

Meriwether Lewis Elementary School
PTO Meeting Agenda
November 23, 2015 6:30pm

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

Parents Attending: Nicole Group

A. Welcome and Public Comments

- Nicole handed out a report for the Special Educations Priority Initiatives
- Review of pilots for special autism program
- Kevin Kirst wants to expand programs to older students as well
- Kevin would like to add an actual VAP instructional coach
- Kevin would also like to add an actual learning disability coach

B. Co-Presidents' Report: Peggy Williams

- Vote to approve \$200 for MLS Logo Rug - see report for details
- Motion was made, seconded and approved for \$200 MLS Logo Rug
- Annual fund update - 71 families have donated a total \$19,918 thus far, which covers one of our priorities and now are focusing on the new playground
 - We are slightly lower for numbers of donors and roughly \$6000 below last year thus far
 - Discussed different ideas to continue to market for the annual fund - discussed focusing on the excitement of the new

playground as a means of marketing the annual fund

- Do we focus more on participation versus an actual bottom line goal
- Ezone and Robotics Discussion
 - Robotics is a very popular class and we are trying to come up with a way that newcomers get a chance to do it as opposed to the same group participating year in and year out
 - It is difficult to share the robotics and the computers and may cause us to have to buy more equipment
- Bluebird Cares - we received a lot of positive feedback about the Halloween parties and starting to think about holiday parties

C. Principal's Report: Mike Irani

- Quick update on direction of the school
 - The learning that is focusing on communicating to learn - learning of traditional content areas and have kids write about, think about, draw about concepts they are discussing
 - Especially noticeable in math - kids may draw or design how they are learning their math facts
 - Requires more work from the kids and more rigorous applications - may be using Google docs, could be pencil and paper, could be building a model using construction paper
- Dr. Irani took four teachers to a conference in San Diego to begin the early stages of the World Language Problem
- Mike asked the room for comments about the first round of grades published on the Parent Portal - ease of use, comprehension of reports, etc..

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

- Veterans' week was phenomenal. Retirees, people from the command center and others came to visit the kids
- The kids are making cards to thank the people that came in during Veterans week

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

- Game night was a successful night and now are thinking of gearing it more towards the younger kids as more of the younger kids' families show up than older children's families
- Game night is also a good opportunity to focus on kindergarten families and families that are new to MLS as an event
- Possibly changing the date to accommodate newcomers
- Kids Night Out January report will have more details for November and Decembers numbers
- Early draft of the school calendar was discussed

F. Secretary's Report: Richard Monroe

- Motion was made, seconded and approved for October meeting minutes after minor edits made to minutes

G. Treasurer's Report: Helen Boyd

- Per Peggy's report, updated annual fund numbers
- Birthday book club
- EZ numbers still not complete as we have payroll for first session, but not second, but income for both thus numbers distorted
- Final fun fair number - \$4,819.20
- Kids Night Out number is a bit distorted currently as well and needs to be finalized with final expenses and people that sent in checks

- Next big expense will be the annual fruit for the staff for the holidays
- This Thanksgiving we provided families with \$75 gift cards to Kroger as part of our outreach program
- Professional Development fund is slightly higher for the Austin conference bills for Ms. Brodie and Ms. Franco
- Prior year funding is now all spent
- Kids Market - they have \$100 to spend and already spent \$54 for printing on flyers and would like to give the two custodians \$50 each, but in order to do that they need extra funding to cover the difference
- We need to make sure we do this consistently for each event - KNO, Kids Market, Fun Fair, not just do it for some events and not others and therefore will have to budget next year
- Motion was made, seconded and approved to cover the difference for the gift cards

**H. Volunteer Coordinator's Report: Kenna Boyd
Report Given by Peggy in Kenna's absence**

- Kenna received over 100 recommendations for volunteer recognition from the teachers
- Please contact Kenna with any ideas how to recognize that many volunteers at once

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

- We need to make sure committee chairs write their own reports as opposed to sending facts and bullets to Holly and Laurel for them to write the actual content
- There is more chance for error if Laurel and Holly have to write the content and draw conclusions from the bullets and notes from committee chair reports

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, December 4th 6pm Kids Market

Friday, December 11th 6pm - 10pm Kids Night Out

Monday, December 14th PTO Meeting

November Co-Presidents Report: Mindy Goodall, Peggy Williams

MLS Logo Rug - for front entrance to prevent slipping, 6x8ft,
<https://www.andersenco.com/proof/2069109/download/985486>

Building services will split 50/50 so PTO's contribution would be \$200, board needs to vote to approve

Fun Fair: See attached.

