

Meriwether Lewis Elementary School
PTO Meeting Minutes
May 18, 2015

Participants: Holly Stancil, Laurel Geis, Peggy Williams, Jerilyn Teahan, Joanne Rome, Deb Parmelee, Helen Boyd, Mike Irani, Brandi Robertson, Sarah Kelsey, Mindy Goodall, Carleen Kupcis, Sarah McLean and Nicole Group(parent)

A. Review of Written Reports

B. Co-Presidents' Report

- Year-Ending Funding - review and priority presentation by Dr. Irani:
 - Nurse Beds - need new ones as current ones are in bad shape. (question - would the County pay for this?).
 - Nurse emergency cart - rolling tool kit for meds and supplies.
 - Digital fabrication supplies (need to clarify if this in addition to the \$250 already budgeted).
 - Mobile Shelving for library (continuation for last year which replaced half of the shelving).
 - Charging station for autism resource center.
 - New staff t-shirts (\$800).
 - Lego Kits.
 - Wall-mount tables for 3rd grade hallway (need to confirm it will pass fire code).
 - Reading lofts (ideas submitted by parents - need more info about fire code). Need a teacher to drive this and articulate all the issues/details before next meeting.
 - Picnic tables for K-2 area - need more info on models/costs/durability. (Debbie will reach out to teachers and see if any of them will sponsor or take on the reading loft and picnic table ideas).

- Logistics of June meeting - at Holly's house at 6:30 to vote on funding requests and have dinner.
- Motion to approve \$40.96 to pay for copies for flyers for DI - unanimous.

C. Principal's Report

- Teacher appreciation week - thanks, it went well.
- SOL testing started today.
- Awards - Sherogan got the golden apple award. Mrs. Straume won \$4000 from Va Lottery. Mrs. Geraty getting recognized as one of 3 finalists for educator of the year.
- New Hires - new GRT teacher, coming from Woodbrook. Also have Destiny Thomas coming as new teacher next year (possibly 1st grade).
- Playground committee has initial design already, with four phases. First phase - nature based with rocks and wooden structures. 2nd phase - rope swings, 3rd phase would be in ground slide in the hill, and 4th phase would be outdoor classroom. They are pricing things out right now.

D. Faculty Representative's Report

- Thanks for teacher appreciation week! Nothing else to report

E. Co-VPs' Report

- PTO Board Slate for 2015-2016 (all positions filled except yearbook coordinator).
- Thanks for Kelley Hathaway, Melissa Powell, and Caroline Stokes for organizing this week and having it streamlined.

F. Secretary's Report

- April meeting minutes approved.

G. Treasurer's Report

- Brief Financial Overview -
- The corporate matching from the fun fair has not come in yet (we are waiting on around \$400).
- Helen got new Quickbooks software.
- Estimate of PTO funds for end of the year spending (\$33,184). We have just over \$15,000 left from annual fund that is designated for playground, and then the rest (around \$18,000) could be used for MEPS or put back into playground.
- Motion to approve \$38.33 for volunteer landscaping day - motion approved.

H. Volunteer Coordinator's Report

- Volunteer of the Month: nomination for three women who solicited donations for the Silent Auction; also discussion of whether to nominate the three hospitality chairs. Motion to approve hospitality committee members Kelley Hathaway, Melissa Powell, and Caroline Stokes for May, and June will be Silent Auction solicitation folks - motion approved.
- Discussion of whether we should have the breakfast again - decision not to do it this year as it has not been well attended in the past.

I. Communications Coordinator's Report

- We had a lot of new families sign up for Meriwether matters when they registered for kindergarten.

