

Meriwether Lewis Elementary School
PTO Meeting Agenda
May 23,2016 6:30pm

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

Parents Attending: Nicole Group, Beth McCarthy, Stacey Carden, Beth Wertheim, Amanda Beresford, Christina Keller

A. Welcome, Introduction & Public Comments

- Nicole Group - Grateful for the special education staff at MLS.

B. Treasurer's Report: Helen Boyd

- Helen gave a brief introduction explaining her methodology and basics of the monthly reports for the new board.
- Review of costs for the book fair and flyers.
- Review of Ezone payroll and Carey Gibson's stipend.
- Mr. Williams will use up his remaining \$1,700 from pre-zone over the next month or two.
- Review of grocery and Amazon rewards for the new board.
- Kids Night Out - still waiting on final numbers.
- A few donations are still trickling in from the silent auction.
- Classroom funds are almost entirely used up for the first time in a few years.
- Increase in staff appreciation expense due to teacher appreciation week in May.
- We paid the school \$2,100 for intervention support but the school will take that expense on going forward.
- We paid \$30,000 for the new playground.
- Helen explained methodology for end of year projections.
- Proposed cash reserve calculated projecting cash flows before any funds are raised through Fun Fair, Kids Night Out, etc.
- Assumed staff levels maintain the same and other costs are the same as last year - accountant's fees, supplies, printing and postage, outreach, etc.

- Part of the annual fund is specified for previously identified school priorities.
- We have already paid for the playground for next year.
- Annual fund has roughly \$27,000 to spend after paying for the playground.
- Individual teachers have three years to spend their professional development fund.
- High level review of potential projects for end of year spending.

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

- Brief review of the most recent parent council meeting. Redistricting appears to be off the table in the county.

D. Volunteer Coordinator's Report: Kenna Boyd

- Instead of volunteer of the month, we tried different ways of thanking volunteers on a group basis this year.
- Buying small gifts for volunteers to pick up at school before year end.
- Kenna will coordinate with Amanda (new volunteer coordinator) to send a note to current committee volunteers to ask if they are willing to volunteer next year.
- Fun Fair committee has already met and is planning for the Fall event.
- Need to find a landscape committee chair.

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

- Last agenda item - switch from Constant Contact to Mailchimp. Mailchimp works better with Square Space.
- Potential for people that receive emails from Constant Contact may filter out emails sent via Mail chimp.

F. Secretary's Report: Richard Monroe

- We will vote on approving the minutes via email this week.
- Motion made, seconded and approved to approve March and April minutes.

G. Co-Presidents' & Principal's Report: End of Year Proposed PTO Funding Expenditures

- Vote was held for next year's PTO officers and all were approved.
- Playground Update - the money was sent and construction should be completed by the beginning of new school year.
- Year End Funding Proposals - we asked for requests from faculty, staff, administration, parents and other constituents.
- A few of the request were already part of the normal budget. A few required more work or research and were not approved.
- We will try to keep all requests for the future in case other similar requests are made in the future.
- Discussion of the three-year cycle for professional development fund.
- Mobile active panel for the French program will most likely not cost \$6,000 for the World Language Program but we will approve up to \$6000 to cover the full cost.
- Think of the new panel as a 72 inch iPad that 10 kids can use at the same time.
- Request for mobile versus a stationary platform as we do not yet know where the teacher will be located.
- The base is \$1,200 and needs to be strong to support the potential for 10 kids using it at the same time.
- One of the positives is there is not a need for projectors which will save on projector costs and other issues such as blocked images.
- Discussion of replacing current boards with an active panel boards / interactive boards.
- Would not be able to replace all of the boards at once and will need to decide how to choose which teacher gets to use an interactive panel board.
- We may be able to utilize a program that will buy back existing boards and then would shift existing boards around in school.
- Discussed whether we will be adding five or six of the interactive boards a year over the next few years.
- Will the boards be compatible with ACPS sanctioned technology? Yes. Will they be compatible across technology platforms - Mac, PC, etc....? Yes.
- Should we start with specific grade levels and phase in to other levels?
- Possibly eligible for grants.

- Discussed random distribution of active panels to all eligible teachers that complete an application versus making sure every grade level has at least one.
- Project based learning pilot program - Proposed \$7,000.
- What is available to us versus taking on larger projects.
- Ability for teachers to access funds mid-year if needed instead of waiting till year end for the next year's budget.
- \$7,000 based on \$1,000 pre grade level and \$1,000 for specialists.
- High Tech High from California will be presenting in our division to discuss their project based curriculum and experiences.
- Set up similarly to professional development funds.
- \$250 for security shades.
- \$360 for service learning project.
- \$390 Picnic table kit.
- Motion was made to vote specifically on annual fund items - see report for breakdown, motion seconded and passed.
- Follow up motion was made to vote specifically to approve remaining end of year funds \$13,334 for active boards, \$7000 for pilot project learning fund, \$250 for classroom shades, \$360 for service learning project, \$390 for picnic table kit. Motion was seconded and approved.
- Dr. Irani thanked the outgoing and incoming officers, especially Mindy and Peggy.
- We have hired three new instructors. Elizabeth Brand will be the French teacher. Rachel Shammy will be joining us from Culpepper in the younger grades. The third hire is not officially on board yet, but will fall in the "R" bucket for professional development reasons.

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

- Thank you for the teacher appreciation week support from the PTO and parents.
- Very thankful to the PTO for retirement celebration support (vote in early May for the funds).
- Happy to hear that the majority of classroom funds were used this year. The quick turnaround on expenses was especially appreciated.
- Special thanks to Helen for all of her help with the fifth grade class in addition to her PTO duties.

