

Meriwether Lewis Elementary School
PTO Meeting Minutes
April 20, 2015

Participants: Holly Stancil, Laurel Geis, Helen Boyd, Peggy Williams, Dana Quist, Jerilyn Teahan, Deb Parmelee, Joanne Rome, Mike Irani, and Brandi Robertson

A. Review of Written Reports

B. Co-Presidents' Report

- End-of-year Expenditure Proposal: discussion of letter that will go out to parents and teachers asking for ideas for end of the year funding priorities.
- All suggestions due by May 11, so we will have them a week before May 18 meeting. Then we will vote on June 2 meeting what to approve. Decision to move up date to May 6 for parent suggestions.

C. Principal's Report

- DI - will be approaching PTO to work together on fundraising for DI team. Will mostly involve using Meriwether matters to promote team and fundraising.
- April 30 is next playground committee meeting - they will be looking at different designs.
- There will be a plan and budget by September for the playground.
- PD Fund rolled out to teachers already.

D. Faculty Representative's Report

- Got a MEP from Mrs. Atkinson that we are going to hold for May process.

E. Co-VPs' Report

- Ezone Position - Carrie Gibson will be the ezone coordinator. She just has to complete County paperwork.
- PTO Board Slate for 2015-2016: discussion of proposed slate from Peggy.

F. Secretary's Report

- Approve March minutes - minutes approved.
- Discuss potential amendment to bylaws - because of the extra work involved in rolling out the website and integrating Meriwether matters into the website, it seems that the role of communications chair should allow for two people. Decision to post the proposed bylaws change to permit two people to share the position of Communications Chair.

G. Treasurer's Report

- Brief Financial Overview: Silent auction number is over \$27,700 so far. Kids night out will not make its budget this year. We have an extra teacher this year, which costs more. We need to budget differently next year to include the extra teacher.
- Talent show: we need to approve \$87.61 to cover extra costs. Next year we need to communicate better to make sure the chairs know what their budget is and how much they have left. Motion made to approve the extra \$87.61 for talent show - motion approved.
- Paypal - we currently have over \$43,000 in our paypal account. Proposal to transfer all except \$1,000 into

our checking account. Motion to transfer the money - unanimous.

- 3D printer replacement cartridges: we have allocated \$200 a year for supplies. The total was \$215, so we need to approve the extra \$15. Motion to approve the \$15.78 - unanimous.
- In 2013, constant contact was billed annually. But it has now been billed monthly to Holly's credit card. Need to reimburse Holly \$300. Motion to approve \$300 for Holly to reimburse for constant contacts - unanimous.
- Quickbooks - will no longer support 2012 software. Option to upgrade to 2015 software for \$199.95. Other option is switch to online version - more users, more bells and whistles, and more expensive. Proposal by Helen to just purchase the 2015 software. Motion to approve up to \$200 to purchase the 2015 software. - approved, unanimous.

H. Volunteer Coordinator's Report

- Volunteer of the Month - proposals: silent auction chairs, book fair chairs, bingo night, talent show, birthday book fair. The three silent auction chairs nominated: Melissa Hoover, Carleen Kupcis, and Christina Keller. Motion to recognize these three - approved unanimously.
- Discussion of national pencil day - \$475 spent. Many of the teachers sent them home, so we are not sure we want to do this again in the same format. The budget will be smaller, and we might just give the teachers 25 pencils instead of 8 pencils per student.

- Landscaping - May 2 volunteer day from 9-11.
- Lots of programs wrapping for the year.

I. Communications Coordinator's Report

- Nothing to report - but she will get in touch with constant contacts to switch over.

J. Other:

- Hospitality committee may want extra help for teacher appreciation week.

Presidents' Report – April 2015

Item for Discussion

1. End-of-year Expenditure Proposal – please review documents included

Committee Reports

Silent Auction – Melissa Hoover, Christina Keller, Carleen Kupcis

The Auction was a great success! The net result (to date) for the auction was \$27,637.87! There are a few smaller expenses still to be reimbursed but this reflects the major expense. FYI, the total fees for credit card processing (through RSA rather than PayPal this year) were \$829.75.

The auction team is planning both a "de-briefing" meeting later this month for the co-chairs and also a "thank you" gathering or a way to show our appreciation to our active committee members for their help. They are also having conversations about how to improve the experience for next year, while this year's event is still fresh in everyone's minds. Thank you notes will be going out in the next 2-3 weeks at the latest too.

