

Meriwether Lewis Elementary School
PTO Meeting Minutes
August 24, 2015

Board Members Present: Peggy Williams, Mindy Goodall, Holly Stancil, Laurel Geis, Helen Boyd, Mike Irani, Brandi Robertson, Kenna Boyd, Richard Monroe, Carleen Kupcis, Cheryl Wetmore-Simpson, and Sara Kelsey

Parents Attending: Amanda Beresford

A. Welcome and Introduction: Peggy Williams

B. Co-Presidents' Report: Mindy Goodall

- Fun fair and annual fund chairs working hard, on its way, small changes to KNO this year. Time now 6 p.m. to 9 p.m, \$5 day of registraion fee.
- Enrichment Zone - Carey Gibson is working on it and registration has started.
- This year we have new designs for sportswear from Kate Shegda. We will hopefully have samples at back-to-school night.
- Yearbook: we are still searching for a chair
- Google folder: we are setting up committee and committee chairs to have their own folders on a Google drive that will be accessible to groups or private just for the chairs.
- We generally don't do email votes, the vote on the shelves was a one off vote and in the future, the majority, if not all votes, will be in person.

C. Principal's Report: Mike Irani

- Review of physical changes in the building: new tiled hallway, new gym floor, and new office space.
- MLS hired seven new people: a large number for the school on a historical basis.
- All students get the same number of special classes: this year will have a "sliding schedule" to help students participate in a special class they may have missed due to weather or other issues.
- Continuing to transition to paperless: sending out teacher notice through parent portal, etc...
- Focus areas for the school this year to be discussed at Back to School night: first focus on integrated learning (inter-disciplinary learning).
- Focus on developing a sense of empathy for students and for adults in the building.
- Focusing on community building and high interest activities and getting kids excited about school.
- MLS was approved to go through a world language program: next year all kindergartners and first grade will get time dedicated to a foreign language. This may eventually lead to an immersion program.
- Team leaders met to discuss funding priorities: teacher development and the playground.
- We have multiple sketches and are looking at quotes and comparing two different versions of the proposed playground. Either \$22,000 or \$36,000 in addition to the \$25,000 from last year's annual fund.
- Will not know the additional funds from the county for the playground until the budget is approved in April.

- Interest in creating mobile maker stations for the hallways for kids and teachers to have access to tools for "making activities" that classrooms will need without taking up space in the classroom.
- We are at 441 students this year - 15 more than last year - primarily in the upper grades.

D. Faculty Representative's Report: Cheryl Wetmore - Simpson

- Thank you for all of your help from the teachers to the PTO. Specifically for professional development.
- Cheryl put together a packet for the faculty to review professional development numbers breakdown.
- We asked for the teachers to possibly discuss professional development stories from last year at back to school night.

E. Co-VPs' Report: Carleen Kupcis and Sarah Kelsey

- Popsicle play date was a big success.
- Picnic on 8/23 was a success with nearly 70 people and we are still waiting to hear proceeds from Kona ice. Joanne Rome wrote a report on Google Docs for next year's chair with suggestions.

F. Secretary's Report

G. Treasurer's Report

- Brief Financial Overview: Comparing last years actual budget to this years proposed budget.
- Ezone: budget this year is different as the budget includes registration fees, last year's did not.

- Ezone: printing costs last year were more than budgeted, therefore, we upped printing costs.
- Are we being extra conservative with our proposed budget for Ezone? A big unknown is the STRIPE fee, which is larger than the Paypal fees.
- STRIPE was much easier to use with software for the Ezone setup than Paypal
- Fun fair: upped by \$500 as we generally exceed the goal.
- Grocery awards: we increased by \$1000 - relies on people being reminded and marketed to, but successful usage with Amazon, Kroger and Harris Teeter.
- Amazon's repayment generally runs two months behind, therefore payments from Amazon in May and June weren't in the budget on 6/30.
- Changes to KNO: staff has requested extra member to help staff events.
- Yearbook numbers are all over the map. Volatility in revenue from year to year and not a consistent picture of costs.
- Classroom funds have gone up, primarily due to seven new members of staff: new teachers receive extra funds.
- \$1000 from teachers' classroom funds was not spent: in a few instances it was support staff that didn't spend the funds.
- The \$1000 went to the playground fund.
- Principals fund: new this year.
- Printing and postage - increased for the extra students

