

Meriwether Lewis Elementary School
PTO Meeting Agenda
December 14, 2015 6:30pm

Board Members Present: Peggy Williams, Mindy Goodall, Holly Stancil, Laurel Geis, Helen Boyd, Mike Irani, Richard Monroe, Carleen Kupcis, Brandi Robertson and Sarah Kelsey

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

- Annual Fund update - currently above \$24,000
- In addition, we expect to receive \$600 in corporate matching donations
- Auction update - plans are moving ahead and the committee has created a Facebook page and working with the communications team
 - Email was sent to room parents asking for families to host parties
- Robotics - If the PTO purchases another robot, it would enable more children to join the robotics club and should be a net positive to Ezone budget
- Sportswear sales have vastly improved since handing out the flyers
- Possibly moving Bingo night as it conflicts with 5th grade class performing at WAHS basketball game - February 5, 2016
- Bookfair dates have changed February 29th - March 4th

B. Principal's Report: Mike Irani

- Thanks for pie, holiday spirit, the fruit and other gifts for staff

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

- Thank you all for the fruit and support

- Looking for second teacher to assist with robotics
- Faculty has been reminded to use their classroom funds and using Amazon for gift and family ordering
- 5th grade year end class activities to be organized

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

- The parent council hasn't met since the last board meeting
- The Superintendent will be at the next parent council meeting to field budget questions
- Is there a standardized county policy from the parent council or other schools for advertising on Meriwether Matters - for profit or non-profit, religious organizations, political organizations?
- Kids Night Out - increased number of kids this December versus last year's December session. Slightly less profit due to increase in pay for the teachers working at KNO
- Kids market was a great success

E. Secretary's Report: Richard Monroe

- Motion was made, seconded and approved for November meeting minutes after minor edits made to minutes
- An electronic vote was taken to approve the minutes from the June 2015 PTO meeting

F. Treasurer's Report: Helen Boyd

- Amazon near \$1000 thus far in funds raised
- Deposit made for King Family Vineyards for auction
- More teachers are requesting funds from professional development budget

G. Volunteer Coordinator's Report: Kenna Boyd

- Feedback from art print sessions are positive
- Continuing to work on recognition for the 100 people nominated for volunteer recognition
- Still trying to figure out the space to list the 100 volunteers and make sure not to leave anyone out

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

- Long term plan - working with Miro with two primary goals -
 - Selling multiple universal products year round through electronic payments and commerce store
 - Migrate to Mailchimp - which is free

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:

Monday, January 25, 2016 PTO Board Meeting 6:30 pm

December Co-Presidents Report: Mindy Goodall, Peggy Williams

**Fruit delivered Thursday 12/10 to staff.

Annual Fund: Three recent promotions: 1) A special Meriwether Matters was sent out on Monday 12/7 to drum up grade level participation 2) Room parents received an email letter from Bryce and Samantha to share with classes 12/8 3) Sent out flyer through backpack mail 12/10

Total donations were \$23,073 as of 12/10.

Enrichment Zone: Registration begins at 6am on Wednesday, December 16th. We will offer French on Fridays along with Spanish if enough students enroll. Mrs. Parmelee said she would take two more students if the PTO could purchase an additional robot. Robot could be purchased for \$350 from amazon (same as from lego store but with amazon purchase, the PTO will get some of that money back.)

Auction: Logo has been created as well as a Facebook page for the event. Email was sent to room parents to forward requesting auction donations and ideas.

Grocery Programs: Advertising Amazon program with the holidays here.

Sportswear: Kate Shegda sent out flyers in backpack mail. Deadline for holiday orders is 12/12.

Bluebirds Care: Sent out new and old ideas to room parents for Winter Holiday parties.

Yearbook: Yearbook meeting with Balfour rep December 14th and focusing on photography and taking good pictures.

December 2015 Vice President's Report to the Board (Carleen Kupcis and Sarah Kelsey)

Parent Council

The ACPS Parent Council will hold its next meeting in January at which time the members will be given an opportunity to discuss school budget priorities with Dr. Pamela Moran.

Kids Market

The event was a huge success and a lot of fun for everyone in attendance. We had 60 sellers and donated \$169.65 to the SPCA and \$182.02 to Foothills Child Advocacy.

Hospitality Committee

As in years past, the Hospitality Committee provided (through the generosity of MLS parents) a homemade pie to MLS staff before the Thanksgiving holiday. The Hospitality Committee in in the midst of arranging for homemade sweet treats to be brought in before the Winter Break, which will go home with school staff on December 18.

Kids Night Out

Since the last Board meeting the PTO has sponsored two KNO events - one on November 20 and one this past Friday on December 11. The KNO committee chair provided the summary below for the November 20 event and more information on the December 11 event (featuring extended hours) will be provided at the January meeting of the Board.

Kids Night Out Update- November 20, 2015

Registration Summary

Registration Type	Kid Count	Money Paid
Backpack Mail	38	665
Online	56	1000
Collected at Door	24	475
Total	118	2140

