

Meriwether Lewis Elementary School
PTO Meeting Agenda
October 26,2015 6:30pm

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

Parents Attending: Nicole Group

A. Welcome and Public Comments

- Nicole Group gave a committee report on SEAC

B. Co-Presidents' Report: Mindy Goodall and Peggy Williams

- Fun Fair Feedback
- December Fruit Purchase for Staff
 - Purchase for the staff is already approved and not needed to vote on (unless the cost of the fruit has increased)
- Bluebirds Care Update
 - Pushing the concept of empathy to the kids
 - If classrooms are not already doing service projects, giving the classrooms ideas for service projects
 - Pictures will be taken and sent to the communications team to publish on the website
- School Board Election
 - The presidents are working on putting together a packet to inform the populace about the candidates
 - I.E. - World language program is a hot topic, one candidate appears to support world language program while the other does not appear to support the program

- Discussion as to whether the PTO should organize and distribute election materials, perhaps redistributing already published articles from the Daily Progress

C. Principal's Report: Mike Irani

- Mike thanked parents and PTO for all of the hard work at the Fun Fair and community events in general
- Although there were a number of people supporting both options, Dr. Irani and his team chose French for the World Language Program
- First step is to attend an American Council for Teaching of Foreign Languages meeting in November
- Reminder to check report cards that are now available via the parent portal and will not be sent home as part of the move to paperless
- Potentially need to fund a teacher for program
- Meeting with a company that hires native speaker to teach in the U.S.

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

- Fun fair was a wonderful community event and a number of parents attended
- Thank you for the breakfast on October 30
- Organizing active and retired military personnel in November to meet with the children

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

- Hospitality committee having first breakfast for the teachers Friday October 30
- From the Parent Council Meeting:
 - Make lunches for bus drivers
 - Meet at different schools each time and next time it will be here - November 18
 - Discussed fund raising, potentially with another school

- Hospitality committee may need to add members or at least help with specific events

F. Secretary's Report: Richard Monroe

- Approve September Minutes
 - Motion to approve, seconded and approved September meeting minutes

G. Treasurer's Report: Helen Boyd

- Total donations of \$12,333
 - Includes \$5,000 anonymous donation specific for PD fund
 - 38 families have donated thus far (approximately 14% of families)
- Birthday book club raised over \$3,300
 - Ms. Atkinson will spend the money on books
- Fun Fair number still not final, but roughly \$5,000 profit
 - Appears to be larger than last year
- Printing and postage was significantly cheaper this year after changing vendors (roughly \$700 in savings)
- Accountants fee was \$50 cheaper this year
- PD fund - Mrs. Franco and Mrs. Brodie are going to a conference in Austin

H. Volunteer Coordinator's Report: Kenna Boyd

- Birthday Book club was big this year
- October Volunteer Recognition

I. Communication Coordinators' Report: Laurel Geis and Holly Stancil

- Potential for special election edition on the website Friday
- Sportswear available as holiday gifts for kids
- Arrives on a rolling basis - if you order now, they will come in shortly

Attached:

*Please review written reports prior to the meeting. Copies of the agenda will be provided but please bring a laptop or copies of additional materials for your reference.

Important Dates:

Friday, November 6th Fun Game Night

Friday, November 20th Kids Night Out

Monday, November 23rd PTO Meeting 6:30 - 8:00

October Co-Presidents Report: Mindy Goodall, Peggy Williams

Fun Fair: Done! Initial calculations look like profit will be well above our target of \$2500, and may be closer to \$4000. We really appreciate the efforts of Robyn Mattern and Sarah Gray Parrish as well as their entire committee.

Annual Fund: Letters are out, donations are coming in...be on the lookout for some videos of teachers talking about the PD Fund. Total donations are \$11,165 as of 10/20/15.

Enrichment Zone: Carey Gibson is sending out a survey to get feedback on Fall I courses. She will report back at the next meeting.