- PTO: admin and expense line due to costs associated with Meriwether Matters and square space, as well as constant contact.
- Summer library hours.
- Teacher salary intervention was decreased. School is working to full fund this area.
- Shelves approved and ordered.
- \$477 for the garden approved two years ago, wasn't spent in full.
- \$870 in outreach money received last year will carry forward to this year - will go to Betsy Bell for kids in need - funds from QIM.
- Attempting to make the school act as own funding agent and the PTO to act as insurance policy instead of PTO funding everything.
- Helen made a motion to propose the budget to school at Back to School night.
- Motion seconded and passed.

H. Volunteer Coordinator's Report: Kenna Boyd

- Volunteer recognition: try to increase recognition more than in the past. Reaching out to the teachers before each PTO meeting to get ideas of parents who have helped at school.

I. Communications Coordinator's Report

- Meriwether Matters format change, still a work in progress.

- Mailchimp will allow better coordination with the website.
- Co-chairs passed out a draft of "How To Promote your Project or Event" in Meriwether Matters. Trying to truncate the process of uploading and posting to Meriwether Matters.
- If people are transacting commerce on the site, more lead time is necessary to put on the site.
- Discussion of the best way to deal with printing fliers: what to do with the extras - is there a way to save money on printing, but balance with ease of use for teachers and front office.
- Continue to drive traffic towards website.
- Please email the communications email as opposed to emailing either Holly or Laurel individually.
- Cost of copies for committee chairs will appear on a line item expense: please remember the cost of the copies.

Reminder for future dates

PTO Co-Presidents' Report 8/24/15: Mindy Goodall and Peggy Williams

Fun Fair: Chairs Sarah Gray Parrish and Robyn Mattern have received the fun fair binder from last year and are eager to get started planning this year's Fall Fun Fair. They have reserved the building, are ordering the dunk tank and bounce house, and are eager to get their list of volunteers to continue planning.

Silent Auction: Chairs Melissa Hoover and Amelia Walton have reserved King Family Vineyards for Friday, March 18th and are beginning to investigate theme and logo ideas. They have also purchased RSA for the upcoming year including the checkout feature which was used for the first time last year. We changed the parent volunteer form format with hopes to get volunteers interested in helping with specific auction tasks. While waiting for the volunteer list, Melissa and Amelia are beginning to organize the donor files. They continue to do some follow ups from last year as some thank you notes have bounced back in the mail.

Fall Fundraising: Bryce Harris and Samantha Hartog are working on the initial fundraising letters to go out to parents. They will highlight the three priorities (Professional Development Fund, Playground, and 3rd priority that Dr. Irani will share with us soon) and encourage 100% participation at any level of giving. They are identifying grade level captains who will encourage participation without targeting specific families.

Enrichment Zone: Carey Gibson has worked hard with teachers to offer 27 Enrichment Zone classes. She has also worked closely with Miro to get the online registration started using squarespace/stripe as the online payment tool. Registration for Pre-zone closes Wednesday, August 26th. Registration for Fall I closes September 4th.

Box Tops: We are looking for one more Box Top Chair to help Holly Roach since the other chair has moved. Information will be sent out in Meriwether Matters in the next week or so.

MLS Sportswear: Kate Shegda is working on new designs for the sportswear (think Patagonia logo) and is working with Rivanna Gear & Apparel to create our own MLS website where parents can order gear all throughout the year. Samples will be ready for Back to School Night and parents can begin ordering then.

Yearbook: We are still hoping to find a Yearbook Chair. Emails have been sent out to 5th grade parents, and we will send out information in Meriwether Matters. Please forward any potential names to Peggy and Mindy.

PTO Google Folder: We would like to move away from paper exchange between committee chairs year to year and move to using a PTO Google folder to save important information. This should help with the transition year to year. We will update you on our progress and plan next meeting.

