

Meriwether Lewis Elementary School
PTO Meeting Minutes
September 28, 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: Nicole Group

A. Welcome and Introduction: Peggy Williams

B. Co-Presidents' Report: Mindy Goodall

- Potential by-law change for budget discussion / approval process at back to school night.
- Either send the budget to the parents in advance for feedback and a more informed vote by the parents at back to school night or;
- The board votes on the budget ahead of back to school night and tells the parents what the budget or;
- Invite the parents to attend the PTO meeting that we discuss the budget for them to have the option to hear / discuss budget issues, vote for the budget and discuss the budget at back to school night.
- Back to school night needs to be 'an official' meeting, whether or not a vote is taken.
- Do we need to amend the bylaws for public discussion at board's meeting - do we need to put a 'public discussion' agenda item?

- Could we have one or two specific meetings that are open to public discussion instead of an agenda item every meeting?
- Put a vote to the parents for leaving the budget process as is or the board as representatives vote and announce at back to school night.
- Next Monday - annual fund mailer meeting to stuff and sign letters to be sent later in the week.
- Slight delay in new sportswear; however, none of the payments will flow through the PTO, but ready for order by the Fun Fair.
- Fun Fair plans coming along - looking for volunteers from parents and teachers.
- Box Tops - Not displaying the running tally until January and children can turn in now. Families with multiple children will be allowed to share the tally with all of their children.
- Blue Birds Care - Looking for more ideas on the website and / or to circulate to room parents for community service projects that children can work on at a class party or other class gatherings.

C. Principal's Report: Mike Irani

- Partnering with Greenbrier Elementary PTO to work on a program to recycle old smart phones / devices.
- World language community forums continues to meet and will decide on a language by October 16.

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

- Asked what help the teachers can provide at the fall fair.

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

- The first Kids Night Out was a success.
- Game night is the next PTO event after the Fun Fair.
- Possibly having prizes or competition between the grades at Game Night to increase attendance.
- There have been two parent council meetings thus far:
 - Dr. Moran spoke at Agnor Hurt
 - Meetings will switch between different schools throughout the year
 - Parents wanted to know what teachers are doing with their professional development and how they use that in the classrooms
 - County is reviewing homework policy and sent out county wide email survey and rolling out a new policy next year

F. Secretary's Report

- A motion was made, seconded and the minutes from the August 24, 2015 PTO Meeting were approved.
- A motion was made, seconded and the minutes from PTO Back-to-School Meeting September 8, 2015 were approved.

G. Treasurer's Report

- See attached report for detailed budget line items.

- Reimbursement request for party favors.
- Grocery rewards has a lower than expected number of families participating thus far.
- Amazon participation is lower than expected thus far.
- Want to promote using Amazon or Grocery Rewards, but mindful of not being too aggressive as it may take away from the annual fund efforts.
- Kids Night Out raised \$625.
- Silent Auction software needs to be paid upfront.
- Miscellaneous items came from Kona Ice at back to school night.
- Motion made, seconded and approved to pay for overpay of \$20.19 at Newcomer's Coffee.
- Is there a way for Betsy Bell to pre-fund expenses, instead of her having to pay herself and be reimbursed?
- Debbie Parmalee requested the PTO to cover the cost of three printer cartridges for the color printers for a total up to \$500, but found elsewhere for less.
- In the past the PTO paid for the cartridges (roughly \$500), we are averaging approximately \$500 a year for color - is this too much or would it make sense to look at a new printer with cheaper printer (this specific printer is notoriously expensive for cartridges)?
- Motion made for purchase of additional printer cartridges, seconded and approved for up to \$500.

H. Volunteer Coordinator's Report: Kenna Boyd

- We would like to honor the volunteers who have their committees off the ground and up and running this month.
- Put names and tasks on the bulletin board.

I. Communications Coordinator's Report

- Detailed report of readership of Meriwether Matters versus last year and versus the industry average (non-profits).
- Report also contains commerce collected through website.
- Breakdown of Popular Content.
- Ready for donation site for annual fund.

Reminder for future dates

Next PTO Meeting 10/21

September Co-Presidents Report: Mindy Goodall, Peggy Williams

Back to School Night: We have received positive feedback regarding Back to School Night. People are excited about the three priorities. We look forward to kicking off the Annual Fund campaign to start October 1st. We did hear feedback about presenting the budget for approval at Back to School Night and recommend changing the bylaws. It seems to make more sense to have the PTO Board approve the Annual Budget and then share the approved budget with our membership at the annual general meeting. This allows more time to talk about the annual fund priorities.

Fun Fair: (see update on next page)

Annual Fund: Samantha and Bryce are working to get the parent letters out by the beginning of October. Campaign will run officially through the end of the year, but donations will be accepted through the end of the school year.