Auction: Chairs Melissa Hoover and Amelia Walton

They have contacted solicitors and have asked them to start asking businesses for donations. They will be having a group meeting Wed, Nov 11 where all subgroups are invited to share ideas. It will also be a good time to get updates on solicitation progress.

Box Tops: Holly is sending in the first round of box tops next week in time for the first deadline of November 1st.

Grocery Programs: We have received \$1,686 so far; \$360 from Amazon and \$1,326 from Kroger. Kristina Parker will be sending out more MM reminders for people to link their accounts.

Sportswear: Website is done, and orders can be made directly through our supplier (Rivanna Sportswear.) 35 pieces have been ordered to date and should arrive within the next week or two. Kate Shegda will do flyers soon and this combined with some sportswear starting to appear on kids should cause orders to sky rocket!

Bluebirds Care: We have received a lot of positive feedback about the Bluebirds Care initiative from parents and teachers. The teachers appreciate that the room parents will handle the projects and supplies. Many teachers already do community service projects in their classrooms and have been happy to share what they do. Ideas have been circulated to room parents for Halloween parties.

Yearbook: The yearbook team will be taking orders earlier this year in line with Henley and Western. This will allow them to place a more accurate order with Balfour. The team is well organized and looks forward to getting started with the group of 5th graders.

October VP Report: Carleen Kupcis and Sarah Kelsey

Hospitality Committee

The committee will be having their first breakfast on Friday, October 30. It is a Halloween theme.

Game Night

MLS Game Night is Friday November 6th from 6:30 pm to 8:00 pm. As of 10/20/15 the committee consists of the Chair Jen Bryerton and one other volunteer. That said Jen has been working diligently to come up with some great ideas for the event itself as well as a comprehensive marketing plan for the event.

She drafted grade-specific language for the classroom parents and multiple announcements for Meriwether Matters. One notable addition to this year's program is a specific zone for younger players from the earlier grades. Communications suggested it might be a good time to update the generic language about game night that appears on the Family Game Night Webpage.

Kids Night Out

The next Kids Night Out is Friday November 20th and no significant changes are planned from the first KNO in September. A change has been implemented for the December 11th KNO in that the event will end at 10:00 pm and staff payments will be adjusted upwards from \$200 per person to \$248 per person. It has also been suggested that pay be increased for the March KNO that coincides with the silent auction and typically ends at 10:30 pm. Lori will work with the KNO staff involved to make all the necessary adjustments. Taking into account the approved changes for December and pending changes for March net income for KNO for the entire school year is currently predicted to be approximately \$700.

Kids Market

Lisa Goldstein found someone to co-chair this event; Kristin Streed will be working along side of her. They have reserved the building for December 4, met with last years chair, and have

created a flier that should be going to ALC soon.

Other Matters

As Kids Market and the Book Fair approach the VPs will reach out to the respective committee chairs for those events for relevant updates. Initial communications indicate there is nothing to report on these events at this time.

Parent Council Meeting

An ACPS Parent Council meeting was held at Greer Elementary School on 10/21/15. The main topics of discussion were the upcoming school board elections, school redistricting and budget cuts for intervention services and school nurse positions. With respect to the upcoming elections both Superintendent Pam Moran and Jack Jouett Board of Supervisors Representative Diantha McKeel reiterated (1) the importance of the upcoming election and (2) the impact an individual school board member can have on policy throughout their term and long after. On Thursday October 29, at Monticello High School, voters will be able to hear from candidates for the at-large seat and for the Rivanna and Scottsville districts. This forum will be held between 7 and 8:30 p.m. Voters in the Samuel Miller District, in addition to voting for a candidate in their home district, will also be choosing among the at-large candidates, Jonno Alcaro, Dolly Joseph, and Catherine Lochner. Dr. Moran provided a timetable for the redistricting process and outlined the various proposals from the redistricting committee that she will pass on to the School Board. After a series of hearings and meetings a redistricting decision is expected sometime after November's election. The next Parent Council meeting will be held November 18th at Meriwether Lewis.