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/14 - 06/30/15 ACTUALS			2014-2015 BUDGET	2015-2016 Proposed Budget	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS						
5th Grade	1,500.00	(1,521.76)	(21.76)	-	-	Net zero fundraiser
Bingo	584.15	(249.44)	334.71	420	350	
Birthday Book Club	2,775.97	(2,750.51)	25.46	-	-	
Summer Library Donations	169.03	(169.03)	0.00	-	-	
<i>PayPal Expense Birthday Book Club</i>		(25.46)	(25.46)	-	-	
Total Birthday Book Club	2,945.00	(2,945.00)	0.00	-	-	Net zero fundraiser
Box Tops	1,834.70	(33.55)	1,801.15	1,700	1,700	
Enrichment Zone						
<i>EZ Stipend</i>		(7,169.53)	(7,169.53)	(6,567)	(6,567)	
<i>Enrichment Zone - Other</i>	38,719.01	(28,877.81)	9,841.20	7,906	8,604	
<i>*EZ Subtotal</i>	38,719.01	(36,047.34)	2,671.67	1,339	2,037	
<i>PrE-Zone</i>	5,580.00	(5,580.00)	0.00	-	-	
<i>PayPal Expense EZ and Pr-EZ</i>		(759.41)	(759.41)		(1,463)	
Total Enrichment Zone	44,299.01	(42,386.75)	1,912.26	1,339	574	
Fun Fair						
<i>Fun Fair Pre-Sale Tickets</i>	2,762.00		2,762.00	2,500	2,500	
<i>Fun Fair Raffle</i>	405.00		405.00	400	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)	(400)	
Total Fun Fair	7,112.28	(2,449.12)	4,663.16	2,000	2,500	
Fall Fundraiser	40,200.00	(743.35)	39,456.65	1,931	1,628	
<i>Fundraiser PayPal Expense</i>		(247.42)	(247.42)	0.00		
Total Fall Fundraiser	40,200.00	(990.77)	39,209.23	1,931	1,628	Plug to get Budget to balance
Grocery Rewards						
Harris Teeter	1,101.13		1,101.13	400	600	
Kroger	2,696.28		2,696.28	1,500	2,000	
Amazon Affiliates Income	1,685.08		1,685.08	600	900	
Grocery Rewards - Other		(43.75)	(43.75)	-	-	
Total Grocery Rewards	5,482.49	(43.75)	5,438.74	2,500	3,500	
Kids' Night Out	12,560.01	(11,467.56)	1,092.45	2,200		
<i>KNO PayPal Expense</i>		(66.68)	(66.68)	-	500	
Total Kid's Night Out	12,560.01	(11,534.24)	1,025.77	2,200	500	
School Clubs	1,050.00	(1,050.00)	0.00	-	-	Bookfair, Design Club, etc. - net zero
School Spirit Products	1,918.00	(1,740.74)	177.26	300	300	
<i>School Spirit PayPal Expense</i>			0.00	-	-	
Total School Spirit Products	1,918.00	(1,740.74)	177.26	300	300	
Silent Auction						
<i>Silent Auction Cash Donations</i>	1,300.00		1,300.00	-	-	
<i>Silent Auction PayPal Expense</i>			0.00	-	-	
<i>Silent Auction - Other</i>	35,665.00	(8,470.18)	27,194.82	22,000	22,000	
Total Silent Auction	36,965.00	(8,470.18)	28,494.82	22,000	22,000	
Yearbook	5,623.00	(5,237.24)	385.76	800	500	Made \$800 in 2013/14
Yearbook PayPal Expense			0.00	-	-	
Total Yearbook	5,623.00	(5,237.24)	385.76	800	500	
TOTAL FUNDRAISING PROGRAMS	162,073.64	(78,652.54)	83,421.10	35,190	33,552.16	
OTHER INCOME						
Community Outreach Income	1,000.00		1,000.00	-	-	
Miscellaneous Income	441.93		441.93	-	(400)	Mr. Sherogan spending the AWE grant awarded May 2015
Donations - Corp & Individual			0.00	-	-	
TOTAL NET INCOME	163,515.57	(78,652.54)	84,863.03	35,190	33,152.16	