Enrichment Zone: 68 students participated in Pre-zone and 47 of those students registered online. 222 slots were filled in the Fall I session and 146 of those slots were filled through online registration. Carey Gibson hopes to encourage more online registrations for the Spring sessions.

Fall 1 had several courses with wait lists - CHOICE with 17 more than the 16 accepted and robotics 14 more than the 10 accepted were the highlights. Financial information is still pending because some final payments are still being collected and stripe fees have not been deducted.

Auction: Melissa and Amelia have reached out to their volunteer list which was generated from the PTO volunteer form. They are contacting people individually to gauge abilities/interests/stamina and then will meet as a group. They are also getting the class gifts process started early this year. They believe Laura Ege will be in charge of the raffle but that is all still in the planning stages.

Box Tops: Holly Roach is coordinating box tops this year. We will make two changes. One change is that all box tops collected will be counted towards the box top competition in February. The second change is that every box top collected from a family will count in each child's classroom rather than in only one classroom. The first box top deadline is November 1st.

Grocery Programs: Kristina Parker has sent out information to parents about linking their cards, and will continue to send out reminders over the next month or so.

Sportswear: Kate Shegda is finalizing the products, logo, and prices for items. Launch is set for 10/1. She plans to send out emails once they are ready and also will do a table at Fun Fair.

Directory: Directory is going to print the week of 9/21. We are using Albemarle County Copy Center because the cost was half of what ALC charges.

Yearbook: We have four people willing to work together this year on the yearbook. They have the Balfour info and have spoken to Laura Emery and will keep us informed as they move forward. Thank you Connie Fitzwater, Susanne Derrico, Kate Kaminski, and Sabrina Ortengren.

Fun Fair Update/Planning

- All attractions have been booked- Bounce House, Dunk Tank, Fire Truck, Petting Zoo, Pony Rides, Flood flights, Police.
- Facility Request submitted and approved.
- Food
 - Jennifer Brewster leading
 - Hunt Country has committed to serve Dinner
 - Kona Ice booked
 - Will also get Dominos Pizza
 - *NEED to ask Kroger &/or Costco for Water bottle and plates, forks, etc donation*
 - *Need to organize "Sweet Shop"*
- Décor- Rodeo Theme
 - Colleen Bassett is lending a saddle and a few other things
 - A few items have been purchased on Oriental Trading for décor
 - *Need- hay bales, mums, make a flag hanging with bandana fabric, balloons day of- brown and white(draw black cow spots as seen on Pinterest)*
 - *Open to other creative ideas*
- Classroom Activities
 - Narrowing down to approximately 8
 - Potty Toss- is one enough?
 - *Need- rocking horses or other for Lasso game*
 - *Need to come up with a Rodeo/Western Theme craft*
 - *We need more teachers to volunteer their rooms*
- Other Activities
 - *Need to find photographer for photo booth*
 - *Need to find someone to do the Fortune Teller booth*

- Pumpkin Contest
 - *We need a parent volunteer to man this. Backpack mail needs to go out with the details, a sign in the pencils, then tables set up for kids to bring their pumpkins. Night of Fun Fair- we need this person along with helpers to arrange pumpkins in a cute way in the library. Need to have voting process organized.*
 - Volunteers
 - Betsy Bell is securing Henley kids and WAHS Key Club
 - **PTO Board members - volunteer for 30 min slots to sell tickets?**
 - Tickets
 - We are purchasing tickets from Amazon.
 - Meg Franco's class will organize. Meg will sell night of.
 - Prizes
 - Prizes have been ordered
 - Marketing
 - Posters up and Save the Date went out. Full page will go out in 2 weeks w pre ticket order info

September VP Report: Carleen Kupcis and Sarah Kelsey

Back to School Picnic

Proceeds from the Kona ice truck at this year's Back to School Picnic were \$34.03. The proceeds check was received by Helen Boyd.

Kids Night Out

The first of 6 Kids Night Out events took place on Friday September 18th, 2015. The event was very successful. Total attendance was 142 MLS students, the most (34) coming from 3rd grade. Of the 3 registration options offered this year (paper form, online and at the door) online registration was the most popular. Total gross income was \$2,535 and net income from the event is expected to be approximately \$600. Several families did arrive late to pick up their children, which may or may not be due to the earlier ending time of the event.

Game Night

Since attendance was on the low side at this event last year, the event chair is actively brainstorming ideas to make this a more popular and well-attended event. Some of her ideas include (1) getting room parents more involved; (2) having a marquee event such as a competition between the grades or a tournament with brackets; and (3) awarding prizes.

Back to School Night

The VPs manned a table at Back to School Night set up to answer any questions new MLS families might have about the social events that the PTO sponsors throughout the school year. This was also an opportunity to inform parents about their options for becoming more involved with the PTO. Several parents expressed an interest in greater involvement and several more completed the Parent Volunteer form.