EZone – Emily Castle

EZ is concluding in only a few short weeks! Budget projections were based on an average of 12 students per class, and this session we have 14.8 students per class so we are ahead of the budget. (We have exceeded the 12 students average each session except for Spring I.)

Emily is working on a final budget reconciliation for a more detailed EZ summary – coming soon!

Grocery Programs – Kristina Parker

Programs have been on auto-pilot since the start of the school year. Kristina will send a reminder to parents about the Amazon link in MLS Matters. In terms of earnings, the amount raised this year is higher than expected. It is probably pretty accurate to use the same figures for next year's budget, as we expect the participation to be about the same year to year.

Box Tops – Brooke Reid

A check for \$1834.70 should be on its way to MLS now. Once that is received, Brooke will submit her three mailing receipts and that is it for Box Tops this school year! She is planning to put in Meriwether Matters an encouragement/reminder to collect Box Tops year round.

Kroger on Rio Road was very generous to donate Edy's popsicles, water bottles, and popcorn for our reward parties, enough to celebrate with our top three collectors. Parties for Straume and Wetmore-Simpson took place the week before Spring Break, and Mrs. Oehler's party is this Thursday.

Vice President Report: Sarah McLean and Peggy Williams

Kids Night Out Report

Chair: Val Newcomb Incoming Chair:Lori Toms

- **Final 2015 event is Friday night 5/29**
 - Promotion will begin in May, flyers in back pack mail by 5/15
 - We are considering doing an online registration and payment trial using the new website
- **This month Val will begin to transition this fine program to Lori Toms.**
 - Thank you Lori for stepping up to manage KNO!
- **To date: we are profitable to the tune of \$777 (goal is break even.)**

Treasurer's Report 04/20/15

Discussion Items:

- **Talent Show:** Bake Sale raised \$240, which was used to pay Freckles, buy necklaces for participants and décor. There is an additional \$287.61 of expenses: \$127.40 for ALC (3 different flyers), \$96 for pizza for performers and \$64.21 for other supplies (water, batteries, fabric).

Talent Show budget was \$200, so we need to vote to approve the addition \$87.61.

- **PayPal Account:** The current balance is \$43,994.36. The starting balance on 7/1/14 was \$1,000. Propose to move \$42,994.36 to bank account, to return balance to \$1,000.
- **3D printer replacement cartridges.** PTO allocated \$200/yr for supplies. Mrs. Atkinson ordered 4 new colors, which came to a total \$215.78. Need to approve the extra \$15.78 to reimburse her in full.
- **Quickbooks:** We currently use Quickbooks 2012. Just received letter from Quickbooks stating they will stop supporting 2012 version after 5/31/15. Continuing with the 2012 version isn't viable because we will lose the internet connectivity, i.e. not be able to download payments form PayPal. Our options are:
 - a) Upgrade to the Quickbooks Pro 2015 version, which has improvements and will be supported until 2018. Cost to do that is \$229.95, or if their special promotion is still on \$199.95, if we buy direct from Quickbooks, but we may be able to get it cheaper elsewhere. Gives 1 person access, easy to switch over to 2015 version.
 - b) Switch to one of the online versions (v. installing software). They update automatically, so you don't have to upgrade software every 3 years.
 - Quickbooks Simple Start – gives 1 user access and has simple accounting. \$10.36/mth for first year, then \$12.95/mth
 - Quickbooks Essentials – upto 3 users, allows online bill pay. \$18.86/mth for first 6 mths, then \$26.95/mth.
 - Quickbooks Online Plus - upto 5 users, other functionality that we wouldn't use. \$14.99/mth for first year, then \$29.98/mth.