Annual Fund: 69 families have contributed to the Annual Fund this year and have given a total of \$19,318. We have fully funded the PD Fund for next year and have begun to work on playground funding. We are trending lower participation than last year in that 87 families had given at this point last year and about \$6000 lower as well(taking out our large anonymous donations from both years.) Participation continues to be the emphasis and we will ask Samantha and Bryce to revisit the leadership list.

Enrichment Zone: Report attached. Working on a plan with Mrs. Parmelee for Robotics to allow kids who haven't taken the class to be able to take it. We would love to find another robotics instructor so we could offer the course on another day as well.

Auction: The auction team met last week to touch base and to discuss some solicitation efforts. The team wants to really encourage Meriwether families to attend this community event. They hope to have a logo for the auction in the upcoming week and begin to develop their marketing plan. Brooke Donovan has agreed to be in charge of the mixers.

Box Tops: no report

Grocery Programs: YTD: Amazon = \$502.43; Harris Teeter = 0; Kroger = \$1,325.68; Total minus expenses = **\$1,766.51**. Kristina considering another advertising push about Amazon rewards as the holidays come.

Sportswear: Kate is going to send out flyers in backpack mail soon. She's also sent pictures of sportswear on the kids through MM and for the website. Deadline for holiday orders is 12/12.

Bluebirds Care: Service projects for Halloween parties were a big success. We will be sending out new and old ideas to room parents for Winter Holiday parties in December. We also shared family service projects leading up to Thanksgiving (not PTO sponsored events, just events around Cville). We plan to do the same leading up to the other holidays.

Yearbook: Yearbook had their first meeting at the beginning of Nov. The children decided that they want to design the yearbook cover and chose the title of "Along the Trail of Meriwether Lewis."

The students agreed to build the theme/design around Meriwether Lewis, the explorer and "exploring / mapping" the 2015-16 school year.

They have sold over 160 yearbooks so far, not including yearbooks the teachers will be ordering with the PTO classroom funds.

The next meeting is Dec 14th. The Balfour Rep will run this meeting and the focus will be on photography-how to take good photos.

Fun Fair 2016
Final MLS PTO Board Report
November 12, 2016

Overall the Fun Fair was a huge success because the kids had fun, we exceeded our monetary goal by over \$2000.00 and we had no major hiccups!
Please see recap below by category:

FOOD

- Run by Jennifer Brewster for 2nd year
- highly recommend having a committee member be in charge of this
- Had donations of \$25 from Costco; \$100 from Sams; 11 Dominoes pizzas (\$88 + tax)
- Hunt Country sold meals and donated \$160 of their earnings
- Kona Ice was a big hit on the black top and donated \$149.31 of their earnings
- Dominoes meals with veggie cup and lemonade / water was a success as well
- Sweet Shop went well; we advertised to sell at \$.25 and \$.50, but everything could have easily been \$.50, so next year should plan for that
- Needed more quarters and \$1 in general

Ticket Sales

- This year pre-ticket sales were \$2812.50 vs last year \$2762
- Highly advise cutting pre ticket sales Wednesday night before so there is ample time to count and package tickets
- Handed out maps and cowboy boot stamped bags (brown lunch bags) with tickets for children to put their prizes in this year and gave out extra bags for extra children- was a big hit for a low cost and helped contain the tickets!
- Change was an issue all night, more \$1, \$5 and \$10 bills next year! But at some times helped sell more tickets!
- Food and ticket sales this year were \$3626 vs last year \$3535

Big Ticket Activities

- The bounce house, dunk tank, pony ride and petting zoo were a big hit as always, recommend those being a staple in the line up every year.
- The Fire Truck was a different model this year so it didn't have lights and was difficult to see, didn't seem to get as much traffic as years past. But they were a HUGE help in filling up the dunk tank earlier in the day.
- We added a photo booth this year for \$150, The Photo Booth Company. Although no Henley volunteer helped and Kyle the owner forgot to collect tickets, it was still very popular! Maybe was good for everyone to do it free this year and then pay next year!?

Classroom Activities

- We had some new activities to follow along our rodeo theme, and they were a big hit, especially the Target Shoot. The water gun game did not work well.
- Potty Toss didn't draw a big crowd, so maybe retire next year

- Can easily do two cupcakes walks next year
- Transformation Center was a big hit too with face painting, hair dye especially!!!
Order hair dye ahead of time on amazon!