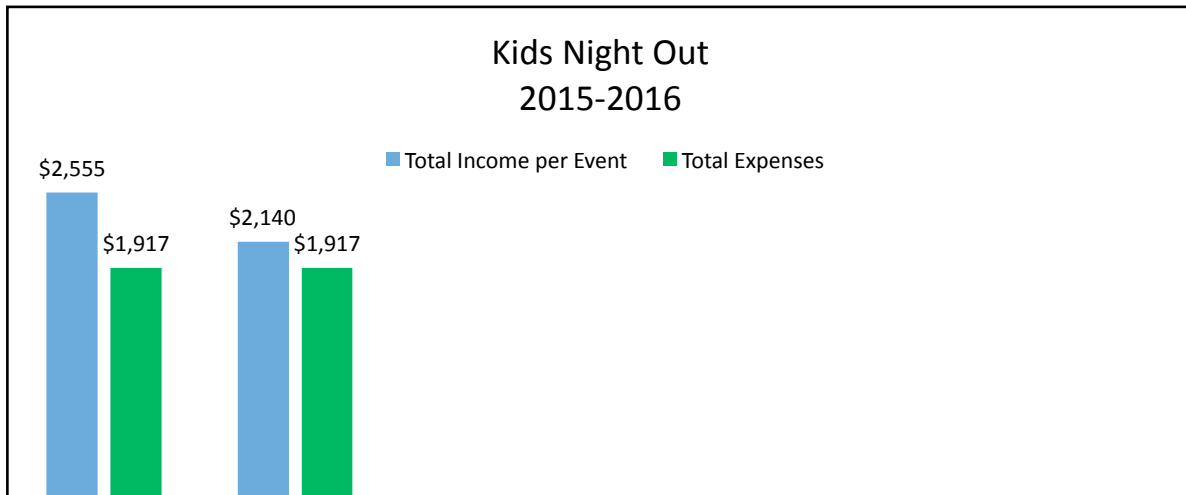
The largest percentage of students in attendance were from grades 1st – 3rd. The lowest percentage of student registration was Kindergarten.

Registration Distribution by %

Event Date	Backpack Mail	Online	Collected at Door
9/18/15	38%	41%	21%
11/20/15	31%	47%	22%

Online registrations continue to increase. Moved reference to online payment option to the front of the KNO flyer for awareness.

Income Summary 2015-2016



Notes

- Revised KNO Backpack Mail to include the new MLS PTO logo
- Extended December hours until 10:00, Flyers were distributed on November 19th
 - Teachers will be compensated for the additional hour

**Meriwether Lewis School PTO
2015 / 2016**

	7/1/15 - 12/10/15 ACTUALS			2015-2016 BUDGET	Comments
	Income	(Expense)	Actual Profit / (Loss)	Net Budget Income / (Expense)	
FUNDRAISING PROGRAMS					
Annual Fund	23,073.00	(522.80)	22,550.20	1,628	
<i>Annual Fund Stripe Expense</i>		(143.09)	(143.09)		
Total Annual Fund	23,073.00	(665.89)	22,407.11	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>Fall II stipend not paid yet</i>
<i>Enrichment Zone - Other</i>	22,186.00	(7,560.16)	14,625.84	8,604	<i>Fall II payroll not paid yet</i>
*EZ Subtotal	22,186.00	(8,555.93)	13,630.07	2,037	
<i>PrE-Zone</i>	2,448.00	(565.00)	1,883.00	-	
<i>Stripe Expense EZ and Pr-EZ</i>		(557.63)	(557.63)	(1,463)	
Total Enrichment Zone	24,634.00	(9,678.56)	14,955.44	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	(2,134.65)	2,051.16	(400)	
Total Fun Fair	6,998.31	(2,199.17)	4,799.14	2,500	
Grocery Rewards					
Harris Teeter			0.00	600	
Kroger	1,325.68		1,325.68	2,000	
Amazon Affiliates Income	760.06		760.06	900	<i>\$279 due for Oct, \$321 for Nov, \$223 for Dec so far</i>
Grocery Rewards - Other		(61.60)	(61.60)	-	<i>Flyers</i>
Total Grocery Rewards	2,085.74	(61.60)	2,024.14	3,500	
Kids' Night Out	4,720.00	(3,899.22)	820.78		<i>Includes some online registrations for 12/11 KNO</i>
<i>KNO Stripe Expense</i>		(83.12)	(83.12)	500	
Total Kid's Night Out	4,720.00	(3,982.34)	737.66	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>	190.00	(1,745.00)	(1,555.00)	22,000	<i>RSA + KFV deposit</i>
Total Silent Auction	190.00	(1,745.00)	(1,555.00)	22,000	
Yearbook	2,055.00	(42.00)	2,013.00	500	<i>Made \$800 in 2013/14</i>
Yearbook PayPal Expense			0.00	-	
Total Yearbook	2,055.00	(42.00)	2,013.00	500	
TOTAL FUNDRAISING PROGRAMS	67,131.05	(18,531.63)	48,599.42	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	67,171.08	(18,898.63)	48,272.45	33,152.16	

Meriwether Lewis School PTO

2015 / 2016

	7/1/15 - 12/10/15 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		(6,109.57)	(6,109.57)	(14,000)	
Cultural Programs & Assemblies			0.00	(1,600)	
Day of Caring			0.00	(300)	
Game Night			0.00	(100)	
Holiday Kids' Market		(166.70)	(166.70)	(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		(20.00)	(20.00)	(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		(341.41)	(341.41)	(1,020)	
Total PTO Administration Exp.	0.00	(1,421.41)	(1,421.41)	(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		(383.40)	(383.40)	(1,000)	
Coffee with Dr Irani			0.00	(200)	
Total Staff Appreciation / Hospitality	0.00	(2,294.79)	(2,294.79)	(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	(12,107.60)	(12,107.60)	(33,152)	
TOTAL NET INCOME (from pg 2)			48,272.45	33,152	
TOTAL EXPENSES: SERVICES & PROGRAMS (from above)			(12,107.60)	(33,152)	
PROFIT/(LOSS) for 2015/2016 Activities			36,164.85	0	
PROFESSIONAL DEVELOPMENT FUND		(1,680.41)	(1,680.41)	-	
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			26,866.97	(8,055)	