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

	7/1/14 - 04/15/15 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	2,800.00	(2,715.02)	84.98	-	
Summer Library Donations	145.00		145.00		
PayPal Expense Birthday Book Club		(25.46)	(25.46)	-	
Total Birthday Book Club	2,945.00	(2,740.48)	204.52	-	
Box Tops			0.00	1,700	
Enrichment Zone					
EZ Stipend		(4,559.01)	(4,559.01)	(6,567)	
Enrichment Zone - Other	38,067.01	(21,300.72)	16,766.29	7,906	
*EZ Subtotal	38,067.01	(25,859.73)	12,207.28	1,339	
PrE-Zone	5,580.00	(5,327.22)	252.78	-	
PayPal Expense EZ and Pr-EZ		(759.41)	(759.41)		
Total Enrichment Zone	43,647.01	(31,946.36)	11,700.65	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	40,100.00	(743.35)	39,356.65	1,931	\$475 of corp. matching donations expected
Fundraiser PayPal Expense		(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	1,250.71		1,250.71	600	Another \$292 due for 2/1/15 - 3/31/15
Grocery Rewards - Other		(43.75)	(43.75)	-	
Total Grocery Rewards	4,772.73	(43.75)	4,728.98	2,500	
Kids' Night Out	10,400.00	(9,475.58)	924.42	2,200	
KNO PayPal Expense		(47.92)	(47.92)	-	
Total Kid's Night Out	10,400.00	(9,523.50)	876.50	2,200	
School Clubs	1,050.00	(625.95)	424.05	-	Remainder 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 Cash Donations	800.00		800.00	-	Donation from QIM via CACF
Silent Auction PayPal Expense			0.00	-	
Silent Auction - Other	35,245.00	(8,337.13)	26,907.87	22,000	Some grade-level events still selling tickets
Total Silent Auction	36,045.00	(8,337.13)	27,707.87	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	148,574.17	(62,084.63)	86,489.54	35,190	
OTHER INCOME					
Community Outreach Income	1,000.00		1,000.00	-	Donation from QIM via CACF
Miscellaneous Income	41.93		41.93	-	Kona Ice+ \$10 for Art room from student
Donations - Corp & Individual			0.00	-	
TOTAL NET INCOME	149,616.10	(62,084.63)	87,531.47	35,190	

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

	7/1/14 - 04/15/15 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		(8,135.32)	(8,135.32)	(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		(233.20)	(233.20)	(750)	
Instructional Equip & Mat'l-Other		(469.67)	(469.67)	(2,155)	Pencils for National Pencil Day
Instructional Equip & Mat'l-Tech Supplies		(11,738.99)	(11,738.99)	(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		(68.00)	(68.00)	(100)	
Miscellaneous Expense			0.00	-	
Operational Insurance		(560.00)	(560.00)	(310)	
Operational Support Services		(550.00)	(550.00)	(600)	
PTO Admin - Expense - Other		(711.64)	(711.64)	(850)	\$350 for Tech Night, \$175 for Squarespace
Total PTO Administration Exp.	0.00	(1,889.64)	(1,889.64)	(1,860)	
School Property Impvmnts-Landscaping		(143.23)	(143.23)	(250)	
Staff Appreciation/Hospitality		(2,061.55)	(2,061.55)	(3,300)	
Water		(729.20)	(729.20)	(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	(4,888.56)	(4,888.56)	(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	(34,737.00)	(34,737.00)	(35,190)	
TOTAL NET INCOME (from pg 2)			87,531.47	35,190	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(34,737.00)	(35,190)	
RESERVED FOR PROFESSIONAL DEVELOPMENT FUND			(13,000.00)		
PROFIT/(LOSS) for 2014/2015 Activities			39,794.47	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	(848.84)		(848.84)	(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			(9,157.36)	(10,604)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			30,637.11	(10,604)	

Volunteer Coordinator's Report – Aril 2015

Topics for Discussion

- Volunteer of the Month

Committee Updates:

Art Print – Meg Janucik

Art Print is chugging right along. The last lesson of the school year is in May, though with missed days of school, some teachers may opt to continue until the end of the school year.

Birthday Book Club – Kristin Wray

The Birthday Book Club Celebration was a success!

Book Fair – Mary Chinn and Jane Jackson

No updates since last report

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

No report

Landscaping and Garden – Kristina Parker

Over spring break, parent volunteer Terry Bennett installed the gutter on the trailer next to the garden and ran a downspout to our rain barrel. It is functioning well, so now we at least have some recycled water to use in the garden. It is possible to daisy chain barrels, so we could invest in doing that if we want to increase water capacity. The fencing and everything looks to be in good shape, so we don't need any first year repairs. We also have enough compost and wood chips to last into next year, easily. Helen Boyd has informed Kristina how much money is remaining in the budget for the garden and the garden committee will consider the best use of remaining funds.

And, if you haven't taken a look at the garden, please do! The greens that overwintered from last year are just ROCKIN! Ms. Straume's class has planned a "greens eating fest." Some yummy spinach and kale are just waiting to be picked!

Newcomer's Network – Bridget Baylin and Laura Steenburgh

No report

National Pencil Day – James Younger and Ellen Habermacher

The Pencil Day celebration was a big hit! The committee is looking for a chair for next year.