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

	7/1/14 - 05/13/15 ACTUALS			BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Bingo	584.15	(249.44)	334.71	420	
Birthday Book Club	2,775.97	(2,750.51)	25.46	-	
Summer Library Donations	169.03		169.03		
<i>PayPal Expense Birthday Book Club</i>		(25.46)	(25.46)	-	
Total Birthday Book Club	2,945.00	(2,775.97)	169.03	-	
Box Tops	1,834.70	(33.55)	1,801.15	1,700	
Enrichment Zone					
<i>EZ Stipend</i>		(7,169.53)	(7,169.53)	(6,567)	
<i>Enrichment Zone - Other</i>	38,719.01	(28,073.26)	10,645.75	7,906	
<i>*EZ Subtotal</i>	38,719.01	(35,242.79)	3,476.22	1,339	
<i>PrE-Zone</i>	5,580.00	(5,327.22)	252.78	-	
<i>PayPal Expense EZ and Pr-EZ</i>		(759.41)	(759.41)	-	
Total Enrichment Zone	44,299.01	(41,329.42)	2,969.59	1,339	Up to \$604 of expenses still to pay
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>		(34.04)	(34.04)	-	
<i>Fun Fair - Other</i>	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	40,100.00	(743.35)	39,356.65	1,931	\$475 of corp. matching donations expected
<i>Fundraiser PayPal Expense</i>		(247.42)	(247.42)	0.00	
Total Fall Fundraiser	40,100.00	(990.77)	39,109.23	1,931	
Grocery Rewards					
Harris Teeter	825.74		825.74	400	
Kroger	2,696.28		2,696.28	1,500	
Amazon Affiliates Income	1,385.43		1,385.43	600	Another \$300 due for 3/1/15 - 4/30/15
Grocery Rewards - Other		(43.75)	(43.75)	-	
Total Grocery Rewards	4,907.45	(43.75)	4,863.70	2,500	
Kids' Night Out	10,435.00	(9,633.29)	801.71	2,200	
<i>KNO PayPal Expense</i>		(47.92)	(47.92)	-	
Total Kid's Night Out	10,435.00	(9,681.21)	753.79	2,200	
School Clubs	1,050.00	(1,050.00)	0.00	-	
School Spirit Products	1,918.00	(1,740.74)	177.26	300	
<i>School Spirit PayPal Expense</i>			0.00	-	
Total School Spirit Products	1,918.00	(1,740.74)	177.26	300	
Silent Auction					
<i>Silent Auction Cash Donations</i>	1,300.00		1,300.00	-	Donation from QIM via CACF
<i>Silent Auction PayPal Expense</i>			0.00	-	
<i>Silent Auction - Other</i>	35,365.00	(8,467.14)	26,897.86	22,000	
Total Silent Auction	36,665.00	(8,467.14)	28,197.86	22,000	
Yearbook		(3,437.39)	(3,437.39)	800	
Yearbook PayPal Expense			0.00	-	
Total Yearbook	0.00	(3,437.39)	(3,437.39)	800	
TOTAL FUNDRAISING PROGRAMS	151,850.59	(72,248.50)	79,602.09	35,190	
OTHER INCOME					
Community Outreach Income	1,000.00		1,000.00	-	Donation from QIM via CACF
Miscellaneous Income	441.93		441.93	-	\$400 is AWE grant for Mr. Sherogan + \$10 for Art room
Donations - Corp & Individual			0.00	-	
TOTAL NET INCOME	153,292.52	(72,248.50)	81,044.02	35,190	

**Meriwether Lewis School PTO
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2014 / 2015**

	7/1/14 - 05/13/15 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		(12,035.98)	(12,035.98)	(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		(565.15)	(565.15)	(750)	
Instructional Equip & Mat'l-Other		(507.73)	(507.73)	(2,155)	Pencils for National Pencil Day
Instructional Equip & Mat'l-Tech Supplies		(12,004.77)	(12,004.77)	(450)	Tablets + ink for color printers
Parent Council		(50.00)	(50.00)	(50)	
Printing & Postage		(1,040.91)	(1,040.91)	(1,000)	\$812 for Directory
PTO Administration - Expense		(87.00)	(87.00)	(100)	
Miscellaneous Expense			0.00	-	
Operational Insurance		(560.00)	(560.00)	(310)	
Operational Support Services		(550.00)	(550.00)	(600)	
PTO Admin - Expense - Other		(1,253.86)	(1,253.86)	(850)	Tech Night, Squarespace, Constant Contact, QB, Checks
Total PTO Administration Exp.	0.00	(2,450.86)	(2,450.86)	(1,860)	
School Property Impvmnts-Landscaping		(288.33)	(288.33)	(250)	
Staff Appreciation/Hospitality		(2,897.49)	(2,897.49)	(3,300)	
Water		(800.60)	(800.60)	(1,000)	
Summer 2014 Funding		(1,925.54)	(1,925.54)		Staff shirts + leadership lunch
Other		(172.27)	(172.27)	(200)	Coffee with Mr. Irani
Total Staff Appreciation / Hospitality	0.00	(5,795.90)	(5,795.90)	(4,500)	
Sylvia J. Henderson Outreach		(980.00)	(980.00)	(1,000)	\$160 for Bookfair
Talent Show		(287.61)	(287.61)	(200)	
Teacher Salary Support-Intervention		(4,200.00)	(4,200.00)	(4,200)	
Volunteer Recognition		(100.00)	(100.00)	(200)	
TOTAL SERVICES & PROGRAMS EXPENSE	0.00	(40,887.11)	(40,887.11)	(35,190)	
TOTAL NET INCOME (from pg 2)			81,044.02	35,190	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(40,887.11)	(35,190)	
RESERVED FOR PROFESSIONAL DEVELOPMENT FUND			(13,000.00)		
PROFIT/(LOSS) for 2014/2015 Activities			27,156.91	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	(1,022.89)		(1,022.89)	(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			(9,331.41)	(10,604)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			17,825.50	(10,604)	

