b>	<b>(2,449.12)</b>	<b>4,663.16</b>	<b>2,000</b>	
Fall Fundraiser	40,100.00	(701.35)	39,398.65	1,931	\$475 of corp. matching donations expected
Fundraiser PayPal Expense		(247.42)	(247.42)	0.00	
Total Fall Fundraiser	<b>40,100.00</b>	<b>(948.77)</b>	<b>39,151.23</b>	<b>1,931</b>	
Grocery Rewards					
Harris Teeter	565.81		565.81	400	
Kroger	1,868.89		1,868.89	1,500	
Amazon Affiliates Income	690.57		690.57	600	Another \$640 due for 12/1/14 - 1/31/15
Grocery Rewards - Other		(43.75)	(43.75)	-	
Total Grocery Rewards	<b>3,125.27</b>	<b>(43.75)</b>	<b>3,081.52</b>	<b>2,500</b>	
Kids' Night Out	6,475.00	(5,985.73)	489.27	2,200	
KNO PayPal Expense		(34.12)	(34.12)	-	
Total Kid's Night Out	<b>6,475.00</b>	<b>(6,019.85)</b>	<b>455.15</b>	<b>2,200</b>	
School Clubs	<b>1,050.00</b>	<b>(380.73)</b>	<b>669.27</b>	-	\$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	<b>1,918.00</b>	<b>(1,740.74)</b>	<b>177.26</b>	<b>300</b>	
Silent Auction					
Silent Auction Advertising			0.00	-	
Silent Auction Cash Donations	500.00		500.00	-	Donation from QIM via CACF
Silent Auction PayPal Expense			0.00	-	
Silent Auction - Other	70.00	(2,245.00)	(2,175.00)	22,000	RSA (incl. Checkout) + KFV deposit + caterin de
Total Silent Auction	<b>570.00</b>	<b>(2,245.00)</b>	<b>(1,675.00)</b>	<b>22,000</b>	
Yearbook		(1,386.56)	(1,386.56)	800	Deposit paid
Yearbook PayPal Expense			0.00	-	
Total Yearbook	<b>0.00</b>	<b>(1,386.56)</b>	<b>(1,386.56)</b>	<b>800</b>	
<b>TOTAL FUNDRAISING PROGRAMS</b>	<b>106,026.71</b>	<b>(42,072.09)</b>	<b>63,954.62</b>	<b>35,190</b>	
<b>OTHER INCOME</b>					
Community Outreach Income	1,000.00		1,000.00	-	Donation from QIM via CACF
Miscellaneous Income	31.93		31.93	-	Kona Ice Truck
Donations - Corp & Individual			0.00	-	
<b>TOTAL NET INCOME</b>	<b>107,058.64</b>	<b>(42,072.09)</b>	<b>64,986.55</b>	<b>35,190</b>	

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

	7/1/14 - 02/11/15 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
<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		(6,541.51)	(6,541.51)	(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			(405.72)	(2,155)	Pencils for National Pencil Day
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		(542.50)	(542.50)	(1,000)	
Summer 2014 Funding		(1,925.54)	(1,925.54)		Staff shirts + leadership lunch
Other		(110.30)	(110.30)	(200)	Coffee with Mr. Irani
Total Staff Appreciation / Hospitality	0.00	(4,639.89)	(4,639.89)	(4,500)	
Sylvia J. Henderson Outreach		(400.00)	(400.00)	(1,000)	
Talent Show		(63.80)	(63.80)	(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>(26,833.28)</b>	<b>(27,239.00)</b>	<b>(35,190)</b>	
<b>TOTAL NET INCOME</b> (from pg 2)			<b>64,986.55</b>	<b>35,190</b>	
<b>TOTAL EXPENSES: SERVICES &amp; PROGRAMS</b> (from above)			<b>(27,239.00)</b>	<b>(35,190)</b>	
<b>PROFIT/(LOSS) for 2014/2015 Activities</b>			<b>37,747.55</b>	<b>0</b>	

**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	
<b>Total 2013 / 2014 Commitments</b>			<b>(9,071.89)</b>	<b>(10,604)</b>	
<b>NET PROFIT/(LOSS) FOR ALL ACTIVITIES</b>			<b>28,675.66</b>	<b>(10,604)</b>	