Parent Council Meetings

The first meeting of the Albemarle County Public Schools Parent Council took place on Monday September 14th at Albemarle

High School. The meeting was well attended by school administrators and individual school parent council representative, several of whom are also PTO Board members.

Topics varied but most of the evening's discussion focused on three main areas: (1) Better Communication - between the Council and its representatives, between the representatives and the schools they represent and between the schools and members of the school community; (2) Format of Parent Council Meetings - a substantial number of council representatives expressed that future meetings should not be devoted to planned speakers but rather to open discussion of current topics amongst the council representatives and the council leadership; and (3) School Board and Board of Supervisor's Meetings - the parent council should be more proactive at these meetings and should develop a strategy for advocating the Council's positions at relevant meetings. The evening concluded with an ACPS system-wide update from Superintendent Dr. Pamela Moran.

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 9/24/15 ACTUALS			2015-2016 BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Annual Fund	210.00	(196.00)	14.00	1,628	
<i>Annual Fund Stripe Expense</i>		(0.59)	(0.59)		
Total Annual Fund	210.00	(196.59)	13.41	1,628	<i>Plug to get Budget to balance</i>
5th Grade			0.00	-	<i>Net zero fundraiser</i>
Bingo			0.00	350	
Birthday Book Club			0.00	-	
Summer Library Donations			0.00	-	
<i>PayPal Expense Birthday Book Club</i>			0.00	-	
Total Birthday Book Club	0.00	0.00	0.00	-	<i>Net zero fundraiser</i>
Box Tops			0.00	1,700	
Enrichment Zone				(6,567)	
<i>EZ Stipend</i>			0.00		
<i>Enrichment Zone - Other</i>	18,828.00	(592.23)	18,235.77	8,604	
<i>*EZ Subtotal</i>	18,828.00	(592.23)	18,235.77	2,037	
<i>PrE-Zone</i>	2,448.00		2,448.00	-	
<i>Stripe Expense EZ and Pr-EZ</i>		(488.85)	(488.85)	(1,463)	
Total Enrichment Zone	21,276.00	(1,081.08)	20,194.92	574	
Fun Fair					
<i>Fun Fair Pre-Sale Tickets</i>			0.00	2,500	
<i>Fun Fair Raffle</i>			0.00	400	
<i>Fun Fair - PayPal Expense</i>			0.00	-	
<i>Fun Fair - Other</i>			0.00	(400)	
Total Fun Fair	0.00	0.00	0.00	2,500	
Grocery Rewards					
Harris Teeter			0.00	600	
Kroger	743.90		743.90	2,000	<i>\$582 being sent. Only 38 families</i>
Amazon Affiliates Income	294.68		294.68	900	<i>\$66 due for July</i>
Grocery Rewards - Other		(61.60)	(61.60)	-	<i>Flyers</i>
Total Grocery Rewards	1,038.58	(61.60)	976.98	3,500	
Kids' Night Out	2,555.00	(1,830.30)	724.70		
<i>KNO Stripe Expense</i>		(82.60)	(82.60)	500	
Total Kid's Night Out	2,555.00	(1,912.90)	642.10	500	
School Clubs			0.00	-	<i>Design Club, etc. - net zero</i>
School Spirit Products			0.00	300	
<i>School Spirit PayPal Expense</i>			0.00	-	
Total School Spirit Products	0.00	0.00	0.00	300	
Silent Auction					
<i>Silent Auction Cash Donations</i>			0.00	-	
<i>Silent Auction PayPal Expense</i>			0.00	-	
<i>Silent Auction - Other</i>	120.00	(995.00)	(875.00)	22,000	
Total Silent Auction	120.00	(995.00)	(875.00)	22,000	
Yearbook			0.00	500	<i>Made \$800 in 2013/14</i>
Yearbook PayPal Expense			0.00	-	
Total Yearbook	0.00	0.00	0.00	500	
TOTAL FUNDRAISING PROGRAMS	25,199.58	(4,247.17)	20,952.41	33,552.16	
OTHER INCOME					
Community Outreach Income			0.00	-	
Miscellaneous Income	40.03		40.03	(400)	<i>Mr. Sherogan spending the AWE grant awarded May 20</i>
Donations - Corp & Individual			0.00	-	
TOTAL NET INCOME	25,239.61	(4,247.17)	20,992.44	33,152.16	