President Business – May 2015

Topics for Discussion:

- Year-Ending Funding – review and prioritize
- Logistics of June meeting

President Updates:

- **Year-Ending Funding Priorities:** Review spreadsheet and discuss details of funding requests.

Committee Updates:

- **eZone:**

	<u>Spring 2015</u>	<u>Fall 2014</u>	<u>Spring 2014</u>	<u>Fall 2013</u>
-				
# Participants	177	202	222	214
Online Transactions	201	233	247	262
Manual transactions*	9	15	17	15
Cash or Check payment method	78	56	98	111
Credit Card or Paypal account payment method	114	170	149	not offered
Financial Aid requests	5	6	5	14
Average # Students per class				
Session I (includes language classes)	11.8	14.5	15.9	13
Session II	14.8	14.1	16.3	17.9
Number of classes offered				
Session I	10	14	13	15
Session II	12	15	8	10
Language (Sessions I & II)	1	1	2	2
*manual transactions result when a family hands in a paper enrollment form, or when a change is made after online registration is closed.				

VP Report: Sarah McLean and Peggy Williams

2015/2016 PTO Board Slate: The Slate is now posted in the office and will be posted through Meriwether Matters on 5/20 with voting going live starting on 5/27. This follows the procedure outlined in the bylaws.

MLS PTO Slate of Officers for the 2015-2016 School Year

Candidates for Co-President: Mindy Goodall and Peggy Williams

Mindy Goodall has three kids in grades 2, 4 and 6... all of whom have been at MLS since Kindergarten! Mindy has served as a room parent, Silent Auction committee member, bulletin board co-chair, and loves to read in her kids' classrooms. She also serves as the Executive Director for the Charlottesville Police Foundation, a non-profit that serves our local police department. When not working or running carpool, she enjoys running, Pure Barre, reading, and taking naps as often as possible.

Peggy Williams has three children at Meriwether Lewis -- a kindergartener, a 2nd grader, and a 4th grader! A former kindergarten and third grade teacher, she especially enjoys volunteering as a room mom and in the classrooms. She has previously served as co-PTO VP, volunteered on the Hospitality Committee, volunteered for art print, planned food for the Fun Fair, and co-chaired Bingo Night. Besides keeping up with her family, Peggy enjoys playing tennis, gardening, coaching, and doing other volunteer work.

Candidates for Co- Vice President: Sarah Kelsey and Carleen Kupcis

Sarah Kelsey has lived in Charlottesville on and off for nearly 30 years. She has one child at Meriwether, a rising first grader. She enjoyed being a Kindergarten room parent this year and also volunteered for the Hospitality Committee and in the library. Sarah is a member of several book clubs and hopes one day to actually have the time to read again. She currently serves as the CEO of the National Alliance for Model State Drug Laws, a non-profit organization dedicated to implementing common-sense drug and alcohol laws, policies and regulations. Sarah enjoys hiking, gardening and traveling as much as possible.

Carleen Kupcis has two children at MLS. Dylan is in second grade and Ellie is in kindergarten. She also has two step children, Madelyn and Connor, that spend a lot of time in Charlottesville, but are enrolled in the Fairfax County Public Schools. Before she had children, Carleen was a second grade teacher and just this past year went back into the classroom as a part-time preschool teacher. In addition to volunteering in the classroom, last year Carleen served as a co-chair for the Silent Auction. When she is not spending time with children, Carleen enjoys exercising and reading.

Candidate for Secretary: Richard Monroe

Richard Monroe has two boys in the 3rd and 4th grades. He has been a classroom volunteer and field trip chaperone and coached many of the current MLS boys (and a few girls) in soccer.

Richard volunteers as an EMT and drives an ambulance for the Western Albemarle Rescue Squad. He will literally volunteer anywhere to get a break from his 3rd and 4th grade boys.