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	7/1/14 - 06/30/15 ACTUALS		2014-2015 BUDGET	2015-2016 Proposed Budget	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
SERVICES & PROGRAMS PROVIDED					
Art Print		(212.92)	(212.92)	(250)	
Bulletin Board		(14.24)	(14.24)	(100)	Spent \$0 in 2013/14
Classroom Fund		(12,312.65)	(12,312.65)	(13,425)	
Cultural Programs & Assemblies			0.00	(1,600)	
Day of Caring		(246.46)	(246.46)	(300)	
Game Night			0.00	(100)	
Holiday Kids' Market		(106.25)	(106.25)	(100)	
Instructional Equip & Mat'l-Summer School		(500.00)	(500.00)	(500)	
Instructional Equip & Mat'l-Kiln Supplies		(746.24)	(746.24)	(750)	
Instructional Equip & Mat'l-Other		(2,061.10)	(2,061.10)	(2,155)	\$130 for deodorant + extra for 'Other'
Instructional Equip & Mat'l-Tech Supplies		(12,004.77)	(12,004.77)	(450)	\$250 for Digital Fabricator, \$200 for Makerbot
Parent Council		(50.00)	(50.00)	(50)	
Principal's Fund			0.00	(1,000)	
Printing & Postage		(1,096.27)	(1,096.27)	(1,000)	Spent \$1,041 in 2013/14
PTO Administration - Expense		(95.00)	(95.00)	(100)	Fees from bank
Miscellaneous Expense			0.00	-	Resolving returned checks
Operational Insurance		(560.00)	(560.00)	(310)	(560)
Operational Support Services		(550.00)	(550.00)	(600)	(550)
PTO Admin - Expense - Other		(1,328.86)	(1,328.86)	(850)	(1,020)
Total PTO Administration Exp.	0.00	(2,533.86)	(2,533.86)	(1,860)	(2,230)
School Property Impvmnts-Landscaping		(288.33)	(288.33)	(250)	(250)
Social Media					(200)
Staff Appreciation/Hospitality		(3,143.76)	(3,143.76)	(3,300)	(3,300)
Newcomer's Coffee					(100)
Water		(901.50)	(901.50)	(1,000)	(1,000)
Summer 2014 Funding		(1,925.54)	(1,925.54)		-
Coffee with Dr Irani		(172.27)	(172.27)	(200)	(200)
Total Staff Appreciation / Hospitality	0.00	(6,143.07)	(6,143.07)	(4,500)	(4,600)
Summer Library Hours					(1,722)
Sylvia J. Henderson Outreach		(1,140.00)	(1,140.00)	(1,000)	(1,000)
Teacher Salary Support-Intervention		(4,200.00)	(4,200.00)	(4,200)	(2,100)
Volunteer Recognition		(200.00)	(200.00)	(200)	(200)
TOTAL SERVICES & PROGRAMS EXPENSE	0.00	(46,188.31)	(46,188.31)	(35,190)	(33,152)
TOTAL NET INCOME (from pg 2)			84,863.03	35,190	33,152
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(46,188.31)	(35,190)	(33,152)
RESERVED FOR PROFESSIONAL DEVELOPMENT FUND			(13,000.00)		-
PROFIT/(LOSS) for 2014/2015 Activities			25,674.72	0	0
Prior year funding:					
Extra funds for bathroom faucets			0.00	(750)	
Media Center shelves	(7,000.00)	(7,000.00)	(7,000.00)	(7,000)	(6,717)
Art Room Storage	(733.40)	(733.40)	(733.40)	(800)	
Garden	(1,022.89)	(1,022.89)	(1,022.89)	(1,500)	(477)
Color Printers		0.00	0.00	(254)	
Sylvia J. Henderson Outreach held over from 2013/14	(300.00)	(300.00)	(300.00)	(300)	(860)
Security from 2011 Fun Fair	(240.00)	(240.00)	(240.00)	0	
Birthday Book Club 2013/14	(35.12)	(35.12)	(35.12)	0	
Total 2013 / 2014 Commitments		(9,331.41)	(9,331.41)	(10,604)	(8,054)
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			16,343.31	(10,604)	(8,055)