Signage & Marketing

- We were able to cut back on expenses this year by only using black and white print on colored paper.
- Activity signs are very time consuming, Hobby Holmes did an amazing job of hand stenciling them and decorating them with fabric. Maybe next year, print them and glue to thicker board?
- Meriwether Matters was a huge help and backpack mail to get word out

Pumpkin Contest

- Need to organize pumpkins by grade category as they come in. It will make it easier to move to library and eliminates the step of having to sort them by grade. Next year set up 3 tables in front hall for K/1, 2/3 and 4/5.
- Count votes as the night progresses; don't wait until last 15 minutes!
- No need for a prize, the recognition of winning was enough!!

Volunteers

- Henley volunteers were not perfect, but overall they were really good! The process of getting the Henley kids with Betsy Bell's assistance is so much easier it still outweighs any other options.
- We had adult "sheriffs" roaming large areas checking on Henley kids and making sure there were no issues, this seemed to work well and people liked it!
- Also had adults working all money tables, which is a must!

November VP Board Report: Carleen Kupcis and Sarah Kelsey

Game Night

There was a good turnout on game night and some lively competition. Especially popular was the grade by grade attendance competition in which the 1st and 3rd graders tied. Mrs. Benoit is coordinating their donut party prize that will be split due to the tie. There were two older students who showed up to help volunteer as well as a couple of teachers who participated in the gaming. Attendance this year was up over last - approximately double at just over 50 people. There were twelve active gaming tables with most of the participants coming from the younger grades. The evening would have benefitted from a wider variety of games (which parents can be asked to bring along) and a few snacks (which the game night committee can coordinate).

Kids Night Out

There are no specific updates for this event at this time. Lori will send a written report after the event on Friday.

Kids Market

The first flier went out Friday November 13 so there are no participation numbers available at this time. Here are some details to date:

- *The committee has chosen Foothills Child Advocacy and the SPCA as the evenings charitable beneficiaries
- *Betsy Bell has been asked to incorporate 'empathy' into the event as a way to get those 5th graders who don't want to sell involved
- *An e-mail is ready to go that will provide further details about Kids market out to those who express interest in the event

*The current plan is split the \$100 the PTO budgeted for this event into \$50 gift cards for the custodians that the committee has asked Helen to help obtain

Hospitality Committee

The teacher breakfast provided on the last teacher work day was a great success and everything is set for Thanksgiving pies for the staff.

Special Education Advisory Committee

The SEAC will be trying to work with other advocacy groups in the county to create a budget request that all the groups could advocate for together.

Parent Council Meeting at Meriwether 11/18 6:30 to 9:00

After a school tour led by Dr. Irani the parent council meeting convened at 7:00 pm and discussed a variety of interesting subjects, some of which may require Board action. The council members were given the opportunity to view a very early draft of the 2016-2017 ACPS Calendar, which in its current form would institute a few changes. The 2 biggest changes are (1) a later start date in August 2016 to help custodial staff finalize their summer tasks and (2) a Winter Break shortened by 2 days so that the school year will end closer to the beginning of June. The most informative portion of the meeting was led by a local attorney who specializes in non-profit entities. One issue that came up was the required filing and annual registration with the VA Dept. Of Agriculture and Consumer Services that applies to all nonprofit entities who solicit donations in the state of Virginia. The website that explains this process is <http://www.vdacs.virginia.gov/consumer/#solicitation> and all filing forms and instructions can be found here. In terms of

which entities are required to register, the website includes the following as part of the FAQ section:

Does my organization have to register? Every charitable organization (not required to be non-profit), except as otherwise provided in the definition of “charitable organization,” which intends to solicit contributions within the Commonwealth, or have funds solicited on its behalf, shall, prior to any solicitation, file an initial registration statement with the Office of Charitable and Regulatory Programs (OCRCP).

A second discussion topic that may require Board action, in addition to the charitable registration outlined above is that of proper licensure for screening movies in front of large audiences. It was suggested by several members of the council that their PTOs/Schools have previously been advised that they must obtain official licensure to screen a movie at an event attended by more than a certain number of people. It was further suggested that FCC fines may apply for not doing so. One local elementary school has been using the following company for licensing for many years: <http://www.movlic.com/> (Movie Licensing USA).

