PTO - General Meeting

March 17th, 2015

Meeting called to order at 6:05pm

**In attendance:** Mr. Butler, Carmel Barnhart, Celena Hoerauf, Jennifer Paugh, Leah Emmett, Paula Coleman, Jessica Nevin, Jessica May, Amber Bell, Andrea Hansen, Tawni Collier, Erin Richardson & Breanna Jones

1. Introductions
2. The minutes from the previous general meeting February 17th, 2015, were reviewed & approved. Paula Coleman made a motion to approve the minutes and Jessica May made a 2nd motion.
3. Treasurer Report – discussion on distribution of money and how teachers are funded.
   1. A list was distributed to teachers & staff showing the remainder of their funds for the year. Another list will go out in May.
   2. A notice will be sent to teachers letting them know that all check requests should be in by June 1st.
   3. We had one teacher that was “over” by $2.63. That can happen when students are added or subtracted over the year. A teacher’s budget is commonly based on a “per student” unit. A small overage like this is not a concern; however, if a teacher is specifically requesting to go over their amount, they would need to request those funds at a Board Meeting. Anything over $500.00 needs to be voted on.
   4. There is currently around $13,000 in the account, but it’s typical for around $29,000 - $30,000 to revolve in and out of the account throughout a school year.
4. Mr. Butler gave the Principal’s Report
   1. New Custodian interviews were today. Currently a lateral has opened up; the full process is expected to be finished around the end of next month.
   2. Cafeteria update
      1. The new square footage should allow for us to serve up to 150 students at a time. Hope to have 2 grades at a time now (grades K & 1, 2 & 3 and 4 & 5) to improve efficiencies. This should give us about 4 more hours of Educational Assistant’s time for classrooms.
      2. Tables outside will be moved and the driveway area will be fenced off for safety and security.
      3. Design includes better sound diminishing.
      4. The cafeteria will now have doors at the gym entrance to prevent people from entering when the cafeteria is not in use. In the past people have accidentally unplugged important things such as the milk cooler.
      5. If anyone is passing by construction in the summer – please take photos so we can post them to Facebook.
5. Fundraisers & Events
   1. Mixed Bags/Pasta Fundraiser
      1. Will be sorting after the PTO meeting (help is appreciated) and delivering to classrooms in the morning to go out to students.
      2. We will likely change up the fundraiser next year.
   2. Bingo/Bookfair May 1st 5pm – 8pm
      1. This is an early release day.
      2. Bing is free and the Bookfair will include the “free Principal” book.
      3. We will really want to advertise that the Bookfair will only be one day (however the bookfair will be set up in time for a preview day on Thursday).
      4. We would like to track how many people attend the Bingo by counting the Bingo cards. 2 cards for each player should help us count.
      5. Food? Probably Papa’s pizza, although other ideas were Kona café or possibly Ranchito Grill (Jessica May has a contact).
      6. We will be sending out an e-mail for volunteer coordination.
   3. Jog-a-thon – Friday May 29th (time to be determined but possibly 9:30 - 11:00)
      1. Sarah Ewing and Erin Richardson will be coordinating again this year (Sarah on-site and Erin T-shirts & communications).
      2. We would all like to keep the goal at $10,000 again this year.
      3. T-shirts cost $6.00 to make and we charged a $10.00 “pledge” last year. It was suggested that we charge a “$15.00” this year, but members liked the idea of keeping it at $10.00 so the price will not change this year.
      4. Verification of the T-shirt pledges will be done by Erin.
      5. Last year we sent an e-mail to teachers to see if they needed any extras so lower income families were not left out.
      6. We would like to have just one order if possible this year and better tracking of the t-shirts once they arrive. Voted on ordering all the shirts at once. The cost could be up to $1500.00. Paula Coleman made a motion and Breanna Jones made a 2nd motion to approve.
      7. We are looking for a timeline to send out the t-shirt order forms and possibly coordinate an assembly to discuss cash donations and prizes. Mr. Butler suggested they could add about 5 minutes to a student recognition assembly on April 17th and Breanna Jones agreed.
      8. Erin asked Mr. Butler if we could purchase envelopes through the school, since it was difficult and time consuming last year finding enough of them. We could potentially be sending out jog-a-thon information on April 13th or 14th. Carmel noted that this would also be the same time that Bucks for Books fliers will be going out. Bucks for Books is the week of April 27th.
      9. It was noted that it will be difficult to get pledge money back by the end of the year. Deadlines will be important for this fundraiser.
      10. Erin showed us a copy of the t-shirt designs. The group voted on a design they liked best (#2). The designs have also gone to teachers and students who are favoring design #6.
      11. It is anticipated that we will all go in one group this year with tables staggered around the track. Transportation is being worked out.
      12. A volunteer sign-up sheet was passed around the meeting.
6. Board Positions
   1. Paula Coleman and Erin Richardson agreed to be on an Advisory Committee to help us in our path to redesign or restructure the Board.
   2. We need an updated copy of the current By-Laws. Ours seem to be out dated.
7. Yearbook update – Jennifer Paugh relayed information that Jenny Williams provided.
   1. In past years a volunteer has helped input all the information from the envelopes into the Lifetouch system. Jennifer Paugh will volunteer to do it this year.
   2. Please send out a Facebook request for photos.
   3. The Yearbook deadline for Jenny is on April 19th. Jenny will be canvasing the school after Spring Break to collect more photos but would appreciate any extra photos of events.
   4. Please request “teacher quotes” and photos from teachers.
8. Is there time or interest in a movie night at the school? Time did not allow for discussion on this topic.
9. Raptor Center Field Trip Request from Breanna Jones
   1. Field trip would be scheduled for June 2nd and includes admission to Raptor Center and transportation. They would split into 2 groups and eat at Tugman Park.
   2. Raptor Center entrance fee is $5.00 per student. Overage requested for student entrance is $52.29
   3. Transportation fee is budgeted at $4.00 per student. Overage requested is $82.50 ($1.50 per student)
   4. Total expenses requested are $133.79
   5. Jennifer Paugh, Celena Hoerauf & Carmel Barnhart approved the total of $133.79. May need Amber Bell and Jessica Nevin to also approve, but the amount is likely not high enough to warrant all members approval. Carmel will check on that.
10. Meeting officially adjourned