SEAC Committee

An introductory email was sent to the Special Education Advisory Committee's MLS representatives in which the representatives were offered an opportunity to (1) provide a written update to the PTO Board and/or (2) provide an in-person update at upcoming board meetings. We will reach out to SEAC at least once a

month to request written comments and to re-extend the invitation to speak at the monthly PTO Board meeting.

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 10/22/15 ACTUALS			2015-2016 BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Annual Fund	11,165.00	(522.80)	10,642.20	1,628	
<i>Annual Fund Stripe Expense</i>		(43.50)	(43.50)		
Total Annual Fund	11,165.00	(566.30)	10,598.70	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	3,285.00	(80.64)	3,204.36	-	
<i>Stripe Expense Birthday Book Club</i>		(76.43)	(76.43)	-	
Total Birthday Book Club	3,285.00	(157.07)	3,127.93	-	<i>Net zero fundraiser</i>
Box Tops			0.00	1,700	
Enrichment Zone					
<i>EZ Stipend</i>			0.00	(6,567)	
<i>Enrichment Zone - Other</i>	21,636.00	(757.75)	20,878.25	8,604	
* <i>EZ Subtotal</i>	21,636.00	(757.75)	20,878.25	2,037	
<i>PrE-Zone</i>	2,448.00		2,448.00	-	
<i>Stripe Expense EZ and Pr-EZ</i>		(564.65)	(564.65)	(1,463)	
Total Enrichment Zone	24,084.00	(1,322.40)	22,761.60	574	
Fun Fair					
<i>Fun Fair Pre-Sale Tickets</i>	2,812.50		2,812.50	2,500	
<i>Fun Fair Raffle</i>			0.00	400	
<i>Fun Fair - Stripe Expense</i>		(59.24)	(59.24)	-	
<i>Fun Fair - Other</i>	3,876.50	(1,652.90)	2,223.60	(400)	
Total Fun Fair	6,689.00	(1,712.14)	4,976.86	2,500	
Grocery Rewards					
Harris Teeter			0.00	600	
Kroger	1,325.68		1,325.68	2,000	
Amazon Affiliates Income	360.44		360.44	900	<i>\$66 for July (pd), \$142 due for August, \$257 for Sept Flyers</i>
Grocery Rewards - Other		(61.60)	(61.60)	-	
Total Grocery Rewards	1,686.12	(61.60)	1,624.52	3,500	
Kids' Night Out	2,555.00	(1,871.42)	683.58		
<i>KNO Stripe Expense</i>		(41.48)	(41.48)	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	49,584.12	(6,727.41)	42,856.71	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	49,624.15	(6,727.41)	42,896.74	33,152.16	

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2015 / 2016**

	7/1/15 - 10/22/15 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)	
Classroom Fund		(3,900.79)	(3,900.79)	(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		(429.97)	(429.97)	(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		(260.09)	(260.09)	(1,200)	
PTO Administration - Expense		(16.50)	(16.50)	(100)	Fees from bank
Miscellaneous Expense			0.00	-	Resolving returned checks
Operational Insurance		(560.00)	(560.00)	(560)	
Operational Support Services		(500.00)	(500.00)	(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	(1,345.80)	(1,345.80)	(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		(186.00)	(186.00)	(1,000)	
Coffee with Dr Irani			0.00	(200)	
Total Staff Appreciation / Hospitality	0.00	(565.30)	(565.30)	(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	(7,626.62)	(7,626.62)	(33,152)	
TOTAL NET INCOME (from pg 2)			42,896.74	33,152	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(7,626.62)	(33,152)	
PROFIT/(LOSS) for 2015/2016 Activities			<u>35,270.12</u>	<u>0</u>	
PROFESSIONAL DEVELOPMENT FUND		(694.00)	(694.00)	-	
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		(236.00)	(236.00)	(860)	Aid for Prezone for 1 student
Other			0.00		
Total 2014 / 2015 Commitments			(276.27)	(8,054)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			<u>34,299.85</u>	<u>(8,055)</u>	