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 11/18/15 ACTUALS			2015-2016 BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Annual Fund	19,518.00	(522.80)	18,995.20	1,628	
<i>Annual Fund Stripe Expense</i>		(103.16)	(103.16)		
Total Annual Fund	19,518.00	(625.96)	18,892.04	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	3,375.00	(80.64)	3,294.36	-	
<i>Stripe Expense Birthday Book Club</i>		(76.43)	(76.43)	-	
Total Birthday Book Club	3,375.00	(157.07)	3,217.93	-	<i>Net zero fundraiser</i>
Box Tops			0.00	1,700	
Enrichment Zone					
<i>EZ Stipend</i>		(995.77)	(995.77)	(6,567)	
<i>Enrichment Zone - Other</i>	22,196.00	(6,861.84)	15,334.16	8,604	
*EZ Subtotal	22,196.00	(7,857.61)	14,338.39	2,037	
<i>PrE-Zone</i>	2,448.00		2,448.00	-	
<i>Stripe Expense EZ and Pr-EZ</i>		(557.63)	(557.63)	(1,463)	
Total Enrichment Zone	24,644.00	(8,415.24)	16,228.76	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>		(64.52)	(64.52)	-	
<i>Fun Fair - Other</i>	4,185.81	(2,114.65)	2,071.16	(400)	
Total Fun Fair	6,998.31	(2,179.17)	4,819.14	2,500	
Grocery Rewards					
Harris Teeter			0.00	600	
Kroger	1,325.68		1,325.68	2,000	
Amazon Affiliates Income	502.43		502.43	900	<i>\$257 due for Sept, \$279 due for Oct</i>
Grocery Rewards - Other		(61.60)	(61.60)	-	<i>Flyers</i>
Total Grocery Rewards	1,828.11	(61.60)	1,766.51	3,500	
Kids' Night Out	3,365.00	(2,024.12)	1,340.88		
<i>KNO Stripe Expense</i>		(73.74)	(73.74)	500	
Total Kid's Night Out	3,365.00	(2,097.86)	1,267.14	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	1,635.00	(42.00)	1,593.00	500	<i>Made \$800 in 2013/14</i>
Yearbook PayPal Expense			0.00	-	
Total Yearbook	1,635.00	(42.00)	1,593.00	500	
TOTAL FUNDRAISING PROGRAMS	61,483.42	(14,573.90)	46,909.52	33,552.16	
OTHER INCOME					
Community Outreach Income			0.00	-	
Miscellaneous Income	40.03	(367.00)	(326.97)	(400)	<i>Mr. Sherogan spending the AWE grant awarded May 2015</i>
Donations - Corp & Individual			0.00	-	
TOTAL NET INCOME	61,523.45	(14,940.90)	46,582.55	33,152.16	

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 11/18/15 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		(4,884.47)	(4,884.47)	(14,000)	
Cultural Programs & Assemblies			0.00	(1,600)	
Day of Caring			0.00	(300)	
Game Night			0.00	(100)	
Holiday Kids' Market		(58.80)	(58.80)	(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		(284.49)	(284.49)	(1,200)	
PTO Administration - Expense		(16.00)	(16.00)	(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		(316.41)	(316.41)	(1,020)	
Total PTO Administration Exp.	0.00	(1,392.41)	(1,392.41)	(2,230)	
School Property Impvmnts-Landscaping		(35.71)	(35.71)	(250)	
Social Media				(200)	
Staff Appreciation/Hospitality		(1,791.20)	(1,791.20)	(3,300)	\$1,488 for fruit for Holiday gift
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	(2,097.39)	(2,097.39)	(4,600)	
Summer Library Hours				(1,722)	
Sylvia J. Henderson Outreach		(276.00)	(276.00)	(1,000)	12 \$75 Kroger gift cards for Thanksgiving (split with Prior Year)
Teacher Salary Support-Intervention			0.00	(2,100)	
Volunteer Recognition			0.00	(200)	
TOTAL SERVICES & PROGRAMS EXPENSE	0.00	(10,548.20)	(10,548.20)	(33,152)	
TOTAL NET INCOME (from pg 2)			46,582.55	33,152	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(10,548.20)	(33,152)	
PROFIT/(LOSS) for 2015/2016 Activities			36,034.35	0	
PROFESSIONAL DEVELOPMENT FUND		(1,335.20)	(1,335.20)	-	
Prior year funding:					
Media Center shelves		(6,717.20)	(6,717.20)	(6,717)	
Garden		(40.27)	(40.27)	(477)	
Sylvia J. Henderson Outreach held over from 2013/14		(860.00)	(860.00)	(860)	1 Pre-zone, Extra gift card, Thanksgiving Kroger gift cards
Other			0.00		
Total 2014 / 2015 Commitments			(7,617.47)	(8,054)	
NET PROFIT/(LOSS) FOR ALL ACTIVITIES			27,081.68	(8,055)	