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 9/24/15 ACTUALS			2015-2016 BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
SERVICES & PROGRAMS PROVIDED					
Art Print		(161.34)	(161.34)	(250)	
Bulletin Board		(31.02)	(31.02)	(50)	Spent \$0 in 2013/14
Classroom Fund		(2,962.05)	(2,962.05)	(14,000)	
Cultural Programs & Assemblies			0.00	(1,600)	
Day of Caring			0.00	(300)	
Game Night			0.00	(100)	
Holiday Kids' Market			0.00	(100)	
Instructional Equip & Mat'l-Summer School			0.00	(500)	
Instructional Equip & Mat'l-Kiln Supplies			0.00	(750)	
Instructional Equip & Mat'l-Other			0.00	(500)	
Instructional Equip & Mat'l-Tech Supplies			0.00	(450)	\$250 for Digital Fabricator, \$200 for Makerbot
Parent Council		(50.00)	(50.00)	(50)	
Principal's Fund		(846.60)	(846.60)	(1,000)	
Printing & Postage		(64.40)	(64.40)	(1,200)	
PTO Administration - Expense		(12.50)	(12.50)	(100)	Fees from bank
Miscellaneous Expense			0.00	-	Resolving returned checks
Operational Insurance			0.00	(560)	
Operational Support Services			0.00	(550)	Accountant's fee - has been \$550 for last 2 years
PTO Admin - Expense - Other		(269.30)	(269.30)	(1,020)	
Total PTO Administration Exp.	0.00	(281.80)	(281.80)	(2,230)	
School Property Impvmnts-Landscaping		(35.71)	(35.71)	(250)	
Social Media				(200)	
Staff Appreciation/Hospitality		(259.11)	(259.11)	(3,300)	
Newcomer's Coffee		(120.19)	(120.19)	(100)	
Water		(85.10)	(85.10)	(1,000)	
Coffee with Dr Irani			0.00	(200)	
Total Staff Appreciation / Hospitality	0.00	(464.40)	(464.40)	(4,600)	
Summer Library Hours				(1,722)	
Sylvia J. Henderson Outreach			0.00	(1,000)	
Teacher Salary Support-Intervention			0.00	(2,100)	
Volunteer Recognition			0.00	(200)	
TOTAL SERVICES & PROGRAMS EXPENSE	0.00	(4,897.32)	(4,897.32)	(33,152)	
TOTAL NET INCOME (from pg 2)			20,992.44	33,152	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(4,897.32)	(33,152)	
PROFIT/(LOSS) for 2015/2016 Activities			<u>16,095.12</u>	<u>0</u>	
PROFESSIONAL DEVELOPMENT FUND		(395.00)	(395.00)	-	
Prior year funding:					
Media Center shelves			0.00	(6,717)	
Garden		(40.27)	(40.27)	(477)	
Sylvia J. Henderson Outreach held over from 2013/14		(36.00)	(36.00)	(860)	Aid for Prezone for 1 student
Other		(60.00)	(60.00)		E-zone re-issued check
Total 2014 / 2015 Commitments			(136.27)	(8,054)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			<u>15,563.85</u>	<u>(8,055)</u>	

1. Birthday Book Club
 - a. Birthday Book Club flyer is going home in backpack mail today. Deadline for ordering is October 2nd.
 - b. BBC flyers went out in backpack mail today (9/21) and the website purchase option will be included in the Meriwether Matters tomorrow. Deadline for ordering is Oct 2nd. We do not have a price increase from last year. The BBC party is scheduled for Friday March 18th.

2. Art Print
 - a. The Art Print Volunteer Kick Off Meeting is this Friday, September 25. Supplies are ready for lessons to begin in the classrooms in October. Very excited to have 42 parent volunteers supporting Art Print at MLS this school year. All but one classroom has volunteers, but I am using this class (Mrs. Kuhn's) as a pilot to have student docents from the UVA Fralin Museum of Art come in and teacher art print lessons. This is a new exciting opportunity to partner with the education department.

3. 5th Grade Coordinators
 - a. No update yet
4. Newcomers Network
 - a. No update yet
5. Landscaping & Gardening
 - a. Ms. Parmelee asked me if the PTO can help with the muddy area that is outside the 5th grade exit. We talked about reseeding for grass but agreed that wouldn't last. So, on one corner, we thought that adding 2 boxwood bushes and some woodchips/mulch which would take care of the mud on that corner. On the other side, she is asking if we might put some kind of hard surface pathway (maybe pavers or something) and then mulch the remaining area. The expense of these items would surpass my budget so I need approval to move forward or to do something else.
 - b. As for the budget: There are these pavers we can use that look like this... which are 15.5" x 15.5" each. We would make a walkway with them (either side by side or staggered) [Ashland Four-Cobble Patio Stone (Common: 16-in x 16-in; Actual: 15.7-in x 15.7-in)] They are \$5 each and I am thinking that about 30 would be enough. So, that is \$150.
 - c. The boxwoods would be about \$45 each (for a decent sized plant) so that is another \$90 Edging to keep the mulch in place would be about \$35.
 - d. Woodchips - I could probably get for free from a tree guy I know.
 - e. So, that would be a total budget of \$275. WITH THE CAVEAT that if I can't get free woodchips, that I might need another \$100.... though I don't think that would be the case. Labor would be done by the landscaping committee.