Candidate for Treasurer: Helen Boyd

Helen Boyd has served as the PTO Treasurer this year and as the Volunteer Coordinator in 2013/14. Helen also tries to spend some time helping out in school, whether volunteering in her children's classes or chaperoning field trips. Next year Helen's children will be in 6th (at Henley), 4th and 2nd grade. Where does the time go?

After the weekly sports practices and games are over, Helen enjoys spending time outside with the family either at home or further afield hiking, fishing and camping. Having traveled, lived and worked around the world and the U.S., Helen is very pleased to have found the wonderful Meriwether Lewis community and to be able to call Charlottesville home.

Candidates for Co-Communication Coordinator: Laurel Geis and Holly Stancil

Laurel Geis currently shares the PTO President role. She has four kids that span the Western feeder pattern: Audrey in 9th grade at Western, Madeline in 6th grade at Henley, and Hazel (4th) and George (K) here at Meriwether. Laurel has enjoyed her year in the PTO President role and looks forward to working in communications next year to make www.mlspto.org the information hub for all things PTO. Laurel also enjoys playing tennis, taking random PVCC classes, and attending MLS Auction Mixers that include impromptu dance parties.

Holly Stancil has served three years on the PTO Board, in a previous stint as Communications Coordinator, then Vice President, and most recently in the shared President role. She has enjoyed having all three children at the same school this year for the final time, with Annabeth in 5th, Cooper in 2nd, and Macy in 1st. Returning to the Communications role will allow her to embrace her chronic over-editing tendencies. Beyond her PTO work, Holly also volunteers her time with the house corporation board for her sorority at UVa, which allows her to feel old and young simultaneously (and makes her happy to not yet have teenagers).

Candidate for Volunteer Coordinator: Kenna Boyd

Kenna Boyd has two children at MLS – Tyson a 1st grader and Carter a 3rd grader! She volunteered 3 years as the Hospitality Committee Co-Chair and now serves as a Hospitality Committee member. Kenna is the Director of Donor Relations at the University of Virginia, where she is responsible for working with alumni, parents and friends of the University and facilitates events with the Office of the President. Kenna and her husband Jeff moved to Charlottesville from Chicago 8 years ago and in their spare time enjoy all things UVa sports related and coaching and participating in their son's various sports team events.

Candidate for Faculty Representative: Cheryl Wetmore-Simpson

Cheryl Wetmore-Simpson is currently a 5th grade teacher, having taught both kindergarten and 4th grade at Meriwether Lewis in past years. She moved to the area from Hawaii eighteen years ago with her husband and their three daughters. Prior to joining the faculty, Cheryl served as a PTO board member at Meriwether and was also the PTO president at both Jack Jouett and Western for several years. Before teaching at MLS, Cheryl taught and supervised graduate students in social work and also practiced social work in Hawaii and numerous developing countries. She currently serves on several community boards and enjoys volunteering in many capacities. Cheryl is the Diversity Resource Teacher at MLS and has held various leadership positions in the school over the years. In her free time Cheryl enjoys traveling with her family, playing the piano, swimming and surfing. She's very excited about joining the PTO board in the coming year

Volunteer Coordinator's Report – May 2015

Topics for Discussion

- Volunteer of the Month

Committee Updates:

Art Print – Meg Janucik

May is the last month for Art Print. Wrapping up and getting notebooks and materials returned to the K-2 workroom to be stored for the summer.

Fifth Grade Coordinators – Jenny Commins, Macy Lenox, Woody Oakey, and Val Newcomb

1. Secured chairs for each end-of-year activity and communicated with them about responsibilities
2. Set the calendar of events with the fifth grade team and have communicated with them about the collection of money and forms
3. Sent home a flier to all parents of fifth graders regarding the end-of-year events and asking for payment and t-shirt sizes
4. Recruited fourth grade parents to coordinate the promotion reception

Landscaping and Garden – Kristina Parker

Garden: I think We purchased 2 more rain barrels and now have 3. We are planning to buy 6 pairs of small adult sized gloves for the older students. After that, we think we are done with expenditures. Should be a few hundred dollars left over from original MEP.

Landscaping: Workday was attended by about 5 parents. Got the major stuff done. Think we can continue using volunteer help and not require hiring a company to do cleanup. If future years prove otherwise, we can address then.

As for recommended budget for next year, I would like to buy a little more to put in the bed next to the Principal's windows. I think a \$250 budget for the year (the same as this year) will be sufficient to do that and to keep plants in the planters/feed volunteers during workdays.